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| **Activity** | **Due Date** | **Complete** | **Person Responsible** | **Notes** |
| Set a grant development planning meeting with grant writing and program team |  |  |  |  |
| Create/Update program logic model |  |  |  |  |
| Develop a work plan for grant development |  |  |  |  |
| Develop, update, & gather supporting documents (resumes, position descriptions, organizational chart, third-party agreements, etc.)  |  |  |  |  |
| Draft narrative sections likely to be required (needs to be addressed, applicant's experience, etc.) |  |  |  |  |
| Funding Announcement Released | Day 1 |  |  |  |
| Thoroughly read Funding Announcement and develop list of requirements | Day 2 |  |  |  |
| Create outline of proposal based on Funding Announcement requirements | Day 4 |  |  |  |
| Draft of logic model | Day 5 |  |  |  |
| Draft of needs section | Day 10 |  |  |  |
| Draft of approach section | Day 15 |  |  |  |
| Draft of program evaluation section | Day 20 |  |  |  |
| Draft of organizational capacity section | Day 25 |  |  |  |
| Draft of budget & budget justification section | Day 30 |  |  |  |
| Draft of sustainability section | Day 35 |  |  |  |
| Full draft of narrative & supporting documents ready for 1st internal review | Day 43 |  |  |  |
| Make updates | Day 46 |  |  |  |
| Full draft of narrative & supporting documents ready for external review | Day 48 |  |  |  |
| Make updates | Day 51 |  |  |  |
| Full draft of narrative & supporting documents ready for 2nd internal review | Day 53 |  |  |  |
| Make updates | Day 56 |  |  |  |
| Final narrative & supporting documents ready for submission | Day 58 |  |  |  |
| Submit your proposal! | Day 59 |  |  |  |
| Due Date | Day 60  |  |  |  |