Is a Grant Right for Your Agency?

Use this checklist to help determine whether your agency is prepared to complete a grant application.

When finished, ask the following questions: Do you have mostly check marks? What steps do you need to take to turn the question marks or X's into check marks? Based on your answers, is it worthwhile to spend time and effort applying for the grant?

Scale: ✓ = **Yes, this works for us**   ? = **Need to investigate further**   X = **No**

	✓	?	X
Start with a Good Idea			
Does your idea inspire your passion?			
Does your idea meet a real need in your community?			
Has anyone tried this idea before? If so, what were their results?			
Do you have agency support for pursuing a grant to implement this idea?			
Does your idea reflect the mission and values of your team, agency, and community?			
Is your idea realistic?			
Is the potential outcome of the project easy to evaluate and measure?			
Assess Your Organization's Capacity			
What expertise would the idea need for implementation?			
Does your organization already have that expertise among the current staff?			
Will staff need additional training?			
Is there someone on staff who has time to manage the grant?			
Is it realistic to hire other assistance or pay a current staff member for the extra work?			
Is there a potential collaborating organization that could give supplementary expertise?			
Who will be the single point of contact for the granting organization?			
Who has the time and skills to work together to prepare the grant application?			
Talk to Your Leadership			
Do your board members and agency leaders understand what is required to pursue a grant?			
Will they help develop relationships with government agencies and/or political officials?			
Are they willing to commit agency resources to the grant?			
Will they consider a collaborating organization if one is needed or desirable?			
Size Up Your Facilities			
Do you have space available to deliver the program?			
Do you need to pay for additional space?			
Are modifications to the facilities required?			
Is there a potential collaborating organization that can assist with facilities?			
Consider Collaborative Relationships			
What organizations in your community have a common mission, vision, and values?			
Do those organizations understand how working together will be beneficial?			
Are the strengths of your agency compatible with the strengths of the collaborating organization?			
Can you clearly define areas of responsibility for your agency and for your collaborator?			
Are there any legal, political, or financial impediments to this collaboration?			
How will you and the collaborator share responsibility to prepare the grant application?			
Can you describe/articulate your joint project in twenty-five words or less?			
Determine How to Monitor Grant Activities			
What formal method will you use for tracking the progress of the grant implementation?			
What system will you use to prepare and submit financial reports to the funder?			