



GRANTS BASIC CHECKLIST



- REGISTER WITH THE STATE
- EIN REGISTRATION WITH THE IRS (FREE)
- ACCOUNTING SYSTEM AND ORGANIZATIONAL BUDGET
- BUSINESS PHONE NUMBER
- LIST YOURSELF IN 411 DIRECTORY (FREE)
- VIRTUAL ADDRESS (IF NECESSARY)
- DOMAIN NAME (12.99/ANNUALLY)
- BUSINESS EMAIL (YOURNAME@YOURDOMAIN.COM)
- LISTED ON GOOGLE
- SAM REGISTERED (FREE) + UNIQUE ENTITY ID
- WEBSITE / LANDING PAGE
- MISSION, VISION, VALUES
- TARGET AUDIENCE
- PROGRAM OUTLINE WITH SUCCESS MEASUREMENTS



Common Grant Requirements

1. REGISTER YOUR ENTITY

Your business or organization must be registered with the state in which the headquarters is located. Visit your local Department of Corporations or Secretary of State to register.

2. EIN - ENTITY IDENTIFICATION NUMBER

Once you have successfully registered your entity and obtain the Articles of Incorporation or Organization, file for your EIN directly through the IRS.gov website for FREE.

3. ACCOUNTING SYSTEMS AND FINANCIAL DOCUMENTS

Establish an accounting system that tracks and reports your financial status on a monthly and annual basis.

4. BUDGET DOCUMENTATION:

Provide a detailed budget that aligns with the grantor's guidelines. Include closely accurate cost estimates and revenue projections.

5. BUSINESS DOMAIN, AND EMAIL

It's important to have a business domain prior to obtaining a business email. Your business email should have yourname@yourdomain.com. Info@, ContactUs@, Admin@, and similar are sometimes frowned upon in the grant world. Grantors want to make sure the information gets to the right person.

6.

UNIQUE ENTITY IDENTIFICATION

Federal grants are large grant funding provided by government agencies. While this level of grant funding may not be ideal to approach at first, it's important to be ready. Registering to obtain your free UEI takes care of a big hurdle early on. Visit sam.gov to get started.

7.

WEBSITE / LANDING PAGE AND GOOGLE LISTING

Your business needs to be searchable and not just on social media. Grantors will look up your business to make sure that it is a legitimate business. Having a website, landing page, and listing on Google provides that insight into your business.

8.

MISSION, VISION, AND VALUES

When it comes to funding and program development, alignment is important to grantors. That includes aligning to their mission and vision, and ensuring that your program aligns with your mission and vision.

9.

TARGET AUDIENCE

Knowing who you serve matters to grantors. They want to understand the work you do and who your business or organization impacts. Get real specific and do the research behind this particular group of people.

10.

PROGRAM DEVELOPMENT:

Whether you're for profit or nonprofit, having a program or philanthropic initiative can be vital to funding. Within this development, outlining IMPACT and TRANSFORMATION can set your organization up for success.

11.

MEASUREMENTS OF SUCCESS:

It's important to track your accomplishments, whether qualitatively or quantitatively. Data is constantly used for funding, so by highlighting how you measure and track your success strengthens your application.

SECTION 2: PAY CAREFUL ATTENTION TO DETAIL

Now that we've outline the common requirements, we need to understand the consequences of not adhering to these basic qualifications. The need for careful attention to detail cannot be overstated in grant writing. It's the fine print, the meticulous cross-checking, and the quality control that ensures your proposal and application aligns perfectly with grant guidelines.
