Federal grant readiness checklist

Registrations and documents to have ready before you apply on Grants.gov.

Federal applications need registrations that can take weeks. Start early and confirm each item against the funding notice (NOFO).

Registrations

- [ ] Active SAM.gov registration with a Unique Entity ID (renews every year)
- [ ] Grants.gov account with the right roles assigned
- [ ] IRS determination letter on file, if applying as a 501(c)(3)
- [ ] Latest Form 990 available
- [ ] State charity registration current, where required

Documents

- [ ] Project narrative to the NOFO's page and font limits
- [ ] SF-424 and budget forms (for example SF-424A)
- [ ] Budget justification
- [ ] Indirect cost rate agreement or de minimis rate choice
- [ ] Letters of support or commitment
- [ ] Resumes or biographical sketches of key staff
- [ ] Audit or financial statements, if requested

Before submitting

- [ ] Eligibility confirmed against the NOFO
- [ ] Deadline noted with time zone
- [ ] Submit at least two business days early to allow for validation errors
- [ ] Save the Grants.gov tracking number

Free template from Grant Writing Company (grantwritingcompany.com/templates/us/federal-grant-readiness-checklist/). Replace every [bracket] with your own facts. General guidance only, not legal or tax advice. Funders decide every award.