

center

A decorative graphic consisting of several overlapping triangles in green, orange, purple, and blue, with a thick blue line extending from the purple triangle towards the top right corner of the page.

**NONPROFIT  
PROGRAM ELIGIBILITY CHECKLIST**

[www.center4.com](http://www.center4.com)

# NONPROFIT PROGRAM ELIGIBILITY CHECKLIST

*A Center4 Resource for Technology Funding & Entitlement Readiness*

---

## Purpose of This Checklist

This checklist is designed to help nonprofit organizations determine their eligibility for federal, state, and private technology-related grants, funding programs, and entitlement opportunities — including broadband, cybersecurity, equipment, digital equity, FCC programs, and infrastructure funding.

Use this checklist before applying for funding to ensure your organization is properly structured, compliant, and positioned for approval.

---

## SECTION 1: Organizational Eligibility

### Legal Status

- Organization is registered as a 501(c)(3) nonprofit
- IRS determination letter is available
- Organization is in good standing with the Secretary of State
- Articles of Incorporation and Bylaws are current
- EIN (Employer Identification Number) is active

### Federal Registration

- SAM.gov registration is active and not expired
  - Unique Entity Identifier (UEI) is obtained
  - Organization has a Grants.gov account (if applicable)
  - Authorized Organization Representative (AOR) is designated
- 

## SECTION 2: Governance & Oversight

- Board of Directors is active and meets regularly
- Board meeting minutes are documented and retained
- Conflict of Interest Policy is adopted and signed annually
- Financial oversight procedures are documented
- Whistleblower policy is in place
- Document retention policy is established

---

## SECTION 3: Financial Readiness

### Financial Documentation

- Most recent 2–3 years of financial statements available
- Most recent IRS Form 990 filed
- Annual operating budget approved by Board
- Chart of accounts is established
- Segregation of duties documented

### Audit & Compliance

- Independent audit completed (if required based on funding thresholds)
- No unresolved federal or state compliance findings
- No outstanding federal debarment or suspension

---

## SECTION 4: Program-Specific Eligibility

*(Technology / Broadband / FCC / IT Funding)*

### Service Area & Beneficiaries

- Defined service area (rural, urban, underserved, etc.)
- Target population documented (low-income, students, healthcare, etc.)
- Community needs assessment completed

### Technology Infrastructure

- Inventory of current IT infrastructure completed
- Broadband provider information documented
- Cybersecurity controls assessed
- Network diagrams available (if required)
- Equipment lifecycle documentation available

### FCC / Broadband Programs (If Applicable)

- FCC Registration Number (FRN) obtained
- E-Rate or Rural Healthcare Program eligibility verified
- Eligible service provider documentation available
- Competitive bidding process documented

---

## SECTION 5: Policies Often Required for Funding

- Cybersecurity Policy
  - Incident Response Plan
  - Acceptable Use Policy
  - Data Privacy Policy
  - AI Usage Policy (if applicable)
  - Procurement Policy
  - Financial Controls Policy
- 

## SECTION 6: Matching Funds & Sustainability

- Matching funds secured (if required)
  - Letters of commitment obtained
  - Long-term sustainability plan documented
  - Maintenance & support plan budgeted
  - Staff training plan included
- 

## SECTION 7: Documentation Package Checklist

Before submitting an application, confirm the following are compiled:

- IRS Determination Letter
  - Form 990 (most recent)
  - Organizational Budget
  - Project Budget
  - Board List
  - Letters of Support
  - Needs Assessment
  - Program Narrative
  - Vendor Quotes (if required)
  - Proof of SAM Registration
-

## SECTION 8: Risk Review

*Final Readiness Determination*

- ✓ Fully Eligible
  - ✓ Eligible with Minor Gaps
  - ✓ Not Yet Eligible – Action Plan Required
- 

## Action Plan Section

*(Optional Internal Use)*

### Identified Gaps:

---

---

---

### Responsible Party:

---

### Target Completion Date:

---

---

## About This Resource

This checklist was developed by Center4 to help nonprofits confidently assess eligibility before pursuing technology entitlements, broadband programs, and infrastructure grants.

For assistance identifying funding opportunities or navigating eligibility requirements, visit: [www.center4.com](http://www.center4.com)