

Grant Readiness Evaluation

Please rate each item below. When you have finished answering all of the questions, please total your score. Your final score in each category will let you know if you are ready you are to go for grants!

If you scored the highest in the **Strong** category – *go for grants!* If you find you scored the highest in the **Needs Improvement** or **Incomplete** categories – you need to do some more work before you are ready. When you have completed the categories where you had a deficiency, take the Grant Readiness Evaluation again to see if you are ready to *go for grants*.

| | | | | |
|---|--------|-------------------|------------|----------------|
| Municipality/Township | | | | |
| Department | | | | |
| Nature of Grants Sought | | | | |
| Date of Evaluation | | Preparer | | |
| | Strong | Needs Improvement | Incomplete | Not Applicable |
| ORGANIZATION | | | | |
| TIN & DUNS Numbers | | | | |
| Charter Authorization | | | | |
| Resolution(s) of Authorization | | | | |
| MANAGEMENT | | | | |
| Department Head(s) to Sign Off on Grant | | | | |
| Authorized Personnel to Supervise the Project | | | | |
| Development Team to Develop, Plan & Organize the Project | | | | |
| Project Manager, Staff & Other Support Personnel to Carry Out the Project | | | | |
| Bid Process to Select & Supervise Any Necessary Contractors | | | | |

| MISSION & VISION | | | | |
|--|--|--|--|--|
| Demonstrated Need | | | | |
| Mission Statement | | | | |
| Programming (planned or existing for Which Grant is Sought) | | | | |
| Capital Need(s) for Which Grant is Sought | | | | |
| PLANNING | | | | |
| Strategic Plan | | | | |
| Project Budget | | | | |
| Project Budget Approval(s) | | | | |
| Project Development Plan | | | | |
| Cost Itemizations/Estimates for Project | | | | |
| Selection of Qualified Contractors | | | | |
| GRANTS MANAGEMENT & TRACKING | | | | |
| Procedures & Personnel to Account for Receipt and Uses of Grant Funding | | | | |
| Procedures & Personnel for Compliance and Reporting to Grant Providers | | | | |
| Methodology for Tracking Results of Grant Funding | | | | |
| TRACK RECORD | | | | |
| Community Relations | | | | |
| Past Program Results | | | | |
| Other Means of Funding or In-Kind Support (actual, planned or committed) | | | | |
| Financial Statements or Budget Fixtures of Past Programs or Expenditures | | | | |
| DOCUMENTATION OF ABOVE | | | | |
| Total Score | | | | |

If you have any questions regarding grant writing, please feel free to contact Bohse & Associates, Inc. at 732-291-8038, or email Pat Bohse, President of Bohse & Associates, Inc. at pbohse@bohse.com. You may also find NJLM's *Online Proposal Writing Aids & Courses* section of our *Grant Resource Center* at <http://www.njslom.org/grants.html#proposal> helpful.