

Grant Readiness Checklist



General Information

Name _____

Organization/Business Name _____

Grant Name _____

Grant Readiness Checklist

Notes

1. Land Access

- ☐ Own, lease or rent land used for operations

2. Production History

- ☐ Actively growing or producing for more than one year

3. Legal Compliance

- ☐ Established business as an entity (e.g. LLC, Sole Proprietorship, etc.)
- ☐ Compliant with local regulations
- ☐ Compliant with federal regulations
- ☐ Active Hawaii Compliance Express (HCE) Certificate

4. Market Presence

- ☐ Actively selling products to multiple outlets
- ☐ Accepting multiple forms of payment (i.e. cash, non-cash options)

5. Record Keeping

- ☐ Maintain detailed production records
- ☐ Records are consistent and up-to-date

6. Financial Documentation

- ☐ Maintain accurate sales records
- ☐ Maintain accurate tax records
- ☐ Maintain accurate overall financial records

7. Government Registration

- ☐ Registered with SAM.gov

8. Project Management

- ☐ Prepared to execute mid-scale projects
- ☐ Prepared to execute large-scale projects
- ☐ Demonstrates ability to manage grant-funded initiatives