

The Grant-Readiness Audit Checklist

NONPROFIT INFRASTRUCTURE & COMPLIANCE FOUNDATION

Operational Reality Check: Institutional funders and government agencies perform meticulous structural compliance checks before evaluating any narrative proposal. If your administrative foundations are weak, your application is frequently disqualified at the threshold. Use this diagnostic checklist to ensure your organization is fully positioned for funding eligibility.

PILLAR 1: CORPORATE GOVERNANCE & LEGAL STATUS

☐ **Bylaws Structural Review**

Bylaws must be reviewed, signed by the Board Secretary, and updated within the last 36 months to ensure they accurately reflect ongoing operations, quorum guidelines, and voting structures.

☐ **IRS 501(c)(3) Determination Letter Integrity**

A clean, legible, complete PDF copy of your original IRS determination letter must be centralized and immediately available. Any name or structural changes since issuance must have corresponding IRS amendment documentation attached.

☐ **Active Conflict of Interest Policy**

A comprehensive conflict-of-interest policy must be signed individually by every active board member and officer annually. These signed statements are critical attachments for major private and federal grants.

PILLAR 2: TAX & STATE REGULATORY STANDING

☐ **Form 990 Filing Continuity**

Verification that Form 990, 990-EZ, or 990-N has been filed on time for consecutive years (due 4.5 months after fiscal year end). Note that missing three consecutive years triggers an automatic, non-negotiable revocation of tax-exempt status.

☐ **State Charitable Solicitation Registration**

Active registration with your state's Secretary of State Charities Program. In Washington State, this is strictly mandatory if the organization raises \$50,000 or more from the public, or if any staff or contractors are compensated for fundraising activities.

☐ **Corporate Annual Report Filing**

The state corporate entity registry must reflect "Active" status, with annual or bi-annual reports filed accurately to avoid administrative dissolution.

PILLAR 3: FINANCIAL & DOCUMENT SYSTEMS

☐ **Segregation of Financial Duties**

Clear, documented protocols verifying that the individual who processes invoices/checks is not the same individual who reconciles bank accounts. This operational shield is a major prerequisite for government funding.

☐ **Current Board Roster & Term Tracking**

An active, updated roster containing names, professional affiliations, contact info, and clear start/end dates for all current terms to prove the board meets minimum statutory requirements.

Is your infrastructure audit-ready, or are administrative gaps putting your funding at risk?

Contact Centioli Compliance Services for a comprehensive operational diagnostic.