



Rising Sun Solutions LLC

Fund Your Mission. Grow Your Work. Amplify Your Impact.

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Grant Readiness Checklist

1. Legal & Organizational Documents

Before working with a consultant, create a shareable folder including the following documents:

- ☐ IRS 501(c)3 letter
 - ☐ Up to date list of board members
 - ☐ Current year annual budget
 - ☐ Previous year financial statements (Budget v Actual, Profit and Loss)
 - ☐ Board approved Strategic Plan
 - ☐ Program descriptions
 - ☐ Leadership bios and resumes (ED, Program Directors, Board President)
 - ☐ Organizational Logo (jpg)
 - ☐ Photos of program activities (with signed photo releases)
 - ☐ Most recent Annual Impact Report
 - ☐ Evaluation metrics or data demonstrating program efficacy
 - ☐ 3-5 Letters of Support (clients, community partners, board members)
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Registration & Compliance

- ☐ State charitable registration
- ☐ Evidence of state annual filing compliance
- ☐ SAM.gov registration (required for federal grants) *
- ☐ UEI number obtained
- ☐ Grants.gov registration (for federal opportunities)

* Note that approval for SAM.gov can take up to six weeks and plan accordingly!