

GRANT READINESS

DOCUMENTATION	COMPLETE	IN PROCESS	NOT APPLICABLE
501(c)(3) Tax Status Verification Letter			
Certificate of Good Standing (from state of operations)			
Annual Audit (preferably two-year comparative statement)			
Complete Operating Budget for Current Fiscal Year			
Case Statement			
Introduction			
Statement of Problem/Need			
Description of Program(s)/Activity(ies)			
Alignment of Mission with Program(s)/Activity(ies)			
Program Proposal			
Timeline for Implementation of Program(s)/Activity(ies)			
Evaluation of Program(s)/Activity(ies)			
Organizational Budget			
Program(s)/Activity(ies) Budget(s)			
Summary			
List of Board of Directors			
Bios			
Credentials			
Professional Affiliations			
Leadership (Director, Senior Staff and Program Management)			
Bios			
Credentials			
Professional Affiliations			
Annual List of Doinors Giving \$1,000+			
Annual Report			
Letters of Collaboration/Partnerships			
Letters of Support			