



FREE RESOURCE • FOR NONPROFITS & LLCs

Grant Readiness Checklist

Are You Actually Ready to Apply for Funding?

Funders want to see that your organization is legally established, financially organized, and clear about its impact. Use this checklist to find out which documents you already have — and which ones to gather before you apply.

HOW TO USE THIS CHECKLIST

- Check the box for each item you have **completed and on file today**.
- The **Applies To** column shows whether an item is for **Both**, **Nonprofit** only, or **LLC** only. Skip items that don't apply to you.
- Add up your score at the end to see where you stand.

01 Organizational Structure

✓	Document or Requirement	Applies To
☐	Legal entity established (LLC or 501(c)(3))	Both
☐	Active EIN (IRS Employer Identification Number letter on file)	Both
☐	Governing documents in place (Bylaws or Operating Agreement)	Both
☐	Articles of Incorporation / Articles of Organization on file	Both
☐	Annual report filed and status active with the Florida Division of Corporations (Sunbiz)	Both
☐	Business licenses and registrations current	Both
☐	IRS 501(c)(3) determination letter on file	Nonprofit
☐	Board of Directors active and documented (minutes, roster)	Nonprofit
☐	Conflict of Interest Policy adopted by the board	Nonprofit

02 Financial Readiness

✓	Document or Requirement	Applies To
☐	Business or nonprofit bank account	Both
☐	No commingling of personal and business funds	Both
☐	Budget tied to programs and operations	Both
☐	Financial statements available	Both
☐	Profit & Loss statement available	Both
☐	Balance Sheet available	Both
☐	Cash flow projections prepared	Both
☐	Last three years of state taxes completed	Both
☐	Last three years of local / business taxes completed	Both
☐	Most recent IRS Form 990 filed	Nonprofit

03 Program Clarity

✓	Document or Requirement	Applies To
☐	Clear mission and target population	Both
☐	Community need clearly identified	Both
☐	Defined programs or services with measurable outcomes	Both
☐	Data or impact tracking systems in place	Both
☐	Strategic goals documented	Both

04 Grant Readiness Documents

✓	Document or Requirement	Applies To
☐	Business plan or strategic plan	Both
☐	Program budget	Both
☐	Organizational chart	Both
☐	Staff or leadership resumes	Both
☐	Marketing materials or website	Both
☐	Signed IRS Form W-9	Both

✓	Document or Requirement	Applies To
☐	Proof of insurance	Both
☐	Letters of support or partnership	Both
☐	Previous grant reports (if applicable)	Both

05 Funding Registrations

✓	Document or Requirement	Applies To
☐	SAM.gov registration and Unique Entity ID (required for federal grants)	Both
☐	Grants.gov account (for federal applications)	Both
☐	Florida charitable solicitation registration with FDACS (if soliciting donations)	Nonprofit
☐	Minority / Women-Owned Business certification (if applicable)	LLC

Your Readiness Score

Count only the items that apply to your organization.

Items checked	
Items that apply to you	
Your score (checked ÷ apply × 100)	

Score	Readiness Level	Your Next Step
0-49%	Building the Foundation	Focus on legal setup, banking, and governing documents before applying.
50-79%	Almost Ready	Close your remaining gaps and start with smaller, local funding opportunities.
80-100%	Grant Ready	You are positioned to pursue competitive grant opportunities.

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