

Is Your Nonprofit Organization Grant-Ready?**I. Grant Readiness Assessment – Circle “yes” or “no” for each statement.**

___ Do you have **501(c)3 status** or a **fiscal sponsorship** agreement in place?

YES NO

___ Do you have a **compelling mission statement** that explains why your organization exists?

YES NO

___ Do you have **staff or volunteers** who are clearly qualified to carry out your mission statement?

YES NO

___ Do you have an active **board of directors**?

YES NO

___ Do you have the **administrative and fiscal tools** to financially manage and report on a grant?

YES NO

___ Do you have the **facilities** (such as building, technology) you need to carry out your mission?

YES NO

___ Are you developing **diverse funding streams** other than grants (such as individual donations)?

YES NO

___ Has your organization filed **Form 990s** with the IRS every year it has been in operation and hired an auditing firm to do a **professional audit**?

YES NO

II. Your Grant Readiness Action Plan

- Put an “X” next to every line item above for which you circled “no.”
- Of all items you circled, choose the top three items. Select those three items that are most important or urgent for you to address.
- In the sections below, copy the item and write three action steps that you know you can take over the next few weeks to build your grant readiness.

Example:

Line item	Action steps to take
Active board of directors	1) Call Joan S. to ask her for ideas of who could be asked to serve on board 2) Get book on how to develop a board of directors 3) Update website, Facebook, Twitter & LinkedIn with board recruitment info

Your plan:

Line item	Action steps to take
	1) 2) 3)
	1) 2) 3)
	1) 2) 3)

Need more help?

- Free Foundation Center webinar, [Before You Seek a Grant: A Checklist for New Nonprofits](http://grantspace.org/Classroom/training-courses/Before-You-Seek-a-Grant-A-Checklist-for-New-Nonprofits) (<http://grantspace.org/Classroom/training-courses/Before-You-Seek-a-Grant-A-Checklist-for-New-Nonprofits>)
- [Nonprofit Startup Resources by State](http://foundationcenter.org/gainknowledge/map/start-up-map.html) (<http://foundationcenter.org/gainknowledge/map/start-up-map.html>)
- The Nonprofit Center at LaSalle University's "[7 Tips to Maintaining Your Tax-Exempt Status](http://www.lasallenprofitcenter.org/resources/10-tips-for-maintaining-your-tax-exempt-status/)" (<http://www.lasallenprofitcenter.org/resources/10-tips-for-maintaining-your-tax-exempt-status/>)