

Grant Preparation Checklist

A quick yes/no readiness check for business owners

Business Compliance

Statement	Yes	No
My business is legally registered and active	<input type="checkbox"/>	<input type="checkbox"/>
All required licenses and permits are current	<input type="checkbox"/>	<input type="checkbox"/>
My business is in good standing with state and local agencies	<input type="checkbox"/>	<input type="checkbox"/>

Financial Readiness

Statement	Yes	No
My financial statements are current and accurate	<input type="checkbox"/>	<input type="checkbox"/>
I have a bookkeeping system in place	<input type="checkbox"/>	<input type="checkbox"/>
I can clearly explain how grant funds would be used	<input type="checkbox"/>	<input type="checkbox"/>

Documentation

Statement	Yes	No
I have a written business plan or business summary	<input type="checkbox"/>	<input type="checkbox"/>
My recent tax filings are complete and accessible	<input type="checkbox"/>	<input type="checkbox"/>
Ownership and organizational documents are organized	<input type="checkbox"/>	<input type="checkbox"/>

Capacity & Management

Statement	Yes	No
I have the time and staff capacity to manage grant requirements	<input type="checkbox"/>	<input type="checkbox"/>
I can track spending and required outcomes	<input type="checkbox"/>	<input type="checkbox"/>
I understand grant reporting and compliance expectations	<input type="checkbox"/>	<input type="checkbox"/>

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Funding Alignment

Statement	Yes	No
The grant purpose aligns with my business goals	<input type="checkbox"/>	<input type="checkbox"/>
I meet the eligibility requirements for the grant	<input type="checkbox"/>	<input type="checkbox"/>
I understand the grant's restrictions and terms	<input type="checkbox"/>	<input type="checkbox"/>

Awareness

Statement	Yes	No
I know where to find legitimate grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>
I am subscribed to trusted funding updates	<input type="checkbox"/>	<input type="checkbox"/>
I know who to contact for grant or funding guidance	<input type="checkbox"/>	<input type="checkbox"/>

How to Use Your Results

If you checked **No** on any item, that does not mean you should not pursue grants. It means preparation is needed before applying.

What to Do Next

If you need support or want to strengthen your readiness:

- Visit the **Urban Chamber Business Resource Page** to explore trusted grant and funding partners at www.UrbanChamber.org
- Subscribe to **In The Know**, our weekly newsletter that shares verified grant opportunities, funding programs, and business resources

Reminder:

Grant funding is competitive and not guaranteed. Preparation improves readiness but does not ensure award selection.