

INSTITUTIONAL READINESS CHECKLIST

Is your organization ready to search for and receive funds from donors? Fill out this checklist to find it out.

OVERALL FUNDING STRATEGY:

- Written descriptions of the projects for which you need funding. These written descriptions should include:
 - Why funding is needed: which social problem will be addressed? Why is that important?
 - Description of the project activities
 - Who and how many beneficiaries of the project will be
 - A budget and timeline for the project
 - Connection between your organization's vision and mission and the proposed project
- An updated list of potential funding sources
- The administrative capacity (staff, volunteers, etc.) to handle all application processes, implementation of funds, and reporting, if necessary
- A timeline for finding, applying for (if needed), and completing funding reporting

ORGANIZATIONAL INFORMATION FOR DONORS

- An updated website with your organization's address, contact information, and legal status
- A business plan
- An annual budget which shows your organization's financial stability

BASIC DOCUMENTS

- Organizational vision and mission statements
- Organizational history, including past successful projects
- Description of current resources and available funds
- Network map of other organizations working in the same field as you
- Evaluation plans for projects