GRANT READINESS INDEX™

A 10-Minute Assessment for Federal, State, Foundation & Philanthropic Funding

Know if you're ready before the right funding opportunity appears.

ORGANIZATION INFORMATION

Organization

Completed By

Date

Primary Funding Need

Complete this assessment once. When uploaded to Red Dog Grant Intelligence, the same answers populate your RDGI Organizational Profile and support eligibility review, Smart Match™, proposal development and future funding recommendations.

How the RDGI Grant Readiness Index™ Works

30 questions. Seven categories. One practical action plan.

Score each question Yes, Partial or No. YES receives full credit, PARTIAL receives half credit and NO receives zero. Category and total scores below calculate automatically in Adobe Acrobat/Reader. The online RDGI engine can apply additional opportunity-specific rules and disqualifiers.

Category	Questions	Weight	Your Score
Organizational & Governance	Q1–Q5	15	
Eligibility & Compliance	Q6–Q10	20	
Financial Readiness	Q11–Q15	15	
Project Readiness	Q16–Q20	20	
Grant Management Capacity	Q21–Q24	10	
Data, Outcomes & Impact	Q25–Q27	10	
Proposal & Document Readiness	Q28–Q30	10	
TOTAL		**100**	
Questions answered			

Readiness Level *(selected automatically from your total score)*

- ◯ **90–100 — GRANT READY**
- ◯ **75–89 — READY WITH IMPROVEMENTS**
- ◯ **60–74 — DEVELOPING**
- ◯ **Below 60 — BUILD READINESS FIRST**

1–2. Organization, Governance, Eligibility & Compliance

Can you prove who you are and that you're ready to apply?

#	Readiness question	Yes / Partial / No	Notes
ORGANIZATIONAL & GOVERNANCE • 15 points (3 per question)			
1	Is your legal organization name, entity type and tax/government status current and documented?	◯ Yes ◯ Partial ◯ No	
2	Do you have a clear, current mission statement defining whom you serve and why?	◯ Yes ◯ Partial ◯ No	
3	Are leadership and/or the board aligned on the organization's top funding priorities?	◯ Yes ◯ Partial ◯ No	
4	Do you have a current strategic plan or documented organizational priorities?	◯ Yes ◯ Partial ◯ No	
5	Is authority to approve and submit grant applications clearly assigned?	◯ Yes ◯ Partial ◯ No	
ELIGIBILITY & COMPLIANCE • 20 points (4 per question)			
6	Are your EIN/TIN and legal entity records accurate and readily available?	◯ Yes ◯ Partial ◯ No	
7	If pursuing federal funding, is SAM.gov active and is your UEI documented?	◯ Yes ◯ Partial ◯ No	
8	If pursuing federal funding, are the appropriate Grants.gov/Login.gov users and roles established?	◯ Yes ◯ Partial ◯ No	
9	If applicable, is IRS tax-exempt status current and can you produce the determination/affirmation letter?	◯ Yes ◯ Partial ◯ No	
10	Are required licenses, registrations, insurance and key compliance policies current?	◯ Yes ◯ Partial ◯ No	

Section score: _____ **/ 35**

3–4. Financial & Project Readiness

Can you responsibly manage the money—and is the project ready to fund?

#	Readiness question	Yes / Partial / No			Notes
FINANCIAL READINESS • 15 points (3 per question)					
11	Can you produce a current operating budget and recent financial statements?	◯ Yes	◯ Partial	◯ No	
12	Do you have appropriate internal financial controls and separation of financial responsibilities?	◯ Yes	◯ Partial	◯ No	
13	Can your accounting system separately track restricted grant revenue and expenditures?	◯ Yes	◯ Partial	◯ No	
14	Can you produce an audit, financial review and/or Form 990 when applicable?	◯ Yes	◯ Partial	◯ No	
15	Can you identify and document matching funds or in-kind resources when required?	◯ Yes	◯ Partial	◯ No	
PROJECT READINESS • 20 points (4 per question)					
16	Is the project need clearly defined and supported by credible data or evidence?	◯ Yes	◯ Partial	◯ No	
17	Are the target population, geography and number of beneficiaries clearly identified?	◯ Yes	◯ Partial	◯ No	
18	Does the project have specific goals, measurable objectives and expected outcomes?	◯ Yes	◯ Partial	◯ No	
19	Is there a realistic implementation timeline with responsible staff/partners identified?	◯ Yes	◯ Partial	◯ No	
20	Is there a defensible project budget, appropriate quotes/estimates and a sustainability plan?	◯ Yes	◯ Partial	◯ No	

Section score: _____ **/ 35**

5–7. Capacity, Outcomes & Proposal Readiness

Can you administer the award, prove impact and assemble a competitive application?

