LUMINARY IMPACT

ENGAGE. CAPTURE. FUND. PROVE.

Grant Readiness Self Assessment

Where your organization stands against what funders check

*Last verified **August 1, 2026***

> **How to score this, and what the score is not**
> Answer each item yes or no honestly. A no is useful information; an inflated yes is not. Count your yes answers at the end. This is a self assessment based on your own judgment. It is not a measured score and it is not an audit. Its value is showing you where the gaps are before a funder finds them.

Part 1. Organizational documents

- We can produce our IRS determination letter within one business day
- Our state charitable registration is current
- We have a board approved budget for the current fiscal year
- Our most recent Form 990 is filed and we can hand it to a funder
- We have audited or reviewed financial statements, or we know we are not required to
- Our SAM.gov registration is active and not expiring within 60 days, if we seek federal funding
- We have a current organizational chart and staff list with qualifications

Part 2. Financial systems

- We can produce a budget versus actual report for any program within one week
- We track expenses by program and by funding source, not only by category
- We know our indirect cost rate, or we know we use the de minimis rate
- We can document how personnel time is allocated across awards
- We know how many months of operating reserve we hold
- We have a written policy for procurement, and we follow it

Part 3. Program data and outcomes

- We can state how many people we served last year, and defend the number
- We measure at least one outcome, not only outputs
- We collect follow up data after a participant exits, at defined intervals
- Our participant data is stored somewhere secure and access is limited
- We could produce an outcome report for a funder within two weeks without heroics
- We have a written logic model or theory of change

Part 4. Governance

- Our board meets at least quarterly and we keep minutes
- We have a conflict of interest policy and collect annual disclosures

- We have a whistleblower policy and a document retention policy
- Our board reviews financial statements at least quarterly

Part 5. Funder relationships and process

- We know every report we owe this year and when each is due
- We have never missed a funder report deadline in the last two years
- We keep copies of every proposal we have submitted
- We have a list of prospective funders we have researched but not yet approached
- Someone specific owns grant reporting, and it is written down

Scoring

Yes answers	What it means
24 to 28	Strong. You are ready for most foundation and state funding and likely ready for federal. Focus on the specific no answers.
18 to 23	Solid foundation with real gaps. You can compete for foundation and state funding now. Close the data and financial gaps before pursuing federal.
12 to 17	Common position for a growing organization. You are likely leaving money on the table. Prioritize the Part 2 and Part 3 gaps first, because those are what funders check hardest.
Under 12	Build the base before chasing funding. Start with Part 1 and Part 4, which are the fastest to fix and block the most applications.

What to do with your no answers

Write your no answers here and rank them. The right first move is usually the one a funder would ask about soonest, not the one that is easiest.

Our three biggest gaps