|  |  |  |  |
| --- | --- | --- | --- |
| Task | person responsible | due date | complete? |
| TASKS TO BE COMPLETED BEFORE DECEMBER | | | |
| Review any written feedback related to unsuccessful grants from the previous year to determine if your agency will reapply. |  |  |  |
| Conduct a strategic planning session or a needs assessment with leadership to identify funding priorities. |  |  |  |
| Review last year’s Funding Opportunity Announcements (FOAs) to identify potential matches based on your needs. |  |  |  |
| Develop a summary of what can and cannot be funded under each FOA. |  |  |  |
| Develop a list of any requirements attached to the funding (e.g., meetings, data collection/data reporting,) |  |  |  |
| Set a grant development planning meeting with the key program team to discuss last year’s Funding Opportunity Announcement and allowable (and unallowable) expenses and brainstorm funding ideas. |  |  |  |
| Identify data that demonstrates need based on the FOA requirements. If this data does not exist yet, identify a plan to collect this data. |  |  |  |
| Identify potential partnerships that are needed to be competitive. |  |  |  |
| Determine if an evaluator is needed to be competitive and who will serve in this capacity. |  |  |  |
| Determine how any required performance data will be collected and if additional staff/contractors will be needed to manage this activity. |  |  |  |
| Determine the cost of each potential budget item. |  |  |  |
| Meet with leadership to prioritize each potential funding area. |  |  |  |
| Develop, update, & gather supporting documents (resumes, position descriptions, organizational chart, third-party agreements, etc.) |  |  |  |
| Check all registrations (e.g. Grants.gov, SAM) to ensure registrations are up-to-date and will not expire in the next six months. If they expire in the next six months, renew them ASAP. DO NOT ASSUME ANYTHING – check to see if requirements have changed since the previous year. |  |  |  |
| TASKS TO BE COMPLETED ONCE A FOA IS RELEASED | | | |
| Thoroughly read the FOA and develop a list of all requirements, including a list of all required attachments. |  |  |  |
| Add all required attachments to this workplan. |  |  |  |
| Assign due dates for each item on this workplan. |  |  |  |
| Task | **person responsible** | **due date** | **complete?** |
| Reach out to all partners and set up a planning meeting. |  |  |  |
| Request any required letters of support. |  |  |  |
| Draft or update any required Memorandum of Understandings/Memorandum of Agreements. |  |  |  |
| Identify and request any data that is needed to support the application. |  |  |  |
| Develop an outline for the program narrative. |  |  |  |
| Draft your budget to ensure your proposed project is feasible. |  |  |  |
| Draft the statement of need section. |  |  |  |
| Draft the implementation approach section. |  |  |  |
| Draft the capabilities/organizational capacity section. |  |  |  |
| Draft the program evaluation section. |  |  |  |
| Draft the sustainability section. |  |  |  |
| Finalize the budget & budget narrative. |  |  |  |
| Draft supporting document/required Attachment A:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Draft supporting document/required Attachment B:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Draft supporting document/required Attachment C:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Draft supporting document/required Attachment D:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Send reminders for any required letters of support. |  |  |  |
| Send reminders for any other materials that are needed. |  |  |  |
| Full draft of narrative & supporting documents ready for 1st internal review. |  |  |  |
| Make updates. |  |  |  |
| Full draft of narrative & supporting documents ready for external partner review. |  |  |  |
| Make updates. |  |  |  |
| Full draft of narrative & supporting documents ready for 2nd internal review. |  |  |  |
| Make updates. |  |  |  |
| Final narrative & supporting documents ready for submission. |  |  |  |
| Submit your proposal! (submit three days prior to the due date) |  |  |  |