GRANT-READINESS SCORECARD

Could you file a federal application next month?

Twenty yes-or-no questions about federal grants. Give yourself one point for every yes. It takes about ten minutes, and every "not yet" is a step to take before your next deadline.

	A. REGISTRATIONS	YES	NOT YET
1	We have a UEI (Unique Entity Identifier) from SAM.gov.	☐	☐
2	Our SAM.gov registration is active, and we know the date it expires.	☐	☐
3	We have a Grants.gov account with our organization's roles assigned.	☐	☐
4	An Authorized Organization Representative (AOR) can submit for us.	☐	☐
5	A second AOR is set up for the day the first one is out.	☐	☐

	B. FINDING AND READING THE OPPORTUNITY	YES	NOT YET
6	Someone checks Grants.gov for new opportunities at least once a month.	☐	☐
7	We confirm we are eligible in the announcement (NOFO) before writing anything.	☐	☐
8	We list the forms each opportunity requires; they vary by program.	☐	☐
9	We write to the evaluation criteria, section by section.	☐	☐
10	We note the deadline's time, and whether it is a submission or a receipt deadline.	☐	☐

	C. BUILDING THE PACKAGE	YES	NOT YET
11	Our current budget and latest financial statements are on hand.	☐	☐
12	We know where any required match (cash or in-kind) comes from before we apply.	☐	☐
13	Our SF-424, SF-424A and budget narrative agree, number for number.	☐	☐
14	We check attachment file types, sizes and names against the announcement.	☐	☐
15	Someone other than the writer checks the whole package against the announcement.	☐	☐

Count your yes answers across all four sections and write the total here: _____ / 20. What your score means:

17 to 20	Ready to file. Keep the registrations current and watch your renewal date.
12 to 16	Close. Fix the gaps below before your next deadline, starting with section A.
0 to 11	Start with section A. Registrations come before everything else, and they take the longest.

	D. SUBMITTING, AND AFTER	YES	NOT YET
16	Our council or board can approve an application before the deadline (we know the meeting dates).	☐	☐
17	We submit at least 24 to 48 hours before the deadline.	☐	☐
18	We watch for the Received, Validated and Rejected with Errors emails after we submit.	☐	☐
19	Someone has the hours to write a 40-to-60-page application (about 116 hours each).	☐	☐
20	If we win, we know who keeps the records and files the reports.	☐	☐

YOUR GAP LIST

What to do for each "not yet"

A. Registrations	Start now, not when you find the opportunity. SAM.gov registration can take weeks, especially the first time. It has to be renewed every year, and an expired one blocks submission. Put the expiration date on the calendar, and set up a second AOR.
B. The opportunity	Read the whole announcement before you write: eligibility, required forms, evaluation criteria, the deadline and its time, and the page limits and formatting rules.
C. The package	Make the SF-424, the SF-424A and the budget narrative agree. Wrong file types, oversize files and broken file names stop packages. Have a second reader check it against the announcement.
D. Submitting	Submit 24 to 48 hours early. If Grants.gov answers "Rejected with Errors", the package did not go through, and you need time to fix and resubmit before the deadline.
Time to write	A federal application runs 40 to 60 pages and takes about 116 hours (von Hippel & von Hippel, PLOS ONE 2015, n=195). If nobody has those hours, that is the gap to solve first.

We can't promise you win. We can promise you submit.

1. NexGrant AI writes the complete application — fills in the SF-424 forms and checks it against the funder's stated requirements. **2. Your team reviews every page** — and approves it. **3. We file it to Grants.gov** — book a 20-minute demo at nexgrantai.com/contact.

NexGrant AI prepares and submits grant application packages for applicants. It does not guarantee funding, an award or acceptance; every funding decision rests with the funding agency. Sources: the Grants.gov and SAM.gov steps described in NexGrant AI's guide, How to Submit a Grant on Grants.gov (nexgrantai.com/blog/how-to-submit-on-grants-gov); hours per application: von Hippel & von Hippel, PLOS ONE 2015 (n=195). Free to copy and share.