

GRANT READY ASSESSMENT

Organization Name: _____

Name and Title : _____
Name and Title of person filling out Assessment

Contact Information: _____
Phone _____ Email _____

Date of Assessment: _____

Directions: Mark the choice that applies best and total the subtotals at the bottom of page 2

Strong	Needs to be Updated or Renewed	Have Not Started or Incomplete	N/A (Not applicable)
5 Points	3 Points	1 Point	5 Point

ORGANIZATION DOCUMENTATION

1. DUNS number (see: http://fedgov.dnb.com/webform/index.jsp)				
2. EIN/TIN number (see: http://www.irs.gov/Charities-&-Non-Profits/Employer-Identification-Number)				
3. Business/Organizational Charter				
4. 501c3 IRS Determination Letter				
5. Governance Structure Documentation				
• List of Board members (biographical summaries)				
• Organizational bylaws (current, updated)				
• Board financial commitment (documentation thereof)				
6. Key Staff structure (list by name, title &/or functionality)				
• List of key program staff (and biographical summaries)				
• List of key administrative staff and biographical summaries				
• List of key consulting and/or contract staff and biographical summaries				

ONLINE REGISTRATIONS (Note: most **government grant** registrations take 2-4 business weeks to complete and **MUST** be in place in **advance** of e-submission of grants. All accounts **MUST** be current/updated.)

1. System Award Management (see registration link: https://www.sam.gov/portal/public/SAM/ * As of July 2012 - If you have an active record in CCR, you have an active record in SAM. If you have an expired CCR record, you should activate your SAM account now and migrate your information from CCR.				
2. Grants.gov (accounts: eBiz point of contact, SO, AOR) (see registration link: http://www.grants.gov/web/grants/applicants.html)				
3. eRA Commons for NIH Grants (accounts: eBiz point of contact, SO, AOR, PI) (see link: https://public.era.nih.gov/commons/public/registration/registrationInstructions.jsp)				
4. Others (please specify: _____)				

MISSION AND VISION

1. Mission and/or Vision statements (up-to-date)				
2. Programming Plan (for 1 year, 2 years, 3 years...)				
3. Strategic Goals and Objectives (project/program; organizational/operational)				

Organization Documentation - Subtotal

GRANT READY ASSESSMENT

	Strong	Needs to be Updated or Renewed	Have Not Started or Incomplete	N/A (Not applicable)
	5 Points	3 Points	1 Point	5 Point
FINANCIAL OVERVIEW				
1. Identification of funding/budget period(s): <i>(organizational fiscal year; proposed project budget period)</i>				
2. Financial management/controls <i>(including staff policies and procedures if available, staff name and title/functionality, Board oversight policies)</i>				
3. Financial statements <i>(including audited statements if available)</i>				
4. Project/program Budget				
5. Overall organizational budget				
6. Identification of other funding sources <i>(for program and organization - existing/current and/or planned/projected by source name, amount and funding period)</i>				
Financial Overview - Subtotal				
GRANTS MANAGEMENT READINESS				
1. Procedures and personnel for accounting in accordance with Basic Cost Principles and applicable OMB Circulars <i>(receipt and uses of grant funding)</i>				
2. Procedures and personnel for compliance <i>(grantors/funders reporting requirements)</i>				
Grants Management Readiness - Subtotal				
PAST PERFORMANCE/TRACK RECORD				
1. Community Relations/Strategic Partnerships <i>(identify by agency/organization name, role, tenure—timeframe of relationship)</i>				
2. Past Program, Project and/or Organizational Performance Results <i>(quantitative and qualitative reports)</i>				
3. Grant funding performance: existing and/or previous grants <i>(by program/project title and description, funding source, funding amount, funding period, outcomes/results/evaluation)</i>				
Past Performance/Track Record – Subtotal				
(SUBTRACT TOTAL N/A COLUMN FROM 150) = APPLICABLE TOTAL POSSIBLE				
ADD SUBTOTALS FOR STRONG, UPDATE /RENEW, AND NOT STARTED/INCOMPLETE COLUMNS <i>(DO NOT INCLUDE POINTS FROM NA COLUMN)</i> TOTAL POINTS				
DIVIDE TOTAL POINTS BY APPLICABLE TOTAL POSSIBLE = (PERCENT) GRANT READY SCORE				