



MUSIC GRANT READINESS CHECKLIST

CULTURAL & CREATIVE SECTORS

Nonprofit Organizations (NPO), Not-For-Profit Organizations (NFPO), Non-Governmental Organizations (NGO) & For-Profit Organizations (FPO), or Artists & Creators starting a 501(c)3.

Music Grant Readiness Checklist for Cultural & Creative Sectors is a tool to help you identify gaps in your grant readiness. The checklist contains many specific grant readiness items but is not comprehensive. You can customize the list to align with the funders' grant opportunities. The more things you have prepared, the more you are grant-ready! Questions? Complete a [Cultural & Creative Sectors Inquiry Form](https://musicgrant.com) at <https://musicgrant.com>.

"Music Grant Inc. is your bridge to grants for music!"

ORGANIZATION ANALYSIS

- Tax-exempt status from IRS (if applicable, U.S. Only)
- Respective country agency responsible for Tax-exempt status (if applicable, Global Clients Only)
- Registered with state (if applicable)
- Diverse, engaged Board of Directors
- Robust working partnerships
- Professional, dedicated staff
- Active strategic plan
- Organization description

FINANCIAL ANALYSIS

- Fundraising plan with diversified revenue streams
- List of past, current, and pending funders
- The Board of Directors approved the nonprofit's program budget
- Recent IRS Tax Form 990 (if applicable, U.S. Only)
- Recent IRS Tax Form 1120 (if applicable, U.S. Only)
- Respective country agency Tax Form (if applicable, Global Clients Only)
- Other Tax Forms (if applicable)
- Robust accounting systems
- Audited Financial Statements (by an accounting firm/accountant)
- Year-end Finance Statement (comparison of actual budget and projected budget)
- Operating budget (current fiscal year)
- Program budget (if applicable, for applications requesting funding for a program or project)

RESEARCH & PLANNING

- Identifies grants that align with the Artists & Creators mission of the project, program, or services
- A strategic approach to applying for a grant
- Up-to-date grant calendar
- Concise understanding of grant needs

PROJECT ANALYSIS

- Demonstrated community need for the project, program, or services
- A comprehensive description of the project, program, or services (e.g., project work plan, strategic plan, public impact, SMART Goals, Outcomes)
- Concise contributors (i.e., names, roles, expertise)
 - Professional, Dedicated community contributors
 - Professional, Dedicated team

GRANT WRITING

- Staff or consultant to manage the grant application process
- Collaborative grant writing systems
- Standard grant sections written ((i.e., introduction, problem or need statement, objective 'measurable' accomplishments, methodology activities, budget)
- Standard grant application attachment on file

GRANT MANAGEMENT

- Established grant reporting systems
- Organization, teams, or consultants' capacity to manage grants

OTHER

- Annual Report
- Organization Chart
- Staff qualifications/information
- Staff resumes or brief bios for key personnel
- Recent accomplishments
- Recent news articles, video clips, photos, and/or other media
- Letters of Support
- Memorandum of Understanding (if partnering with other organizations)
- Cost estimates and vendor information (e.g., for equipment purchases)

ARE YOU MUSIC GRANT READY?

- Yes, schedule your Music Grant consultation
- No, we can help; schedule your Music Grant consultation

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