Request for Applications (RFA) Alignment Worksheet

This worksheet is designed to help community organizations evaluate how well a potential funding opportunity aligns with their mission, programs, and priorities.

Pro Tip: Use ChatGPT to streamline this process!

1. Upload your RFA or RFP document into a new ChatGPT "project."
2. Copy and paste this list of questions (and add any others that may be useful).
3. Give a clear instruction, such as:
   "Please refer to the uploaded RFP and answer the following questions."

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1. What are the eligibility criteria listed in the RFA?

2. What is the funder's purpose or goals/objectives in issuing the RFA? What concepts or ideas are emphasized?

3. Examine the goals/priorities of your organization's work in light of the funder's objectives/priorities as expressed in the RFA. In what ways do they align? In what ways do they differ?

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4. How much money will be awarded in total? How many grants will be awarded? What is the maximum award per grant?

5. When will the funds be awarded and over what period of time must the money be spent? In other words, what is the grant period?

6. Which components of your organization's current or anticipated work might qualify for funding? If more than one program might be a fit, which one appears to align best with the funder's priorities and the grant timeline?

7. Is the work you are considering a new initiative or an established program? If new, do you have the capacity to implement it? What additional resources do you need? If it's ongoing, what is your track record with this work?

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