



■ DHCG Grant Readiness Checklist

Use this checklist to assess whether your organization is prepared to seek, apply for, and manage grant funding.

1. Organizational Foundation

- ☐ Our organization has 501(c)(3) status or an appropriate public designation (e.g., government, tribal, educational)
- ☐ We have clear and current mission and vision statements
- ☐ Our Board of Directors is active and meets regularly
- ☐ We have an organizational chart and clearly defined staff roles
- ☐ A strategic plan is in place or currently being developed

2. Program & Service Clarity

- ☐ Our programs or services are well-defined and aligned with our mission
- ☐ We have specific goals, measurable objectives, and defined outcomes
- ☐ Our program design is evidence-based or informed by community needs
- ☐ We have a logic model or theory of change to support our programs
- ☐ We have systems to collect, track, and report data on performance

3. Financial Stability

- ☐ We have a current annual organizational budget
- ☐ We maintain program- or project-specific budgets
- ☐ Our most recent IRS Form 990 is available and accurate
- ☐ We maintain current financial statements (profit & loss, balance sheet, etc.)
- ☐ We can track and report grant funds separately from general funds

4. Administrative Capacity

- ☐ We have a designated staff person or consultant for grant writing and/or management
- ☐ We have internal systems in place for tracking and reporting on grant deliverables
- ☐ We follow established financial and operational policies (procurement, travel, etc.)
- ☐ We have experience managing public or private grant funds
- ☐ We can meet funder timelines, submit reports, and respond to audits

5. Compliance & Registration

- ☐ We are registered and active in SAM.gov
- ☐ We have a current UEI (Unique Entity Identifier)
- ☐ We are registered with Grants.gov or other funding portals as needed

- ☐ We have a DUNS number (if required by any prospective funders)
- ☐ We maintain required insurance and internal policies (e.g., conflict of interest)

6. Supporting Documents

- ☐ We have a current IRS 501(c)(3) determination letter
- ☐ We maintain a list of our Board of Directors and their affiliations
- ☐ We have resumes or bios for key staff or leadership
- ☐ We have MOUs or letters of support for active collaborations
- ☐ We have an organizational capability or capacity statement
- ☐ We collect testimonials, success stories, or impact visuals

7. Grant Strategy

- ☐ We have defined funding priorities for the next 12–18 months
- ☐ We conduct or are open to conducting grant research and funder outreach
- ☐ We understand the level of effort required for strong proposal development
- ☐ We set internal deadlines and review processes for submissions
- ☐ We are prepared to invest in consulting, staffing, or training as needed

■ Scoring & Next Steps

Count how many boxes you've checked:

- 25–35 boxes checked: You're grant-ready! You have a strong foundation in place to seek and manage funding. Now's the time to begin grant prospecting, writing, and submission.
- 15–24 boxes checked: You're getting there! With targeted support—such as grant strategy development, systems planning, or staff training—you'll be ready to compete for funding soon.
- Fewer than 15 boxes checked: You may want to build your internal infrastructure before seeking grant funding. Consider consulting support to strengthen key areas like compliance, budgeting, or program design.