

Grant Readiness Checklist

A working checklist for Haitian organizations preparing to approach institutional funders

A grant application is easier when the underlying records already exist. Use this list to identify gaps before a deadline. A checked box means the document is current, internally approved, and easy to retrieve.

Organization basics

- Legal name, registration status, address, and primary contact are consistent across documents.
- Governing document, leadership list, and conflict-of-interest process are current.
- Bank account is held in the organization or authorized fiscal sponsor's name.
- The organization can explain who approves spending and how conflicts are handled.

Program evidence

- One-page description states the need, activities, location, participants, timeline, and measurable result.
- Baseline or community evidence supports the stated need.
- Previous results can be shown with records, not only testimonials.
- Consent and safeguarding practices cover stories, photographs, children, health data, and complaints.

Budget and controls

- Budget matches the work plan and includes indirect or operating costs where allowed.
- Every line has a clear basis: quantity, unit cost, and frequency.
- Two-person approval, procurement, receipt retention, and reconciliation procedures are documented.
- Recent financial statements and the current organizational budget are available.
- Exchange-rate assumptions and treatment of currency changes are stated.

Application package

- Short organization profile and two-page concept note
- Project budget and budget narrative
- Work plan with owners and dates
- Monitoring plan with indicators and data sources
- Leadership list and key staff biographies
- Registration and tax documents relevant to the applicant
- References or past-performance examples
- Risk, safeguarding, and anti-fraud policies

If applying for a US federal award

Organizations applying directly for US federal grants generally need an active SAM.gov registration and a Unique Entity ID before using Grants.gov. Registration is free. Start early because validation may take time, and renew SAM.gov registration every year.

Official source	Use it for
SAM.gov entity registration	Register, obtain a Unique Entity ID, renew, or check status.
Grants.gov applicant registration	Follow the official sequence for organizational applicants.
Grants.gov search	Search current US federal opportunities.
MPCE NGO register	Check an NGO's Haitian administrative status.

Last reviewed September 2026. This checklist does not guarantee eligibility or an award. Always follow the current solicitation and funder instructions.