

Use this 25-point checklist to assess your organization's grant readiness across 8 dimensions. Mark each item: ✓ **Yes** (full points) | ■ **Partial** (half points) | ✗ **No** (0 points). Total your score to find your readiness grade.

■ GOVERNANCE & LEGAL

✓ / ■ / ✗	Criteria	Pts
■	Organization is formally registered (NGO / nonprofit / trust / cooperative)	25
■	Has an active, functioning board of directors or advisory council	20
■	Written policies and procedures are in place (HR, finance, procurement)	15
■	Organizational bylaws / constitution are documented	15
■	Annual reports produced in last 2 years	10

■ FINANCIAL MANAGEMENT

✓ / ■ / ✗	Criteria	Pts
■	Dedicated organizational bank account maintained	25
■	Audited financial statements for last 2 fiscal years	25
■	Basic accounting / bookkeeping system in use (manual or software)	15
■	Internal financial controls documented	15
■	Cash flow forecast / annual budget prepared	10

■ MONITORING & EVALUATION (M&E;)

✓ / ■ / ✗	Criteria	Pts
■	Formal data collection tools in use (forms, surveys, registers)	20
■	Logframe, results matrix, or M&E; framework developed	25
■	Regular progress reporting to leadership / board	15
■	Staff with M&E; skills or access to M&E; support	15
■	Baseline data collected for programs	10

■ TRACK RECORD

✓ / ■ / ✗	Criteria	Pts
■	At least 1–2 completed projects with documented results	30
■	Photos, beneficiary stories, and evidence of program impact collected	15
■	References or letters of support from past partners / funders available	20

☐	Staff have relevant technical experience in program area	15
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■ PARTNERSHIPS

✓ / ☐ / ✗	Criteria	Pts
☐	Strategic partnerships or MoUs with other organizations in place	25
☐	Community relationships and stakeholder buy-in documented	20
☐	Government or institutional endorsements available where needed	15
☐	Partner roles and responsibilities are clearly defined	15

■ WRITING & NARRATIVE CAPACITY

✓ / ☐ / ✗	Criteria	Pts
☐	Clear, compelling organizational mission statement written	20
☐	Staff or consultant with grant writing experience available	25
☐	Past proposal drafts or writing samples available	15
☐	Impact stories and program narratives documented	15

■ DIGITAL PRESENCE

✓ / ☐ / ✗	Criteria	Pts
☐	Professional organizational website exists and is updated	30
☐	Active presence on at least one social media platform	15
☐	Contact email and phone number publicly available	15
☐	Email address uses organizational domain (not Gmail / Yahoo)	15

■ GRANT MANAGEMENT

✓ / ☐ / ✗	Criteria	Pts
☐	Dedicated person responsible for grants / reporting exists	25
☐	Grant deadline calendar or tracking system in use	20
☐	Final reports submitted on time for past funded projects	20
☐	Compliance with funder requirements demonstrated	15

Score Range	Grade	What It Means
90–100	A Excellent	Ready for major funders (\$250K+). Apply broadly.
75–89	B Fundable	Competitive for most grants. Address gaps to unlock top-tier funders.
55–74	C Developing	Build 2–3 systems before applying. Focus on quick wins.
Below 55	D Not Ready	Strengthen organizational foundations before grant applications.

My Score: _____ / 100	Grade: _____	Priority Action: _____
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