



Alexis R. Ferri  
Grant Consulting, LLC

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GRANT READINESS CHECKLIST FOR NONPROFITS

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**ORGANIZATIONAL STRUCTURE**

Before you apply for a grant, have the following documents prepared:

- ☐ IRS 501(c)(3) Letter of Determination.
- ☐ Most recent 990 forms going back at least one year—more if possible—and a W-9.
- ☐ Financial statements, either audited or internally generated. These should include statements of financial position, activity, and cash flow.
- ☐ Board of Directors roster and leadership. Include term years and affiliations.
- ☐ Operating budget for the current year. Include projected expenses and revenue.
- ☐ Program budget for the program/project for which you are submitting the grant.

**HAVE IN PLACE**

- ☐ Strong bylaws
- ☐ Job descriptions of any positions (volunteer and paid)
- ☐ Internal policies
- ☐ Letters of support
- ☐ Clear logo
- ☐ Board minutes