Grant readiness checklist

Most rejected applications aren't rejected on merit — they're rejected because something was incomplete, inconsistent, or didn't match what the funder scores. Check off what your department already has.

Department profile

- [ ] Apparatus inventory is current (age, condition, in-service status)
- [ ] Staffing roster reflects career/volunteer/paid-per-call counts as of this year
- [ ] Call volume and response data for the last 12 months is on hand
- [ ] Service area and population served are documented, not estimated

Narrative & boilerplate

- [ ] A written community risk and capability gap statement exists
- [ ] Mission and department history boilerplate is ready to paste in
- [ ] Past grant awards and how they were used are documented

Financial readiness

- [ ] The cost-share calculation for your population/budget tier is known
- [ ] A maintenance/sustainment budget line exists for what you're requesting
- [ ] Two to three years of budget history is organized and accessible

Cost documentation

- [ ] Current vendor quotes exist for the equipment or apparatus you'd request
- [ ] Spec sheets for requested items are on file, not just verbal quotes

Administrative & compliance

- [ ] SAM.gov registration and Unique Entity ID (UEI) are active, not lapsed
- [ ] A current W-9 is on file for the department
- [ ] NIMS/ICS compliance documentation is current for required personnel

Score 80%+: submit-ready, close the remaining gaps before the window, not during it. 40-79%: the honest "fix this first" zone. Under 40%: normal for a department without a grants person — build this over the fall months before the next window.