

Grant Readiness Assessment

, 2016

Completion of the Grant Readiness Assessment (GRA) is free and voluntary. We encourage you to use the GRA as an opportunity to consider where your organization stands in terms of preparedness for grant development and grant program implementation, should you be awarded. You may use the GRA internally to better understand your organization and to consider topics that will come up during the Grant Development Process. It is an excellent tool to discuss with your team prior to meeting with Via Evaluation's Grant Department staff.

If you wish to share your responses to the GRA with us, we will provide you with feedback regarding your organization's readiness to engage in the Grant Development Process including suggestions for strengthening your potential for being awarded and implementing a grant-funded program effectively. If you would like our feedback please email the completed GRA to Holly Dickinson, Director of Grant Writing at holly@viaeval.com.

There is no right or wrong response. The more your report represents a true picture of your organization, the better able our partnership will be in assisting you move toward your goals.





GRANT READINESS ASSESSMENT

PLEASE SEND FORM AND ATTACHMENTS TO HOLLY@VIAEVAL.COM

BASIC INFORMATION

Legal Name of Your Organization: _____

Organization Address: _____

Organization Lead (name & title): _____

Primary Contact Person for Grants: Name _____

Title _____

Phone _____

Email _____

Tax Exempt Status: _____

EIN or TIN Number: _____

DUNS Number: _____

ORGANIZATIONAL INFORMATION

Do you have a Strategic Plan of Operations? _____ If yes, please attach in email.

Do you have a vision statement? _____ If yes, please attach in email.

Do you have a mission statement? _____ If yes, please attach in email.

Briefly describe the population you serve:

Do you have an Organizational Chart? _____ If yes, please attach in email.

How many people are employed by your organization? _____

Do you have staff dedicated to financial management of grant-funded programs? _____

Do you have staff dedicated to the implementation of grant-funded programs? _____

Do you have methods in place for data collection? _____

Do you have staff with the time and knowledge to collect data? _____

Do you have staff capable of evaluating grant activities and generating reports? _____

Do you have staff capable of analyzing data? _____

Do you have staff capable of using data to drive program revision? _____

Do you have access to, and staff capable of (ability and time) conducting, research? _____

FINANCIAL INFORMATION

What is your organizations annual operating budget? _____

What are the sources of your funding? _____ = _____ %

_____ = _____ %

_____ = _____ %

What percentage of your organization/program do you hope to fund through grants? ____%

Do you have the last 3 years of 990 tax Statements? _____

Do you have the last 3 years of Audited Financial Statements? _____

PROGRAMMATIC INFORMATION

Do you already have a fully conceptualized program you'd like to fund? ____ If yes, what is it called? _____ When did it start? _____

Do you have 3 to 5 overarching goals with objectives, activities, anticipated outcomes, and performance measures for each? _____ If yes, please attach in email.

Do you have a Logic Model/Theory of Action for the program? _____ If yes, please attach in email.

Have you identified a target group that will be served by the program? ____ If yes, please identify them _____

Do you have evidence of experience and success in serving the above target group? _____
If yes, please explain

Have you identified the staff you will need to implement and manage the program? _____

What outside organizations or individuals do you plan to work with, or would you like to work with on the program? _____

Are the organization/individuals aware of your program and your organization's interest in working with them? _____

Do you have a budget for the program? _____

Do you have access to program and/or target group data? _____ Is it disaggregated? _____

Do you have a promotion and/or recruitment plan for the program? _____

LEVEL OF COMMITMENT AND FORESIGHT

How interested are you in receiving feedback on the program and/or the proposal? _____

Are you willing to develop relationships or partnerships with other organizations and individuals to meet your goals? _____

Are you willing to be persistent in your pursuit of funding for the program? _____

What do you foresee as being potential challenges or obstacles in implementing and managing a grant-funded program? _____

If you have already implemented the program or managed a competitive grant what have been some of the challenges or obstacles?

What are your organization's strengths and weaknesses in implementing and managing a grant-funded program?

What would you say to a grantor to persuade them to fund your organization's program?

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