



# PRE-GRANT CHECKLIST

## ORGANIZATIONAL INFORMATION



### **Mission**

Last Updated: \_\_\_\_\_

Notes: \_\_\_\_\_



### **History/Background**

Last Updated: \_\_\_\_\_

Notes: \_\_\_\_\_



### **Organization Description**

Last Updated: \_\_\_\_\_

Notes: \_\_\_\_\_



### **Agency Qualifications**

Last Updated: \_\_\_\_\_

Notes: \_\_\_\_\_



### **Problem, Purpose/Need Statement**

Last Updated: \_\_\_\_\_

Notes: \_\_\_\_\_



### **Organization Data: Statistics, Figures**

Last Updated: \_\_\_\_\_

Notes: \_\_\_\_\_



### **Target Population/Geographical Area**

Last Updated: \_\_\_\_\_

Notes: \_\_\_\_\_



# PRE-GRANT CHECKLIST

## PROGRAM/PROJECT INFORMATION



### Program/Project Description

Last Updated: \_\_\_\_\_

Notes: \_\_\_\_\_



### Goals and Objectives

Last Updated: \_\_\_\_\_

Notes: \_\_\_\_\_



### Methodology and Activities

Last Updated: \_\_\_\_\_

Notes: \_\_\_\_\_



### Evaluation, Results, Outcomes

Last Updated: \_\_\_\_\_

Notes: \_\_\_\_\_



### Timeline and Work Plan

Last Updated: \_\_\_\_\_

Notes: \_\_\_\_\_



### Scope of Work

Last Updated: \_\_\_\_\_

Notes: \_\_\_\_\_



### Funding: future and current sources

Last Updated: \_\_\_\_\_

Notes: \_\_\_\_\_

## ATTACHMENTS

☐  
☐  
☐  
☐  
☐  
☐  
☐

Program, Project and organizational Budget  
Board of Directors list  
501 (c)(3) Letter  
Articles of Incorporation  
By-Laws  
State Tax Exempt Letter  
Most recent audited financial statements

☐  
☐  
☐  
☐  
☐  
☐  
☐

Current IRS 990 Form  
Letters of support  
Current Annual Report  
Organization Brochure  
Strategic Plan  
Memoranda of Understanding (if applicable)  
Letters of Agreement (if applicable)