

TOOL A

Preparation Checklist: Organizational Capacity Questions Federal Proposal Development

1. Organizational Readiness and Capacity

- Is the organization eligible for this federal grant?** (Check if the organization meets the eligibility criteria.)
- Does the organization have the capacity to fulfill the grant's requirements?** (Assess staff availability, expertise, and infrastructure.)
- Has the organization managed federal grants before?** (Inquire about past experience, including compliance with federal regulations.)

2. Mission Alignment & Project Details

- How does this grant align with the organization's mission and strategic goals?** (Ensure the project fits into the long-term vision and goals of the organization.)
- Are there specific programs or priorities the organization wants to emphasize?** (Identify areas of focus for the project proposal.)
- What specific project or initiative will the grant support?** (Have a clear understanding of the proposed project's goals and outcomes.)
- What is the expected timeline and milestones for the project?** (Ask about the duration, start date, and key deliverables.)
- Who will be the project lead and which teams will be involved?** (Identify who will be responsible for implementing and managing the project.)

3. Financial Readiness

- Is there a budget already in place, or will one need to be created from scratch?** (Clarify whether financial projections and costs are well understood.)
- Are there matching fund requirements, and does the organization have the necessary funds?** (Some federal grants require matching funds from the applicant.)
- Does the organization have the financial systems in place to track grant funds?** (Ensure proper financial management, reporting, and audit capabilities.)
- Has the organization undertaken a fiscal audit or financial review in the previous year?**
- Does the organization have a negotiated indirect cost rate with any federal agency?** (Important to ensure adequate organization funds for the administrative costs)

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4. Stakeholder and Partnership Engagement

- Are there external partners or collaborators involved?** (Clarify roles, partnerships, and how they impact the proposal in a written letter, e.g. letters of support or collaboration with details regarding the contribution of personnel, funds, in-kind.)
- What commitments have stakeholders made, if any?** (Ensure that commitments from stakeholders are clearly defined)

5. Evaluation and Impact

- What metrics will be used to evaluate the success and impacts of the project?** (Determine how the project's impact will be measured and reported.)
- What is the evaluation plan and what are the qualifications of the internal or external evaluator?**
- Does the organization and the PI/Project Lead have experience with federal grant or cooperative agreement reporting requirements?** (Understand if the team is familiar with the evaluation and reporting standards.)

6. Sustainability

- How will the project be sustained after the grant period ends?** (Discuss long-term sustainability beyond the grant funding.)
- What are the contingency plans if additional funding is needed or if funding is needed before the likely start date of the grant?** (Ask about backup strategies if the grant funding doesn't fully cover costs or begins once the project is underway.)

7. Compliance and Legal Considerations

- Does the organization have any existing federal compliance issues that may affect the grant?** (Ensure there are no legal or compliance concerns that may disqualify the organization.)
- Is there an established process for handling federal grants in compliance with the terms and conditions?** (Confirm that the organization is ready to follow federal guidelines.)

Bynes Consulting Group is available to assist organizations assess their internal capacity to conceptualize, write and submit a federal grant, as well as their capacity to implement the project once awarded. Bynes Consulting Group is also available to write federal grant proposals and manage their submission. In any role, we can help your organization put together a competitive funding proposal. We hope you'll consider partnering with us!