

Grant Readiness Assessment

<p>Organization Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mission Statement <input type="checkbox"/> Vision Statement <input type="checkbox"/> History and Background <input type="checkbox"/> Organization Facts/Statistics Sheet <input type="checkbox"/> Number of Employees (full/part-time) <input type="checkbox"/> Number of Volunteers <input type="checkbox"/> Population Served <ul style="list-style-type: none"> <input type="checkbox"/> Number of people served <input type="checkbox"/> Ethnic breakdown <input type="checkbox"/> Age breakdown <input type="checkbox"/> Socioeconomic breakdown <input type="checkbox"/> Geographic area 	<p>Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 501 (c)3 IRS Determination Letter <input type="checkbox"/> EIN Number <input type="checkbox"/> Annual Report <input type="checkbox"/> Current Grants Calendar <input type="checkbox"/> Calendar of Events <input type="checkbox"/> Brochures <input type="checkbox"/> Strategic plan <input type="checkbox"/> Current fund development plan <input type="checkbox"/> Table of Organization (flow chart) <input type="checkbox"/> List of accomplishments/awards <input type="checkbox"/> List of management staff and contact information 										
<p>Financial Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Annual Organization Budget(s) current FY and previous FY (revenue and expenses) <input type="checkbox"/> Project/program budget(s) (revenue and expenses) <input type="checkbox"/> 990 Tax Statements (2012, 2011, and 2010 if available) <input type="checkbox"/> Audited Financial Statements (2012, 2011, and 2010 if available) <input type="checkbox"/> Annual Revenue Breakdown (% by source of funding and/or amount) <table style="width: 100%; border: none;"> <tr> <td>Government</td> <td>Endowment</td> </tr> <tr> <td>Grants</td> <td>Annual Giving</td> </tr> <tr> <td>Individuals</td> <td>Major Gifts</td> </tr> <tr> <td>Program Fees</td> <td>Planned Giving</td> </tr> <tr> <td>Events</td> <td>Board Giving</td> </tr> </table> <input type="checkbox"/> Top 5 gifts from previous year <input type="checkbox"/> Top 5 corporate gifts from previous year <input type="checkbox"/> Top 5 foundation gifts from previous year <input type="checkbox"/> Fundraising cost ratio 	Government	Endowment	Grants	Annual Giving	Individuals	Major Gifts	Program Fees	Planned Giving	Events	Board Giving	<p>Board of Directors Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number of Board Members <input type="checkbox"/> % of Board Members contributing to organization <input type="checkbox"/> Ethnic Demographics of Board Members <input type="checkbox"/> List of Board Members, affiliations and contact information <p>Program Information: (for each program)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program descriptions <input type="checkbox"/> Logic Model <input type="checkbox"/> SMART Objectives <input type="checkbox"/> Evaluation, outcomes, performance measures <input type="checkbox"/> Project/program budget(s) <input type="checkbox"/> Program space <input type="checkbox"/> Program staff <input type="checkbox"/> Program infrastructure
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