

## ARE YOU GRANT-READY?

A checklist for tracking your nonprofit's progress


TurnKey Writing Solutions

Submitting a grant proposal takes a lot of work and even more time. Having some key information pieces in place before you even start looking for a funding partner will free you and your staff to focus more time on building a program to serve your clients than scurrying to find documents before the grant deadline. TurnKey Writing Solutions suggests gathering the following elements as soon as you and your board decide that grants will be a part of your fundraising plan:

- IRS 501(c)(3) letter
- Roster of board of directors with relevant biographical/professional information
- Organization chart
- Most recent audited financial statement
- Current operating budget for upcoming year
- Budget for the project for which you are requesting funds
- Other funding sources and partners
- Latest annual report
- Strategic plan
- Letters of support from partner organizations
- Impact stories from clients
- Any other marketing collateral (newsletters, media articles, client reviews, etc.)
- Updated Guidestar profile
- Mission statement
- Relevant statistics/data related to the success of your current programs



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