Grant Qualification Checklist

Grant Qualification is a process where you carefully evaluate the funder's grant-making information to determine if this application is worth pursuing. It helps you to determine if your project is likely to get funded, whether you have the time and resources to complete the application, and if your organization can fulfill the funding requirements. This checklist helps you specifically identify:

- What problem is the funder looking to solve?
- How does the funder want to solve the problem?
- Do you have a project that is a good fit?
- Does our project fit the scope and priorities of their grant program?

By completing this two-page checklist prior to writing your proposal, you will be able to better understand your project timing, budget, potential hidden requirements, and strategic alignment with the grant requirements, helping to assure a good mutual fit. Reminder: You can contact the grant administrator in this process to clarify any questions about eligibility, timeline, or other applicable requirements.

Step 1: Research answers to the checklist items on pages 2 and 3
Step 2: Rate each section from 1 to 5:   **5 = YES , 1 = NO**
Step 3: Note items where more information is needed
Step 4: Total the scores from pages 2 and 3 in the project score box below

RATINGS:

5 = Excellent Fit: 90-100% alignment
4 = Very Good Fit: Reasonably confident
3 = Unsure: 50/50 fit
2 = Probably Not: 10-35% alignment
1 = Definitely Not a Fit: "Hard No"

YOUR PROJECT SCORE:

72 - 85: Excellent Fit / Great Opportunity
64 - 71: Good Fit
36 - 63: Unsure - More detailed research needed
Less than 35: Probably Not/ Definitely Not

NOTE: While there is no magic score for a "go or no" decision, the qualification process uncovers factors that help you to make a more informed decision, and launch into a more informed process. It can help you discover non-negotiables before you've invested time in the process, or ask questions of the funder to provide greater clarity early on.

PROJECT SCORE

Add totals from pages 2 & 3

PROJECT NAME: _____

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Factor	Look For...	Rating
Entity's Legal Status	Does the legal status of your organization match with that of the entities they fund?	
Geographic Area	Does the location of offices, project, or service sites match their guidelines? Or are they concerned with where your beneficiaries live, work, or go to school?	
Target Population	Who do they want to benefit? And how do they define those factors, i.e., rural, urban, suburban, underserved, poverty, etc.	
Need	What is the need they want to address? What is the problem they want to solve? Does that fit with your organization's scope of work?	
Focus Area	What kind of approach do they want to fund?	
Use of Funds	What/how do they want their funds to be used? I.e., operations, capital, infrastructure, systems, wages, technology, equipment, etc.	
Readiness	What is your organization's readiness to execute this type of project/solution? Do you have plans in place? Has it been hoped for but isn't yet developed? Does your readiness match what the funder is looking for?	
Previously Funded Projects	Can you find other organizations or projects similar to yours that have been funded?	

Page 2 Total: _____

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Factor	Look For...	Rating
Grant Size	Is the size of the grant awarded commensurate with your need? Is the funding range more than you need? Is it enough to justify the work required to apply for the grant?	
Matching Funds Requirements	Does the funder require that your organization provides matching funds?	
Application Requirements	Are you able to provide all the materials required for the application? I.e., attachments, evaluations, audits, etc.	
Funding Period	Does the funding period match your need? Consider the funding start date and the deadline for when the funding needs to be spent.	
Upfront Reimbursement	Does the payout of the grant award match your needs? Do you receive the funding upfront, or is this a reimbursement grant? Would bridge funding be necessary?	
Application Workload	Are you realistically able to fulfill all the application requirements by the application deadline?	
Required Registrations	Are there required registrations, certifications, etc. that your organization is required to have to apply?	
Administrative/ Reporting Requirements	What kind of reporting, tracking, and/or evaluation do they require? Is your organization able to fulfill those requirements?	
Project Requirements	Is your organization capable of meeting all the requirements to implement the project, according to the funder's guides?	

Page 3 Total: _____