



# Grant Readiness Checklist & Guide

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Before you start applying for grants, it's crucial to ensure your business is 'grant-ready.' This checklist will help you gather the key documents, structure your business properly, and present your mission and impact clearly to funders. Let's position you for funding, favor, and financial breakthrough.

## Checklist

- ☐ Business registered as a legal entity (LLC, S-Corp, etc.)
- ☐ EIN (Employer Identification Number) from the IRS
- ☐ Active business bank account
- ☐ Written business plan or executive summary
- ☐ Clear mission and impact statement
- ☐ Well-defined products/services and target audience
- ☐ Up-to-date profit and loss statement or projected financials
- ☐ Business website or social media presence
- ☐ List of past accomplishments or milestones
- ☐ Statement explaining how the grant funds will be used
- ☐ Budget or spending plan for proposed grant funds
- ☐ Business certifications (if applicable: minority-owned, women-owned, etc.)
- ☐ Professional email and contact information
- ☐ Grant application templates or draft responses ready
- ☐ Testimonials, reviews, or impact metrics from past customers/clients

## Guide

### ☒ Legal & Structural Readiness

- Formed legal business entity (LLC, S-Corp, etc.)
- EIN (Employer Identification Number) obtained from IRS.gov
- Business license (if applicable in your state/city)
- Business bank account opened and in use

### ☒ Business Documentation

- Clear business plan or executive summary
- Defined mission and impact statement
- Financial statements (past & projected) or a basic profit/loss overview
- Pitch deck or one-pager outlining your offer and goals

### ☒ Online Presence & Branding

- Professional website or landing page
- Active business social media profiles (LinkedIn, Instagram, etc.)
- Professional email address (e.g., yourname@yourbusiness.com)

### ☒ Grant Application Readiness

- List of potential grants to apply for (HelloAlice, IFundWomen, Grants.gov, etc.)
- Basic cover letter or grant letter of intent (LOI) template
- Answers to common grant questions: 'What will the money be used for?' 'Who will benefit?'
- Grant resume with business details, founder bio, mission, and quick stats

### ☒ Faith + Financial Stewardship

- Consistent prayer and seeking God for business guidance (James 1:5)
- Commitment to integrity and excellent stewardship of resources
- Clear plan for tracking and reporting how grant funds are used
- Willingness to reapply, follow up, and refine over time