



Donor Readiness Scorecard for NGOs

A Practical Self-Assessment Tool for Donor Funding Preparedness

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How to Use This Scorecard

This Donor Readiness Scorecard enables NGOs to assess their preparedness for donor funding. Organizations should score themselves honestly against each indicator using the scale below.

Scoring Scale:

1 = Not in place

2 = Weak

3 = Partially in place

4 = Strong

5 = Fully established

1. Strategic & Organizational Readiness

Assessment Indicator	Score (1–5)	Comments
Clear mission, vision & values		
Up-to-date strategic plan		
Defined target population & sectors		
Annual priorities aligned to strategy		

2. Governance & Leadership

Assessment Indicator	Score (1–5)	Comments
Active and functional Board		
Board oversight and governance mechanisms		
Conflict of interest policy in place		
Leadership succession planning		

3. Financial Management & Controls

Assessment Indicator	Score (1–5)	Comments
Accounting system in place		
Segregation of financial duties		
Grant budget tracking capacity		
Annual audits conducted		

4. Policies, Compliance & Safeguarding

Assessment Indicator	Score (1–5)	Comments
Valid legal registration		
Safeguarding and PSEA policies		
Anti-fraud & whistleblowing policy		
Data protection procedures		

5. Program Quality & Evidence

Assessment Indicator	Score (1–5)	Comments
Needs assessments conducted		
Monitoring, Evaluation & Learning framework		
Documented results and impact		
Learning integrated into program design		

6. Proposal & Donor Engagement Readiness

Assessment Indicator	Score (1–5)	Comments
Standard proposal templates available		
Logframe & Theory of Change templates		
Donor mapping database		
Past donor reports available		

7. Risk Management & Partnerships

Assessment Indicator	Score (1–5)	Comments
Risk register maintained		
Security and contingency plans		
Active partnerships and MOUs		
Collaboration history with donors		

Final Scoring & Interpretation

Score Range	Interpretation
0–70	High Risk – Not Donor Ready
71–110	Emerging – Major gaps
111–145	Donor Ready – Competitive
146–175	Highly Donor Ready

Need support improving your donor readiness?

Contact Optivida Consultancy & Research Services.