

Grant Alignment Checklist

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These criteria will help determine whether or not to prepare a submission to almost any grant or fund.

Criteria (in order of importance)	Yes / No / Unclear	Considerations	Notes
The fund's mission and/or goals align with ours		Do both our organization and the grantor want the same outcomes?	
Project type (e.g. direct service, research, advocacy, etc.) is supported		Are any of our current projects or wish-list proposals eligible activities?	
Timeline aligns with our project/proposal schedule		Does the timing of the grant align with our proposed timeline? If needed, can our proposal be adjusted to fit the grantor's timeline?	
Geographic area of past recipients aligns with our project/proposal		If not, do we anticipate having any future/proposed activities within the grantor's preferred geographical area(s)?	
Our financial need matches the amount most likely to be granted and/or the typical amount of past recipients' grants		Learn this through reasearch, grantor webinar or direct request of the grantor.	
Past recipients' projects are similar in project type & size to our proposal		This information often provides more accurate indicators of project/proposal alignment than public granting guidelines.	
Ratio of total available funds vs anticipated number of requests is an acceptable risk		Typically, this information is not public and must be requested from the grantor.	
Application process is within our capacity		By deadline (if any), can we complete all required elements: number of stages, substantial answers to all application questions, additional documents, letters of support, etc.? Is external help required to complete the project/proposal submission?	
If successful, we are able to meet all requirement, including data, evaluation, and reporting requirements		Is external help required to achieve all proposed deliverables?	
Prior relationship or connection to funder		Are we able to generate a recommendation from a mutual associate or a past recipient?	