



Sample Proposal Writing Schedule

My Community Foundation Required Documents		
<ul style="list-style-type: none"> • Project narrative (6 pages) • Project budget • Budget narrative • List of board members, including officers' titles • Copy of IRS 501(c)(3) letter • Most recent audit • Current organizational budget • Resumes of key staff 		
Activity	Person Responsible	Due Date
Meeting to plan grant activities using Project Planning Framework and grant outline	Education Director, Steps to Success Coordinator, Grant Professional, Financial Officer, Youth Advisory Council	06.02
List of program accomplishments	Steps to Success Coordinator	06.09
Needs addressed and population served— data and focus group reports	Steps to Success Coordinator, Youth Advisory Council	06.09
Goals and measurable objectives	Steps to Success Coordinator	06.09
Budget	Steps to Success Coordinator, Financial Officer	06.09
Update resumes of Executive Director and Steps to Success Coordinator	Steps to Success Coordinator	06.09
1 st draft of project narrative, budget, and budget narrative completed for review	Grant Professional	06.16
Review of 1 st draft with comments	Education Director, Steps to Success Coordinator	06.22



Benefits of Sample Schedule

- It provides a quick look at all the documents that need to be submitted.
- The timeline addresses the activities that need to occur to complete the application on time.
- Including a person responsible and a due date for each activity increases the chances of accountability in ensuring all tasks are completed.
- Successful planning helps to include time for reviews or edits of drafts for a strong final proposal.

Revisions to project narrative, budget, and budget narrative completed	Grant Professional	06.22
2 nd /final review of project narrative and budget narrative	Education Director, Steps to Success Coordinator	06.26
List of board members, including titles	Executive Director	06.25
Copy of IRS 501(c)(3) letter	Financial Officer	06.25
Most recent audit	Financial Officer	06.25
Current organizational budget	Financial Officer	06.25
Final approval	Executive Director, Board of Directors	06.28
Submit proposal	Grant Professional	06.29