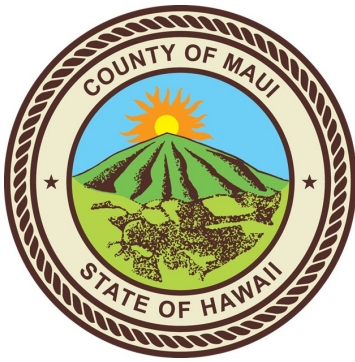




GRANT READINESS FILTER

For Non-Profit Organizations

Grant Writing Resource

Presented by the County of Maui, Office of the Mayor

SECTION 1 – LEGAL & ELIGIBILITY SCREENING (REQUIRED)

Before proceeding, applicants must review the following:

Are the requested funds being used for any of the following:

- Maintaining County parks or facilities?
- Operating County programs under County control?
- Delivering specific services directly to the County, where the County defines the scope and receives a deliverable?
- Producing reports, studies, or systems for County use?
- An activity that could be competitively procured?

☐ Yes ☐ No

► If YES to any of the above:

This request may be subject to procurement requirements under **MCC Chapter 3.12 and HRS Chapter 103D.**

Consult Corporation Counsel prior to proceeding.

Community-Based Program Confirmation

Are the funds being used for a **community-based program with independent program design** that:

- Serves the community; and
- Supports the organization's mission?

☐ Yes ☐ No

► Answer should be YES to proceed under grant eligibility.



SECTION 2 – ORGANIZATIONAL READINESS

Question	Yes	No	In Progress
Do you have a clear mission and defined programs or services?	☐	☐	☐
Do you have a current operating budget and financial statements?	☐	☐	☐
Can you track program-specific income and expenses separately from general operations?	☐	☐	☐
Are staff or volunteers available to manage grant deliverables and reporting requirements?	☐	☐	☐
Is your Board of Directors active and engaged in governance?	☐	☐	☐
Do you have reliable systems for managing records, reporting, and compliance?	☐	☐	☐
Is your nonprofit registered with the IRS and in good standing (501(c)(3) or equivalent)?	☐	☐	☐



SECTION 3 – ADMINISTRATIVE CAPACITY

Question	Yes	No	In Progress
Do you have staff or support to manage grant administration and reporting?	☐	☐	☐
Do you have internal controls for financial oversight and accountability?	☐	☐	☐
Can your organization meet reporting deadlines and documentation requirements?	☐	☐	☐

SECTION 4 – PROJECT CLARITY

Question	Yes	No	In Progress
Do you have a clearly defined project or program idea that aligns with your mission?	☐	☐	☐
Have you outlined expected outcomes and how you will measure them?	☐	☐	☐
Do you have a realistic timeline and work plan for your project?	☐	☐	☐
Can you articulate the need for your project using data or community input?	☐	☐	☐



SECTION 5 – FUNDING FIT

Question	Yes	No	In Progress
Do you understand the funder's guidelines, deadlines, and reporting requirements?	☐	☐	☐
Are you prepared to meet match or in-kind contribution requirements, if applicable?	☐	☐	☐
Have you identified a funding opportunity aligned with your project?	☐	☐	☐

SELF-ASSESSMENT

If you answered:

Mostly YES

→ You are likely ready to apply

Several NO or IN PROGRESS

→ You may need to strengthen capacity before applying

