THE GivHer CIRCLE GRANT

Grant Application Self-Evaluation Checklist

ELIGIBILITY REQUIREMENTS

Use this checklist as a self-evaluation tool to strengthen your grant proposal. Proposals that do not meet the criteria below may have a reduced chance of being funded.
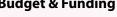
Check each box that applies to your grant proposal:

☐ **Is NOT** to cover general operating expenses, overhead, interim, or bridge funding

☐ **Is NOT** for debt reduction or operational deficits

☐ **Is NOT** for endowment funding

☐ **Is NOT** a grant to an individual

☐ **Is NOT** for capital improvement or renovations to a property that your organization does not own or have at least a five-year lease or written agreement

☐ **Does NOT** support partisan, legislative, or political activity

☐ **Does NOT** request funding to pay a grant writer

☐ **Is NOT** a project of an individual church, religious organization, or body of worship for its own benefit

☐ **Does NOT** require participation in faith-based activities to receive benefits of the grant

☐ **Is** for a project which will be implemented in and serve primarily residents of the six-county area (George, Hancock, Harrison, Jackson, Pearl River, Stone)

☐ **Can** expend all funds within 12 months and within the six-county area

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APPLICATION COMPLETION CHECKLIST

Have you included all required documentation?

☐ All requested organization data has been provided.

☐ Most recent year of completed financials is required. Please provide one of the following:

- CPA audited, reviewed, or compiled financial statements for the most recent fiscal year, including preparer's notes
  OR
- IRS Form 990 for the most recent fiscal year
  OR
- If you file 990-N: Internally prepared balance sheet, income statement, and statement of cash flows for the most recent fiscal year

☐ Current operating budget included

PROJECT STRENGTH SELF-ASSESSMENT

Rate your project honestly on a scale of 1-5 (5 being strongest). This will help you identify areas to strengthen before submitting.

SECTION ONE: PROJECT INFORMATION

Project Documentation & Clarity

- All requested project data provided: ___/5
- Complete and clear project description: ___/5
- Data documenting community need in six-county area: ___/5

Project Merit

- Project addresses a need not met by others: ___/5
- Project will effectively meet the stated need: ___/5
- Your organization is qualified to meet this need: ___/5
- Project is feasible and can be completed in timeframe: ___/5

Project Impact

- Project serves a significant number of people: ___/5
- Project will have long-term impact on six-county area: ___/5
- Assessment measures are appropriate and adequate: ___/5
- Project fits well within chosen focus area: ___/5

Budget & Funding

- Budget clearly and accurately details use of funds: ___/5
- Project budget is reasonable and appropriate: ___/5
- Reasonable plan for acquiring other funding (if needed): ___/5

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SECTION TWO: ORGANIZATION INFORMATION

Organizational Track Record

- Organization's history demonstrates success: ____/5
- Organization has a clear mission: ____/5
- Current programs and activities are clear and successful: ____/5
- Organization meets significant community needs: ____/5

Organizational Capacity

- Board of Directors is active and financially supportive: ____/5
- Organization is well supported by community volunteers: ____/5
- Organization can manage a grant of this size: ____/5
- Organization has adequate resources and qualified staff: ____/5

SECTION THREE: FINANCIAL STRENGTH

Financial Stability

- Financial statements indicate organization is sound and sustainable: ____/5
- Organization shows adequate financial support/revenue to continue functioning: ____/5

SCORING GUIDE

4.0-5.0: Excellent - Your application is very strong in this area.
3.0-3.9: Good - Your application is solid but could be strengthened.
2.0-2.9: Fair - This area needs improvement before submitting.
1.0-1.9: Poor - Significant work is needed in this area.

NEXT STEPS

☐ **If most scores are 4.0 or higher:** Your application appears ready to submit.

☐ **If you have scores below 3.0:** Consider strengthening these areas before submitting.

☐ **If you have scores below 2.0:** Significant revision is needed in these areas.

Remember:
This self-evaluation helps you prepare the strongest possible application.
GivHer Circle evaluators will use similar criteria to assess your proposal.