**GRANT PLANNING TOOL**

**Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Funding Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **Activities** | **Responsibility** | **Completion Date** | **Completed** |
| Read and review RFP to determine eligibility, restrictions, and award information and to identify questions for funding agency. |  |  |  |
| External guideline review with partners to determine contributions to the project, provide grant fact sheet to all partners and to secure letters of partnership. |  |  |  |
| Contact funding agency with questions regarding RFP guidelines. |  |  |  |
| Attend funding agency technical writing workshop if available. |  |  |  |
| Meet with budget staff to determine if matching funds are available and feasible, if applicable and determine cost estimates for all budget line items such as salaries and fringe benefit rates. |  |  |  |
| Make presentation at next board meeting and obtain a resolution to submit authorization if required by your agency. |  |  |  |
| Complete funding priority research. |  |  |  |
| Collect target population data and statistics. |  |  |  |
| Gather all mandatory attachments for the grant proposal. |  |  |  |
| Determine if the writing process will be done by one individual or a team.  |  |  |  |
| Develop writing timeline. |  |  |  |
| Assign RFP completion tasks. |  |  |  |
| Conduct first and subsequent team meetings. |  |  |  |

**First Draft Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Second Draft Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Finalization Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**