

Funding Readiness Checklist

For churches, nonprofits, daycares, home care agencies, healthcare providers, and mission-driven businesses preparing to apply for grants and contracts.

Use this checklist to assess whether your organization is ready to pursue grants and government contracts. Aim to check off at least 80% of items before submitting major applications. Items left unchecked are a roadmap for what to build next.

1. Organization Foundations

- Legal entity formed (501(c)(3), LLC, church, association, etc.)
- EIN issued by the IRS
- IRS determination letter on file (if nonprofit)
- Articles of incorporation and bylaws available
- Mission statement clearly written (2-3 sentences)
- Board of directors or leadership team documented

2. Federal & State Registrations

- SAM.gov registration active (required for federal funding)
- UEI (Unique Entity Identifier) obtained
- Grants.gov account created
- State charitable solicitation registration (if required)
- DUNS history retained for legacy applications

3. Financial Readiness

- Most recent annual budget prepared
- Two years of financial statements (or P&L;) available
- Form 990 filed for the last 2-3 years (nonprofits)
- Audit or financial review (if budget > \$750K)
- Bank account in the organization's legal name
- Accounting system in place (QuickBooks, Aplos, etc.)

4. Programs & Impact

- Programs and services clearly described
- Populations served identified (with numbers)
- Service area defined (city, county, state, region)
- Outcome metrics tracked (people served, hours, results)
- 1-2 success stories or case studies documented

5. Required Documents Vault

- Capability statement (1-page) for contracts

- Logic model or theory of change
- Organizational chart
- Resumes of key staff and leadership
- Letters of support from partners
- Insurance certificates (general liability, D&O;)
- W-9 form completed

6. Application Capacity

- Designated grant lead or champion identified
- Time blocked monthly to search for funding
- Process for board approval of applications
- Calendar of key federal & foundation deadlines
- Templates for common narrative sections drafted

7. Compliance & Reporting Readiness

- Conflict of interest policy adopted
- Whistleblower and document retention policies
- Procurement / purchasing policy (federal grants)
- Time and effort tracking system
- Plan for grant reporting and outcomes tracking

Next step: Create your free FundingVault AI profile to match these readiness items against live grant and contract opportunities — and let our AI agents help you close the gaps.