Community Foundation
Serving Howard, Clinton and Carroll Counties

Grant Readiness Checklist

While most grant-making organizations may require all items on this list, some may not ask for everything. It is best to be prepared in advance.

- [ ] Organizational Background
  - [ ] History of organization (narrative)
  - [ ] Year established
  - [ ] Mission, vision, values statement
- [ ] Tax Documents
  - [ ] Tax-exempt status letter
  - [ ] 990 (Return of Organization Exempt From Income Tax)
  - [ ] W-9
- [ ] Financial Information
  - [ ] Detailed organizational budget
  - [ ] Financial statement
  - [ ] Audit
- [ ] Governance
  - [ ] Board of directors (including affiliations and contact info)
  - [ ] Organizational chart
  - [ ] Current strategic plan
- [ ] Program / Project Information
  - [ ] Detailed program/project description
  - [ ] Number served in previous year
  - [ ] Current outcome measures
- [ ] Other
  - [ ] Letters of support
  - [ ] Percentage of Board giving financially
  - [ ] Licenses, certifications (where applicable)