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Grant Application Process Overview

RFA Link:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Opportunity Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Opportunity Funder:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Ceiling:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of Performance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Due Date: DUE XX/XX/XX

Project Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Applicant Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partners:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Scope: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Key Personnel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Important Notes**:

* Include important notes on formatting, word counts, and specific instructions for completing specific sections of the proposal

# APPROVED FOR APPLICATION By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# NOT APPROVED FOR APPLICATION Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Application Responsibilities

*Work backward from your application due date to determine the timeline needed to complete your application packet. Use and update this template to ensure you have dates in mind for each step.*

| Application Section Item | Responsible | Due Date | Status |
| --- | --- | --- | --- |
| Review Request for Applications and complete grant application process overview (above). | Person 1 |  | Not Started |
| Gain necessary approvals to apply | Person 1 |  | Not Started |
| Gather together all components needed for the application:   * Letter of recommendation * Financial documents * Non-Profit status letter * Additional project collateral * Any other requirements from application | Person 1 |  | Not Started |
| Project Work Plan:  \*Attach [your Project Work Plan](https://docs.google.com/document/d/1Bq9M2kMyAXq-IkSTuC2IlYbzJX7obYyGirAA929V8K4/edit)\* | Draft:Person 1 |  | Not Started |
| Draft Review: Person 2 |  | Not Started |
| Final Draft: Person 1 |  | Not Started |
| Final Review: Person 2 |  | Not Started |
| Application Narrative:  \*Attach [your Narrative Outline](https://docs.google.com/document/d/155_vFxTZ4EF3WjlcfEGGJZBO5ukBNlxu/edit)\* | Draft:Person 1 |  | Not Started |
| Draft Review: Person 2 |  | Not Started |
| Final Draft: Person 1 |  | Not Started |
| Final Review: Person 2 |  | Not Started |
| Budget:  \*Attach [your Grant Budget Spreadsheet](https://docs.google.com/spreadsheets/d/1S9VocgbeKHjYQ4S1Sz3-cj5eR0TRBufP/edit#gid=1386667113)\* | Draft: Person 1 |  | Not Started |
| Draft Review: Person 3 |  | Not Started |
| Final Draft: Person 1 |  | Not Started |
| Final Review: Person 3 |  | Not Started |
| Budget Narrative: | Draft: Person 1 |  | Not Started |
| Draft Review: Person 3 |  | Not Started |
| Final Draft:Person 1 |  | Not Started |
| Final Review: Person 3 |  | Not Started |
| Upload Final Application Including:  Budget Spreadsheet  Budget Narrative  Project Work Plan  Application Narrative  All other necessary docs/info | Draft: Person 1 |  | Not Started |
| Draft Review: Person 4 |  | Not Started |
| Final Draft: Person 1 |  | Not Started |
| *Use/duplicate this row as a template for other steps in your specific grant checklist to create and manage your grant application* | Draft: Person 1 |  | Not Started |
| Draft Review: Person 5 |  | Not Started |
| Final Draft: Person 1 |  | Not Started |
| Submit your completed application | Person 1 |  | Not Started |