

## TOOL B

### Preparation Checklist: Organizational Capacity to Implement a Grant Federal Proposal Development

When a non-profit organization is applying for a funding opportunity to take on a new or expand an existing project, several key considerations should be evaluated to ensure readiness and sustainability. Federal funding opportunities often come with unique and often in-depth requirements, so careful planning is essential. Here are key factors to consider:

#### Key Considerations for Nonprofits When Assessing Ability to Take on New or Expanded Projects with Federal Funding:

- **Organizational Capacity:**
  - Assess staff capacity and expertise to manage the project effectively.
  - Evaluate the nonprofit's infrastructure, including financial systems and human resources, to ensure it can handle the increased workload.
- **Financial Resources:**
  - Determine if the nonprofit has sufficient funding to cover project costs, including direct and indirect expenses.
  - Consider whether the organization has a stable funding base or relies heavily on one-time grants.
- **Project Scope and Complexity:**
  - Evaluate the complexity of the project and whether it aligns with the nonprofit's mission and expertise.
  - Assess the potential impact of the project on the organization's existing programs and services.
- **Sustainability:**
  - Consider the long-term sustainability of the project beyond the initial funding period.
  - Evaluate the nonprofit's ability to maintain and support the project over time.
- **Compliance and Reporting:**
  - Ensure that the nonprofit has the capacity to comply with federal regulations and reporting requirements associated with the funding.
- **Collaboration and Partnerships:**
  - Assess the nonprofit's ability to collaborate effectively with other organizations and stakeholders involved in the project.
- **Risk Tolerance:**
  - Consider the nonprofit's risk tolerance and ability to manage potential challenges and uncertainties associated with the project.

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!