

**PRACTICAL RESOURCE**

Community Project Readiness Checklist

Strengthen the project before pursuing the deadline.

DESIGNED FOR

Municipalities, counties, nonprofits, public agencies, and community organizations

Use this resource to organize the information, decisions, and documentation needed before the next funding or project conversation.

Important: This tool is for planning and educational purposes. Funding requirements differ by program. Always follow the current notice of funding opportunity, award terms, and applicable local, state, and federal requirements.

1. Project snapshot

Begin with the project itself - not the grant opportunity.

Organization / jurisdiction

Working project title

Primary contact and decision-maker

In one sentence, what problem or opportunity will this project address?

Current project stage

☐	Idea only
☐	Need has been documented
☐	Scope is being developed
☐	Budget or quotes are available
☐	Leadership has authorized development
☐	A funding opportunity has been identified

2. Need, evidence, and public benefit

Describe the local need in plain language.

What current data, records, photographs, maps, reports, or community input demonstrate the need?

Who will benefit, and how will conditions improve?

Evidence checklist

☐	Current local data is available and cited
☐	The need is specific to the service area
☐	The project addresses a documented priority or plan
☐	The intended beneficiaries are clearly defined
☐	Expected results can be measured

3. Scope, ownership, and implementation

What will be purchased, built, improved, launched, or delivered?

Who owns the property, equipment, data, or program?

Which departments, partners, vendors, or community organizations must participate?

Implementation readiness

☐	Site control or ownership is confirmed
☐	Required approvals are identified
☐	Procurement responsibilities are assigned
☐	A realistic implementation schedule exists
☐	Staff or contractors are available to manage the work
☐	Long-term operation and maintenance have an owner

4. Budget, funding, and next decision

Estimated project cost and basis for the estimate

Potential local match, in-kind support, or committed funds

Recurring operating, subscription, maintenance, insurance, or staffing costs

Final readiness review

☐	The eligible applicant is confirmed
☐	The scope directly addresses the documented need
☐	Costs are supported by estimates or quotes
☐	Local match and cash-flow requirements are understood
☐	The timeline is achievable
☐	Leadership understands post-award responsibilities

RECOMMENDED NEXT STEP

If three or more items remain unchecked, strengthen the project before pursuing a deadline. If most items are complete, prepare a funding-fit review and formal scope of work.