NuCharter
GRANTS
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GRANT READINESS CHECKLIST

Free Resource for Founders • A practical two-page guide

Use this checklist to organize your information and prepare a stronger, more complete grant application. **Check each box only after you have verified the item or gathered the document.**

1. Business Readiness

- ☐ Business description and who you serve
- ☐ Business structure, ownership, and EIN
- ☐ Registration and contact information are current
- ☐ Applicant type is allowed by the grant

2. Financial Documents

- ☐ Current budget and planned use of funds
- ☐ Financial statements or tax records, if required
- ☐ Business plan or project description
- ☐ Licenses or other required documents

3. Eligibility & Fit

- ☐ Grant identified from an official source
- ☐ Official instructions reviewed (not just an ad)
- ☐ Eligibility checked: applicant type, location, industry, and size
- ☐ Deadline, award amount, and use restrictions confirmed
- ☐ Matching-fund and reporting rules reviewed

Notes / missing items

Grant name: _____

Official grant URL: _____

Deadline: _____

Documents or answers I still need:

_____

_____

HOW TO USE THIS CHECKLIST — STEP BY STEP

1. **Choose one grant.**
   Start with a specific opportunity. Use the funder's official website or application portal, not an advertisement or an unverified post.
2. **Save the rules.**
   Download or save the official guidelines. Mark the deadline, eligible applicants, allowed uses of funds, required attachments, and any matching-fund or reporting requirements.
3. **Check your eligibility.**
   Compare the rules with your business or project. If a key requirement is unclear, ask the funder before spending time on the application.

Tip: A blank box is a reminder to verify or prepare something—not an automatic reason to give up. Confirm requirements with the official funder.

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PREPARE, REVIEW & SUBMIT

Continue the checklist, then use the simple workflow below before you apply.

4. Application Preparation

- [ ] Problem, need, or project is clearly explained
- [ ] Goals and expected outcomes are defined
- [ ] Budget and use of funds are explained
- [ ] Attachments and support letters are ready, if required
- [ ] Enough time is reserved before the deadline
- [ ] Any AI-assisted facts or claims are independently verified

5. Final Review

- [ ] Application matches the official instructions and fields
- [ ] Figures and documents are accurate and consistent
- [ ] Submission method, time zone, and file format are confirmed
- [ ] A copy and submission confirmation will be saved

My Next Steps

1. Review the official grant page and save the guidelines.

2. Complete the checklist and gather missing documents.

3. Draft and verify with Scout at **NuCharterGrants.com**.

My Action Plan

Next task: _____

Person responsible: _____

Target date: _____

Question to ask the funder:

_____

_____

Before You Click Submit

- [ ] Recheck every required field
- [ ] Open files to confirm they are readable
- [ ] Submit using the official portal
- [ ] Save the final application and confirmation number

STEP-BY-STEP: FROM CHECKLIST TO SUBMISSION

4 **Gather and draft.**
Collect only the documents the grant actually requires. Use the checklist to track what is ready and what is missing. Write clearly about the need, goals, outcomes, and budget.

5 **Verify everything.**
Check names, dates, totals, and claims against your records and the official instructions. If you use AI or Scout to help draft, verify every fact and revise the wording so it accurately describes your project.

6 **Submit and keep proof.**
Submit before the deadline through the method specified by the funder. Save a copy of the application, the files submitted, and the confirmation or receipt. Note any next steps or reporting dates.

Explore 205+ live grants and Scout AI: NuCharterGrants.com
AI can help evaluate and prepare an application, but it cannot guarantee an award.

For educational purposes only. Not legal, tax, or funding advice. Always verify requirements with the official funder.