



■ 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.