

50-POINT CHECKLIST



ARE YOU READY TO APPLY FOR AN ENVIRONMENTAL JUSTICE FEDERAL GRANT?

PRE-APPLICATION (30 DAYS BEFORE SUBMISSION)			
№	ITEM	DETAILS	SELF SCORE: 1 - READY 5 - NOT READY
1	Searching	Are you searching for a federal grant?	
2	Timing	Do you have enough time to submit your grant?	
3	Staff Capacity	Do you have enough staff capacity to apply?	
4	Audit Readiness	Have you completed several financial audits or reviews?	
5	Positive Cash Flow	Do you have enough funds? No delinquency? 180 days cash?	
6	Technology	Do you have the necessary technology and Internet access?	
7	Technical Requirements	Do you have a Federal Employer Identification Number? Do you have the appropriate accounts (Sam.gov, Grants.gov)? Do you have IRS determination?	
8	Finance	Do you have the ability to track expenses?	
9	Grants Management	Do you have a system to track grant progress and grant funds?	
10	Strategic Plan	Do you have a strategic plan or sustainability plan?	
11	Board Governance	Do you have stable board governance?	
12	Diversity	Do you have a diverse board, staff, and community?	
13	Executive Leadership	Do you have an experienced executive and senior staff in place?	
14	Partnerships	Do you have stable partners for the grant?	
15	Carrying out the Grant	Do you have the ability to stand out from the crowded field?	

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APPLICATION (2 WEEKS BEFORE SUBMISSION)

№	ITEM	DETAILS	SELF SCORE: 1 - READY 5 - NOT READY
16	Mission Alignment	Do you have program needs that align with your mission and vision?	
17	Organizational Documents	Are your bylaws, board list, and governing documents ready?	
18	Past Performance	Do you have evident program success in the recent past?	
19	Community Ties	Can you demonstrate community ties and history?	
20	Program Need	Can you highlight the need for your program?	
21	Community Benefit	Can you demonstrate community benefit?	
22	Logic Model	Do you have a clear logic model? Is it SMART (specific, measurable, achievable, realistic, and time bound)?	
23	Measures of Success	Can you determine clear ways of defining success?	
24	Specific Grant Requirements	Have you reviewed the specific grant objectives and elements?	
25	Specific Data	Have you reviewed the specific data needed?	
26	Organizational Capacity	Do you have the appropriate organizational systems in place?	
27	Staffing	Do you have qualified staff to carry out the program?	
28	Employee Policies	Do you have written employee policies?	
29	Milestones	Do you have an adequate timeline in which to accomplish your goals?	
30	Budget	Are you properly itemizing costs, equipment, and indirect costs?	
31	Budget Narrative	Are you justifying your budget need and reasonable use?	
32	Partnerships	Have you confirmed your relevant partnerships?	
33	Subgrantees	Do you have an understanding of subgrantee rules?	
34	Sustainability	Do you have enough resources to continue beyond the grant?	
35	Concise Grant Writing	Do you have someone to write your grant clearly and concisely?	

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APPROVAL PHASE/ CARRYING OUT THE GRANT			
№	ITEM	DETAILS	SELF SCORE: 1 - READY 5 - NOT READY
36	Partnerships	Have you solidified partnership roles and the sharing of your resources?	
37	Linkages	Do you have specific objectives linked to the grant?	
38	Timeline	Have you reviewed the milestones and timelines to execute your objectives?	
39	Workflow	Have you reviewed the workflow, roles, and responsibilities of your grant activities?	
40	Technology	Have you checked if your technology and data collection systems are in place?	
41	Staffing	Are you able to track progress with knowledgeable staffing?	
42	Training	Have you reviewed any training needs?	
43	Reports	Do you have staffing for reporting and regular check-ins?	
44	Results	Do you have specific results lined up with your program plan?	
45	Output, Outcomes, and Impact	Do your logic model results align with the plan?	
46	Quality Control	Do you have measures in place to achieve your benchmarks?	
47	Program Evaluation	Do you have tools in place for evaluation?	
48	Replicability	Will you be able to replicate the program? Can it be repeated for the future?	
49	Communications	Are you able to share your program results and communicate them with others?	
50	Learning	Are you able to build from this grant for long-term environmental justice?	