

Grant-Ready Checklist: Nonprofits

The following items are **typically required** in grant applications:

- IRS Letter of Determination**, also known as a 501(C)3 letter
- Board of Directors List**
- Audited Financial Statements** (by an accounting firm/accountant)
- Year-end Finance Statement** (that compares your actual budget to the projected budget)
- IRS 990 Tax Return**
- Operating Budget** for Current Fiscal Year
- Program Budget** (if the grant application is requesting funding for a program or project)

Other items that are **often required** in grant applications, depending on the grant:

- Annual Report
- Strategic Plan
- Organization Chart
- Recent results/accomplishments
- Recent news articles, video clips, photos or other media
- Letters of Support
- Memorandum of Understanding (if partnering with other organizations)
- Staff Qualifications/Information
- Staff Resumes or Brief Bios for Key Personnel
- Cost Estimates and Vendor Information (e.g., for equipment purchases)

Grant-Ready Checklist: Businesses

The following items **may be required** in grant applications, depending on the grant:

- Written documentation of your company's **legal structure**
- Board of Directors List**
- Articles of Incorporation**
- Financial Statements** (by an accounting firm/accountant)
- Operating Budget** for Current Fiscal Year
- Program Budget** (if the grant application is requesting funding for a program/project)
- Annual Report**
- Business Plan**
- Strategic Plan**
- Organization Chart**
- Cost Estimates and Vendor Information** (e.g., for equipment purchases)

Remember... there is more to assessing your “grant readiness” than having the above items on hand.

All foundations and government grants have some form of required reporting, ranging from a simple final report to extensive financial accounting and frequent written reports. [Contact us](#) to learn more about whether your organization is ready to receive and manage grant funding.