# Readiness Self-Assessment Tool

This tool helps organizations take a step back and ask: Are we ready for this grant? It walks them through key things to consider—like staffing, systems, and partnerships—so they can apply with confidence or know what to work on first.

## How to Use This Tool

Review each readiness area below. For each statement, check the box that best represents your organization’s current status. Use the notes column to add context, flag concerns, or identify next steps.

## Organizational Readiness Areas

| **Readiness Area** | **Yes – We’re Strong Here** | **Somewhat – Needs Work** | **Not Yet** | **Notes / Action Steps** |
| --- | --- | --- | --- | --- |
| We understand the program goals and priorities of this grant. |  |  |  |  |
| We meet the eligibility requirements (e.g., nonprofit status, location). |  |  |  |  |
| We have the staffing to carry out the proposed activities. |  |  |  |  |
| We have clear financial systems and can track grant spending separately. |  |  |  |  |
| We have recent experience managing public or restricted funds. |  |  |  |  |
| We have strong community or partner relationships for this work. |  |  |  |  |
| We have the data or evaluation methods to show outcomes. |  |  |  |  |
| We can gather the attachments required (e.g., audits, MOUs, bios). |  |  |  |  |
| We have time and capacity to complete the application before the deadline. |  |  |  |  |
| We know who on our team will take the lead on writing and submission. |  |  |  |  |

## Now What?

Use your notes to decide whether to move forward with the application, or to pause and address any major gaps. If most answers are 'Somewhat' or 'Not Yet,' you may need to adjust your approach, build more readiness, or partner with another organization.