dig DEEP
We dig deep so you don't have to.

<u>**Resource Library Tool #300-1**</u>
ORGANIZATIONAL GRANT READINESS CHECKLIST

CATEGORY	CONSIDERATION	Y	N	N/A	NOTES
Governing Support	Do you have support from your governing body (City Council, Board of Directors, etc.) to seek grant funding?				
Organizational History	Has your organization secured grant funds in the past?				
	Do you have a list of grants previously awarded to your organization?				
Fundable Projects	Have you identified grant-fundable capital projects?				
	Are your identified capital projects at an early phase to have funding success?				
	Do your capital projects have defined timelines and budget needs identified?				
Financial Ability	Is your organization willing and able to cover required cost match?				
	Is your organization willing and able to outlay project expenses until funds can be reimbursed?				
Expertise	Do you have personnel with the knowledge and experience to research and analyze grant prospects?				
Processes and Policies	Do you have organizational standards in place to govern grant-seeking processes?				
	Do you have processes in place to manage a grant pursuit endeavor?				
	Do you have systems and processes in place to manage grant reporting, including tracking progress and project expenses?				
	Do you have systems and processes in place -- or the ability -- to track project expenses and match sources separately for each grant?				

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Personnel Resources	Do you have a grant team in place in which individual roles, responsibilities, and expectations are clearly defined?				
	Can your supporting departments (public works, finance, etc.) commit staff time to help with proposal development, project implementation, and grant administration?				
	Can the department leading your capital project commit staff to help draft proposal content, provide information and feedback, and track project outcomes, expenses, and timelines?				
	If using an outside contractor (i.e. Engineering firm), does their scope allow for grant-seeking support?				