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CEO TRANSFORMATION TECHNOLOGIES LLC

# GRANT READINESS CHECKLIST™

Prepare the business before pursuing the opportunity.

FREE CEO RESOURCE

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# DON'T START WITH THE APPLICATION. START WITH READINESS.

A strong story does not rescue an ineligible application. Before I spend hours writing, I want to know that the business fits the opportunity, the project fits the allowed use of funds, the deadline is real, and the required documents can actually be produced.

## THE ORDER MATTERS

Eligibility first. Project fit second. Budget and evidence third. Writing comes after that. This keeps you from polishing an application that was never qualified to compete.

## ORGANIZATION FOUNDATION

- ☐ Business/entity registration is current.
- ☐ EIN and ownership information are accurate.
- ☐ Required licenses and registrations are current.
- ☐ Business mission and purpose are clearly written.
- ☐ Founder/owner biography is prepared.

## PROJECT STORY

- ☐ The problem or need is clearly defined.
- ☐ The proposed project is specific and realistic.
- ☐ Target customers, community or beneficiaries are identified.
- ☐ Expected outcomes can be described or measured.
- ☐ Project timeline is drafted.

## MONEY & DOCUMENTS

- ☐ Project budget is prepared.
- ☐ Use of funds is specific.
- ☐ Business financial information is organized.
- ☐ Quotes or estimates are available when needed.
- ☐ Matching-fund or cost-share requirements are understood when applicable.

## APPLICATION READINESS

- ☐ Eligibility rules have been read in full.
- ☐ Deadline and time zone are confirmed.
- ☐ Required attachments are listed.
- ☐ Character or word limits are tracked.
- ☐ Submission portal or registration requirements are completed early.
- ☐ Reporting or post-award obligations are understood.

# GRANT STORY WORKSHEET

**What problem does this project address?**

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**Who benefits from the project?**

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**What will the grant money pay for?**

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**What measurable result do you expect?**

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**Why is your business positioned to execute the project?**

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