



Grant Writing Readiness Checklist

- ✓ **Review your website**
 - Update any outdated language or materials and correct any formatting or spelling errors. Funders will be looking at your website closely as part of their due diligence.

- ✓ **Build social proof**
 - Choose one social media platform to use and update it regularly. Link to it on your website homepage.

- ✓ **Create and/or update your GuideStar profile**
 - [GuideStar](#) is now managed by a company called [Candid](#), but it remains the most comprehensive directory of nonprofits which funders can search. GuideStar will issue you a seal of transparency based on information you provide which you can then post on your website homepage.

- ✓ **Organize a digital shared space**
 - Many funders ask for similar organizational information so have all of your documents in a shared space like Google Drive or Dropbox to save time during the application process. This can include your latest 990 form, IRS determination letter, board member list, general operating budget, etc.

- ✓ **Pick up the phone**
 - Initiate conversations with each of your board members and your community partners to see if they have existing relationships with funders and track that information in a spreadsheet that you save in your shared digital space.