

PCCD Grant Applicants Readiness Checklist

About this Document

We know how challenging it can be to apply for funding. This **Grant Applicants Readiness Checklist** is a tool that was created to help you determine your readiness to successfully submit an application for funding to PCCD, or if it may make more sense to partner with an organization who is able to meet the required criteria.


While specific requirements vary depending on funding stream or opportunity, there are some common things that applicants must be able to address, provide, or manage as part of this process.

The Grant Applicants Readiness Checklist has two sections:

- I. ***Organizational Background, Governance & Structure***
- II. ***Financial Information & Tax Documents***

In each section, you'll be asked if your organization has certain items. These items are either **required** (applicants **must** meet to apply for and receive grant funding from PCCD) or **recommended** (while not absolutely necessary to apply for or receive grant funding, these are things organizations should have in place). **Required items are marked with an asterisk (*)**.

NOTE: Please consult with specific funding announcement(s) for eligibility criteria and grant program-specific requirements.

This document is interactive and provides links to resources that may be helpful to explore. In addition, you can hover over terms that look like this to get a little more information and context:  [Sample hover over term](#)

When reviewing and completing this checklist, we encourage you to use the following as a guide for each response:

Yes	Your organization fully meets this requirement/recommended practice ("criteria").
No	Your organization's policies/practices do not meet these criteria.
Unsure	You need to gather more information to determine if your organization meets these criteria.
Not Applicable	This item does not apply to your organization and/or is not required for the specific funding announcement(s).

I. ORGANIZATIONAL BACKGROUND, GOVERNANCE & STRUCTURE

1. Organization Name: Click or tap here to enter text.

2. Contact Information

Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Organization Governance & Structure				
DOES YOUR ORGANIZATION HAVE...				
REQUIRED	Yes	No	Unsure	N/A
*A Tax ID/Employer Identification Number (EIN) ? <i>*Note: You can look this information up on the IRS' Tax Exempt Organization Search or GuideStar.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*A Federal Unique Entity Identifier (UEI) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*A UEI registration expiration date ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*IRS determination of the tax-exempt status of the organization ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Articles of Incorporation ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* By-laws that clearly define the line of authority and responsibility moving between the Board and staff, outlining the hiring practices of the organization, and demonstrating the management and controls maintained by the Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*A list of active Board Members, stating each member's board position, profession or employment and community activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Copies of minutes of three Board meetings immediately preceding the date of the submission of the application for PCCD funding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Written policies and procedures in compliance with the Equal Employment Opportunity Plan and civil rights requirements as outlined in PCCD's Applicant's Manual ? <i>Note: this is required for federal grants</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECOMMENDED	Yes	No	Unsure	N/A
<i>A current, written copy of your organizational structure or organizational chart?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Resumes or CVs for the organization's senior leadership team?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Written policies and procedures on conflicts of interest and ethics?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Written policies and procedures regarding participation in political activities/lobbying?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Has the organization has been in operation for at least one year prior to the date of application of funds?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II. FINANCIAL INFORMATION & TAX DOCUMENTS

Financial Information				
DOES YOUR ORGANIZATION HAVE...				
REQUIRED	Yes	No	Unsure	N/A
*A copy of the organization's most recently filed IRS Form 990 ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Procedures to maintain documents to support all transactions, including purchase orders, receiving records, paid invoices, cancelled checks, personnel, payroll, time and attendance records, and other evidence to support grant-related expenditures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*An accounting system that can identify/track revenue and expenditures for each PCCD grant separately from all other revenue and expenditure sources (e.g., private donations, other grants, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*The ability to implement grant-related activities on a reimbursement basis (e.g., pay for personnel and other expenses up front)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*A non-procurement vendor account with the Commonwealth of PA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*An active checking account that can be used for PCCD-approved grant activities/expenditures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* ACH information associated with your organization's Commonwealth of PA non-procurement vendor account? You may use the Pennsylvania	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electronic Payment Program (PEPP) Enrollment Form to establish ACH information.				
*A process in place to ensure that bank statements are reconciled monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*A process for the Board of Directors to review financial statements on a regular and consistent basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Documentation to show that the Board Officers and any employee that is responsible for the receipt and expenditure of funds are bonded or insured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Systems/procedures in place to track time and effort (e.g., timesheets) for personnel and consultants paid via PCCD grant funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECOMMENDED	Yes	No	Unsure	N/A
<i>An electronic system for accounting (e.g. Quickbooks, Sage, SAP)?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>An automated payroll system?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Financial statements regularly examined and/or audited by an independent certified public accountant (CPA)?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>A system whereby one staff person is authorized to receive money and someone else is authorized to disburse money?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ability to continue the project when PCCD funding ends (e.g, finding other resources to support the work)?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL RESOURCES

PCCD

- ✓ [PCCD Applicant's Manual – Financial and Administrative Guide for Grants \(January 2022\)](#)
 - Provides a general overview of the application process and serves as a financial and administrative guide for PCCD grants. The Applicant's Manual also contains instructions for completing a budget, in compliance with various federal, state, and PCCD regulations and guidelines.
- ✓ [Applicant Resources Webpage](#)
 - Includes links to walkthrough guides, checklists, and other resources related to developing and completing an application for funding in PCCD's Egrants System.
- ✓ ["Resources for Applicants & Grantees" YouTube Playlist](#)
 - Features short video clips on how to complete different parts of the grant application process as well as recordings of webinars hosted for prospective applicants for PCCD's grant programs.
- ✓ **Request PCCD assistance**

Again, we know this is not easy. If you have additional questions, PCCD staff is available to help! For **general questions related to this document**, please email us at RA-PCCDGrantsMgmt@pa.gov. For questions about the **Egrants System**, contact the Help Desk by phone at 717.787.5887 or by email at RA-eGrantsSupport@pa.gov.

National Council of Nonprofits

- ✓ [Tools and Resources](#)
 - Includes information on boards and governance, ethics and accountability, financial management, etc. Check out their [Good Governance Policies for Nonprofits](#)
- ✓ [Best Practices for Nonprofits](#)
 - Includes links to State specific practices
- ✓ [Understanding Fiscal Sponsorship](#)
 - Includes roles and responsibilities, and things to consider
- ✓ [Sustainability](#)
 - Includes information and tools for financial planning, strategic decision making, and diversifying funding

Nonprofit Hub

- ✓ [How to Guides](#)
 - Includes guides on Finance and Budgeting, Board of Directors, Marketing and Branding, etc.