GRANT OPPORTUNITY DECISION BRIEF
TWO-PAGE DECISION SUPPORT FOR SMALL NONPROFIT CAPACITY

DECISION RULE: PROTECT THE OPERATIONAL CORE. A GRANT THAT CREATES A CAPACITY CRISIS IS NOT A WIN.

A. SNAPSHOT
COMPLETE IN 2 MINUTES

GRANT NAME, FUNDER

REQUEST AMOUNT

DEADLINE (DATE, TIME)

GRANT TYPE
- ☐ Unrestricted
- ☐ Restricted
- ☐ Reimbursement
- ☐ Match Required

OWNER IF AWARDED

B. FIT AND FEASIBILITY
HARD STOPS PREVENT DAMAGE

READINESS SIGNALS
- ☐ We meet eligibility criteria with no stretching or "creative interpretation."
- ☐ Funding supports existing programs or core operations, not a brand-new add-on.
- ☐ Timeline matches reality (start date, staffing, procurement, reporting).
- ☐ We can produce required documentation (financials, policies, proof of need).
- ☐ There is an internal owner who can carry this without dropping core work.

HARD STOPS
- ☐ Requires launching a new program just to qualify.
- ☐ Match requirement cannot be met without fundraising diversion or debt.
- ☐ Reimbursement model creates cashflow risk (we cannot float costs).
- ☐ Reporting burden exceeds admin capacity or requires systems we do not have.
- ☐ Restrictions conflict with mission, values, or community needs.

C. CAPACITY COST SCORE
SCORE, DO NOT VIBE-CHECK

Factor	Description	Score
WRITING LOAD	Staff hours to assemble, draft, revise, and submit (including attachments). 1 = light. 2 = moderate. 3 = heavy.	☐ 1 ☐ 2 ☐ 3
ADMIN, REPORTING	Compliance, reporting frequency, documentation, audit risk, data demands. 1 = manageable. 2 = moderate. 3 = high.	☐ 1 ☐ 2 ☐ 3
CASHFLOW RISK	Upfront costs, reimbursement timing, match, procurement, restricted spending constraints. 1 = low. 2 = moderate. 3 = high.	☐ 1 ☐ 2 ☐ 3
OPERATIONAL DISRUPTION	Winning pulls staff off core service, creates strain, or requires expansion we cannot sustain. 1 = low. 2 = moderate. 3 = high.	☐ 1 ☐ 2 ☐ 3
RELATIONSHIP STRENGTH	Warm contact, prior funding history, invitation, fit with funder priorities. 1 = strong (low risk). 2 = moderate. 3 = cold (high risk).	☐ 1 ☐ 2 ☐ 3
TOTAL	**5–7** Go **8–11** Defer or Go with conditions **12–15** No-Go	

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DECISION, IMPLEMENTATION NOTES, AND NEXT ACTIONS

D. DECISION AND NEXT STEPS   THIS PAGE IS MEANT TO BE FILLED

DECISION

☐ Go   ☐ Defer   ☐ No-Go   ☐ Go with conditions

NEXT REVIEW DATE (IF DEFER)

_____

OWNER

_____

SUPPORT NEEDED

_____

PIPELINE CATEGORY

_____

RATIONALE (BRIEF)

_____
_____
_____
_____
_____
_____

CONDITIONS (IF APPLICABLE)

_____
_____
_____
_____
_____
_____

PRIMARY NOTES (IMPLEMENTATION, RISKS, BOARD INPUT, COMMS PLAN)

_____

GO

Assign owner, confirm capacity, build submission plan, submit.

DEFER

Add to pipeline, set review date, list prerequisites.

NO-GO

Document why, move on, protect core operations.