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NGO Fund-Readiness Checklist with Rating

A. General NGO-Fund Readiness Checklist

1. Strategic Clarity

- ☐ Clear mission, vision & organizational goals
- ☐ Up-to-date strategic plan
- ☐ Clearly defined target beneficiaries

2. Organizational Capacity

- ☐ Staff with skills in project design, MEL & finance
- ☐ Functional management structure
- ☐ Board oversight & governance mechanisms
- ☐ Documented policies (HR, finance, safeguarding, procurement)

3. Operational Systems

- ☐ Transparent financial management system
- ☐ Ability to track grant budgets
- ☐ Documented accounting procedures
- ☐ Monitoring & Evaluation framework

4. Compliance & Accountability

- ☐ Valid registration & certificates
- ☐ Annual audits completed
- ☐ Past donor reports available
- ☐ Safeguarding, PSEA & code of conduct policies

5. Program Evidence

- ☐ Needs assessments conducted
- ☐ Data supporting your impact
- ☐ Case studies, success stories, community testimonials
- ☐ Lessons learned documented

6. Donor-Ready Documentation

- ☐ Organizational profile / capability statement
- ☐ Updated company CV & team bios
- ☐ Past performance / grant experience list
- ☐ Organizational budget (annual + project-based)

7. Digital & Media Presence

- ☐ Functional website
- ☐ Updated social media presence
- ☐ Consistent organizational branding
- ☐ Evidence of activities posted regularly

8. Proposal-Ready Preparedness

- ☐ Master proposal template
- ☐ Theory of Change & Logframe samples
- ☐ Standard operating budget & costings
- ☐ Updated donor mapping sheet

9. Risk Management

- ☐ Risk register maintained
- ☐ Policies for fraud, corruption, whistleblowing
- ☐ Data protection protocols
- ☐ Emergency contacts & crisis procedures

10. Partnerships & Networks

- ☐ MOUs with local actors
- ☐ Working relationships with government
- ☐ Part of NGO coalitions / networks
- ☐ Collaboration history with donors or INGOs

B. NGO Fund-Readiness Assessment Tool (Scoring & Ratings)

This assessment tool helps NGOs evaluate their readiness for donor funding. Score each item from 1–5:

1 = Not in Place, 2 = Weak, 3 = Partially in Place, 4 = Strong, 5 = Fully Established.

Use the final scoring guide at the end to interpret your readiness level.

1. Strategic Clarity

Assessment Item	Score (1–5)	Comments
Clear mission, vision & organizational goals		
Up-to-date strategic plan		
Clearly defined target beneficiaries		
Annual priorities aligned with organizational strategy		

2. Organizational Capacity

Assessment Item	Score (1–5)	Comments
Skilled team in project design, MEL & finance		
Functional and documented management structure		
Active and engaged Board of Directors		
Comprehensive organizational policies are in place		

3. Operational Systems

Assessment Item	Score (1–5)	Comments
Financial management system (QuickBooks, ERP,		

etc.)		
Budget tracking and reporting capacity		
Documented accounting & procurement procedures		
Monitoring, Evaluation & Learning (MEL) system functioning		

4. Compliance & Accountability

Assessment Item	Score (1-5)	Comments
Valid registration & legal documentation		
Annual audits conducted consistently		
Compliance with donor reporting standards		
Safeguarding, PSEA, Code of Conduct policies		

5. Program Evidence

Assessment Item	Score (1-5)	Comments
Needs assessments conducted regularly		
Strong documentation of project results		
Case studies & community testimonials available		
Lessons learned incorporated into new designs		

6. Donor-Ready Documentation

Assessment Item	Score (1-5)	Comments
Organizational profile is updated		
Team CVs and organizational resume available		
Past performance portfolio documented		
Annual and program budgets are up to date		

7. Digital & Media Presence

Assessment Item	Score (1-5)	Comments
Functional and updated website		
Active social media showcasing activities		
Consistent organizational branding		
Online donor visibility		

8. Proposal-Ready Preparedness

Assessment Item	Score (1-5)	Comments
Standard proposal templates available		
Logframe & Theory of Change templates ready		
Standard costings & budgeting tools available		
Donor mapping database maintained		

9. Risk Management

Assessment Item	Score (1-5)	Comments
Organizational risk register updated		
Anti-fraud & whistleblowing policies in place		
Data protection policies implemented		
Crisis management & contingency plans available		

10. Partnerships & Networks

Assessment Item	Score (1-5)	Comments
Strong partnerships with local actors		
Engagement with government agencies		
Membership in NGO networks/coalitions		
Proven collaboration with donors/INGOs		

Final Scoring Guide

- 0–100 = High Risk / Not Fund-Ready: Major gaps; immediate strengthening required.
- 101–200 = Moderately Ready: Some systems in place; improvements required.
- 201–350 = Fund-Ready: Strong systems and structures; competitive for grants.
- 351–500 = Fully Fund-Ready: Excellent systems; highly competitive and donor-trusted.

Note: May we review your technical Proposal before you send it? Reach out to us.