

Organizational Self-Assessment: Readiness for Federal Grants			
Category	Assessment Question	Yes	No
Clear Mission	Is your mission statement clear and precise?		
Strategic Plan	Do you have a current strategic plan with clear organizational goals?		
Fundable Programs	Do you have programs already designed or programs you wish to launch that are eligible for federal funding?		
	Do you have a general budget for these programs?		
Financial Stability/ Cash Flow	Do you have enough cash on hand to wait (perhaps months) to be reimbursed for grant expenses?		
Accounting Practices	Can you track grant funds separately from the organization's general budget?		
Financial Records	Do you have at least three years of financial statements?		
	Do you have audited financial statements?		
Track Record	Do you have evidence of success/expertise serving your target community/population?		
Personnel	Can existing personnel be freed up from their current responsibilities to take on grant duties, or can you attract qualified new personnel?		
	Do your bookkeeping, human resources/ payroll, and data personnel have time to add grant-related duties?		
	Does your executive director have time to supervise the grant, monitor the funds, and oversee grant personnel?		
Space	Do you have adequate space in which to deliver your grant activities?		
Data Tracking	Do you have a reliable method to track grant activities and people served?		
Evaluation Expertise	Do you have the ability to evaluate grant activities and prepare regular reports?		
Nonprofit Status* (*Possibly Optional)	If you intend to apply for grants as a nonprofit, do you have nonprofit status recognized by your state?		
	If you intend to apply for grants as a nonprofit, have you received your 501(c)(3) ruling from the IRS?		