

# Fundkit

## Grant Planning: Tasks & Timeline

[Name of Funder]

[Name of Grant Opportunity]

| TASK                        | PERSON RESPONSIBLE | DEADLINE | COMPLETED? | NOTES |
|-----------------------------|--------------------|----------|------------|-------|
| <b>Narrative:</b>           |                    |          |            |       |
| Project overview            |                    |          |            |       |
| Evidence of need            |                    |          |            |       |
| Project implementation      |                    |          |            |       |
| Outcomes and evaluation     |                    |          |            |       |
| Sustainability              |                    |          |            |       |
| <b>Budget:</b>              |                    |          |            |       |
| Project budget              |                    |          |            |       |
| <b>Attachments:</b>         |                    |          |            |       |
| Staff bios                  |                    |          |            |       |
| Organizational budget       |                    |          |            |       |
| IRS letter                  |                    |          |            |       |
| Financial statements        |                    |          |            |       |
| 990                         |                    |          |            |       |
| (Other attachments)         |                    |          |            |       |
| <b>Steps to Submission:</b> |                    |          |            |       |
| Grant Kickoff Meeting       |                    |          |            |       |
| Draft 1                     |                    |          |            |       |
| Edits/feedback              |                    |          |            |       |
| Touchbase Meeting           |                    |          |            |       |
| Draft 2                     |                    |          |            |       |
| Final review                |                    |          |            |       |
| Submit proposal             |                    |          |            |       |
| <b>FINAL DEADLINE:</b>      |                    |          |            |       |