

**PRACTICAL RESOURCE**

Funding Readiness Self-Assessment

Identify the gaps that should be resolved before an application begins.

DESIGNED FOR

Any Mississippi organization evaluating whether a project is ready for funding

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. Governance and authorization

Circle one score for each statement: 1 = not started, 2 = developing, 3 = mostly ready, 4 = ready and documented.

Readiness statement	1	2	3	4
Leadership recognizes the project as an organizational priority.	1	2	3	4
An eligible applicant and authorized decision-maker are confirmed.	1	2	3	4
Required board, council, supervisor, or executive approvals are understood.	1	2	3	4
Roles for project, finance, procurement, reporting, and operations are assigned.	1	2	3	4

Category subtotal / 16 and primary gap

2. Need and project definition

Circle one score for each statement: 1 = not started, 2 = developing, 3 = mostly ready, 4 = ready and documented.

Readiness statement	1	2	3	4
The need is supported by current local evidence.	1	2	3	4
The proposed scope directly addresses the need.	1	2	3	4
Beneficiaries and measurable results are defined.	1	2	3	4
A realistic schedule and implementation approach exist.	1	2	3	4

Category subtotal / 16 and primary gap

3. Budget and financial capacity

Circle one score for each statement: 1 = not started, 2 = developing, 3 = mostly ready, 4 = ready and documented.

Readiness statement	1	2	3	4
Costs are supported by current estimates or quotes.	1	2	3	4
Match and cash-flow requirements are understood.	1	2	3	4
Recurring and maintenance costs are identified.	1	2	3	4
The organization can maintain complete financial documentation.	1	2	3	4

Category subtotal / 16 and primary gap

4. Documentation and compliance

Circle one score for each statement: 1 = not started, 2 = developing, 3 = mostly ready, 4 = ready and documented.

Readiness statement	1	2	3	4
Key applicant records and registrations are current.	1	2	3	4
Site control, ownership, policies, permits, and partner commitments are identified.	1	2	3	4
Procurement and record-retention requirements can be followed.	1	2	3	4
The organization understands post-award reporting and closeout.	1	2	3	4

Category subtotal / 16 and primary gap

5. Delivery capacity and sustainability

Circle one score for each statement: 1 = not started, 2 = developing, 3 = mostly ready, 4 = ready and documented.

Readiness statement	1	2	3	4
Staff or qualified partners have time to implement the work.	1	2	3	4
The project can be operated after the grant ends.	1	2	3	4
Risks and dependencies have been identified.	1	2	3	4
Leadership is prepared to make timely decisions and provide documents.	1	2	3	4

Category subtotal / 16 and primary gap

6. Score, interpret, and act

Total score	Interpretation	Recommended focus
65-80	Strong readiness	Confirm funding fit and finalize application strategy.
45-64	Developing readiness	Resolve the highest-risk gaps before committing to a deadline.
25-44	Early-stage readiness	Complete a structured project-readiness process.
20-24	Not ready	Clarify the need, ownership, authority, and project concept first.

Total score / 80

Three gaps that must be addressed first

Readiness improvement plan

Priority gap	Action	Owner	Due date
1			
2			
3			

USE THE SCORE AS A CONVERSATION STARTER

The number does not determine grant eligibility or competitiveness. Its purpose is to expose gaps early, assign responsibility, and prevent an avoidable deadline-driven scramble.