#	Readiness question	Yes / Partial / No			Notes
GRANT MANAGEMENT CAPACITY • 10 points (4 questions)					
21	Is one person clearly accountable for grant administration, deadlines and reporting?	◯ Yes	◯ Partial	◯ No	
22	Can your team manage reimbursement, procurement, reporting and closeout requirements?	◯ Yes	◯ Partial	◯ No	
23	Have previous grants, if any, been managed without unresolved findings or overdue reports?	◯ Yes	◯ Partial	◯ No	
24	Do you have enough staff/partner capacity to deliver the proposed project if funded?	◯ Yes	◯ Partial	◯ No	
DATA, OUTCOMES & IMPACT • 10 points (3 questions)					
25	Do you track baseline data, KPIs or other evidence needed to demonstrate results?	◯ Yes	◯ Partial	◯ No	
26	Can you explain how activities will translate into outputs, outcomes and community impact?	◯ Yes	◯ Partial	◯ No	
27	Can you document community need, partnerships and stakeholder support?	◯ Yes	◯ Partial	◯ No	
PROPOSAL & DOCUMENT READINESS • 10 points (3 questions)					
28	Do you maintain reusable organizational narratives, program descriptions and leadership information?	◯ Yes	◯ Partial	◯ No	
29	Are commonly requested attachments stored in a central, current document library?	◯ Yes	◯ Partial	◯ No	
30	Can your team assemble required narratives, budgets, attachments and approvals before typical deadlines?	◯ Yes	◯ Partial	◯ No	

Section score: _____ **/ 30**

Grant-Ready Document Vault Checklist

The fastest application is the one whose documents are already organized.

Tick each document you currently have on file and up to date. You can upload these to your RDGI Document Library after submitting this form.

Organization & Compliance

- ☐ Mission statement and organization description
- ☐ Strategic plan/current priorities
- ☐ Board/leadership list and organizational chart
- ☐ EIN/TIN documentation
- ☐ UEI and SAM.gov record (if federal)
- ☐ IRS determination/affirmation letter (if applicable)
- ☐ Licenses, registrations and insurance
- ☐ Conflict-of-interest and procurement policies

Financial

- ☐ Current operating budget
- ☐ Recent financial statements
- ☐ Audit or financial review
- ☐ Current Form 990 (if applicable)
- ☐ Indirect-cost documentation/rate (if applicable)
- ☐ Matching-fund documentation

Project & Proposal

- ☐ Needs assessment/supporting data
- ☐ Project narrative/scope
- ☐ Detailed project budget
- ☐ Implementation timeline
- ☐ Evaluation/KPI plan
- ☐ Sustainability plan
- ☐ Vendor quotes/estimates
- ☐ Letters of support/commitment
- ☐ MOUs/partnership agreements
- ☐ Prior successful proposal examples

Which Funding Markets Are You Ready For?

Your strongest funding market may not be the one you're currently pursuing.

Funding Market	Readiness	What Usually Matters Most	Score (0–100%)
Federal	Compliance-heavy	UEI/SAM, legal eligibility, NOFO rules, match, reporting	%
State	Program-specific	State eligibility, geography, priorities, match	%
Private Foundations	Mission-heavy	Mission alignment, impact, credibility, funder priorities	%
Corporate/Philanthropic	Community-heavy	Local alignment, impact, partnerships, visibility	%

Your RDGI Result

Summarize where you stand. Your total score and level carry over from page 1.

Total score: _____ **/ 100** **Readiness level:** _____

Strengths *e.g. mission alignment, financial controls, clear community need*

Risks *e.g. SAM renewal approaching, evaluation plan incomplete, matching funds not documented*

Next actions *e.g. verify registrations, finalize match, build KPIs, upload financials, secure partner letters*

Your 30–60–90 Day Grant Readiness Action Plan

Turn every gap into a measurable next step. Tick the actions you commit to.

NEXT 30 DAYS	DAYS 31–60	DAYS 61–90
☐ Resolve registration/compliance expirations	☐ Complete project budgets and quotes	☐ Run Smart Match™ against current opportunities
☐ Upload missing core documents	☐ Create outcome/KPI framework	☐ Prioritize best-fit federal/state/private funders
☐ Assign grant owner and backup	☐ Secure partnership commitments	☐ Complete Funder Intelligence review
☐ Define top three funding priorities	☐ Standardize reusable narratives	☐ Begin highest-priority applications

Grant owner _____ **Backup** _____

Additional actions / comments

Submitting This Form

Save the completed PDF (File › Save) and upload it in the Red Dog Grant Intelligence application. Please keep the file as a fillable PDF — do not print-to-PDF, scan or flatten it, as the application reads your answers directly from the form fields. Automatic score calculation works in Adobe Acrobat and Adobe Reader; other viewers will still save your answers, and scores are recalculated when you upload.

Disclaimer

The RDGI Grant Readiness Index™ is a proprietary preparedness assessment. It is not a government or funder certification, does not guarantee eligibility or an award, and should not replace the requirements of a specific NOFO, state program, foundation guideline or other funding notice.

Methodology & Reference Points

Built around common readiness requirements across public and private funding.

- Federal applicants: verify legal eligibility in the specific funding notice; organizational applicants generally need an active SAM.gov registration and UEI before applying through Grants.gov.
- SAM.gov registrations require ongoing maintenance/renewal; federal opportunities may impose additional program-specific eligibility, match, compliance and reporting requirements.
- Nonprofits should maintain current evidence of tax-exempt status when applicable, along with commonly requested financial and governance documentation.
- Private foundations and philanthropic funders vary widely; mission alignment, population served, geography, outcomes, organizational credibility and funder-specific guidelines should be evaluated individually.
- RDGI design principle: separate eligibility, readiness and strategic fit. A strong mission match should never override a legal disqualifier or a major readiness gap.

Reference sources used in developing this assessment include Grants.gov applicant registration and eligibility guidance, SAM.gov registration concepts, IRS Tax Exempt Organization Search/determination-letter guidance, and Red Dog Grant Intelligence's current product positioning and workflow.

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