

Federal Funding Application and Management Readiness Guide

The processes and resources needed for federal funding applications and management can differ from processes and resources needed for other funding. The guiding questions below are designed to help organizations and governmental entities assess whether they are prepared for the different phases of federal funding application and management.

Grant Planning and Writing Capacity

- Do you have a system in place to track grant opportunities on Grants.gov and other sources?
- Do you have enough time and capacity to write your grant?
- Does your organization have the necessary registrations to apply for grant funding?
 - A Unique Entity Identifier (UEI) in SAM.gov
 - An EIN
 - An IRS determination (if applicable)
- Does your organization have staff with grant writing experience, or access to external grant writers if needed? Access to people who can fulfill mapping requirements, if needed?
- Are roles and responsibilities for grant development clearly assigned within your organization to ensure grant applications are complete, accurate, and competitive (e.g., grant writer, project manager, reviewer)?
- Are you properly itemizing your budget (costs, indirect costs, equipment, etc.)?
- Are key decision-makers engaged in the grant planning and pursuit process?
- If the proposal includes subrecipients, have those subrecipients been engaged in the grantwriting process or program/project design as needed?

Program/Project Readiness

- Is your program/project clearly defined, including objectives, and expected outcomes?
- Does your program/project align with your organization's mission and strategic priorities?
- Does your program/project have recent, credible data supporting identified needs?
- Does your program/project align with local, regional, and/or state strategic plans?
- Have you developed a detailed project budget that includes all anticipated costs?
- If required, does your program/project have identified sources for cost-sharing or matching funds?
- Does your budget include a clear justification for costs and demonstrate cost-effectiveness?
- Is your project timeline realistic and achievable within the funding period?
- Does your project have stakeholder support and is it clearly connected to community needs?

Implementation Capacity

- Does your organization have the necessary staff, expertise, and resources to implement the project?
- If additional capacity is needed, do you have a plan for hiring staff or engaging external partners (job descriptions written, etc.)?
- Do you/will you provide training for staff responsible for the grant so that they can effectively manage the program?
- Are necessary agreements (MOUs, contracts, subrecipient agreements) in place?
- If the proposal includes subrecipients, do those subrecipients have the capacity and resources to implement the project?

Compliance and Performance Management

- Does your organization have dedicated staff with grant management experience, or access to external grant managers if needed?
- Does your organization have experience managing similar projects and grants?
- What is your organization's system for maintaining reporting compliance?
- What is the system/process that will be used to charge expenses against the grant and to obtain reimbursement (e.g. technical procedures to account and charge for time and materials correctly)?
- Is your project aligned with applicable federal, state, or local regulations (e.g., permitting, suspension, debarment, 2 CFR 200)?
- Does your organization have organizational measures/procedures to separate grant funds and track allowable and unallowable costs under different funding streams?
- Does your organization have any unresolved audit findings?
- Does your organization effectively coordinate between program, finance, and leadership teams?
- Does your organization have financial tracking systems in place to collect, monitor, and report grant expenditures?
- Does your organization have tracking systems in place to collect, monitor, and report performance data?
- Are internal controls in place to prevent fraud, waste, or mismanagement of funds?
- Does your organization have established procurement policies that align with federal, state, or private grantor requirements?
- Is there a system for managing contracts and subawards, including contractors and subrecipients?
- If your proposal includes subrecipients, are those subrecipients able to effectively and responsibly manage the grant?

Adapted in part from "[Grant Readiness Rubric](#)," Wyoming State Budget Department Grants Management Office; "[Knowing the NOFO and Getting Grant Ready](#)," Kansas Infrastructure Hub; "[Establishing an Effective Grants Policy](#)," GFOA; "[Are You Ready to Apply for an Environmental Justice Federal Grant](#)," Missouri Foundation for Health.