



Sample Proposal Writing Schedule

Benefits of a Proposal Writing Schedule

- Provides a clear overview of all required submission documents.
- Outlines the timeline and key activities needed to complete the application on time.
- Assigns responsibility and due dates to increase accountability.
- Builds in time for review and revisions to strengthen the final proposal.

My Community Foundation Required Documents

- Project narrative (6 pages)
- Project budget
- Budget narrative
- List of board members, including officers' titles
- Copy of IRS 501(c)(3) letter
- Most recent 990
- 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, Coordinator, Grant Writer, Financial Officer, Youth Council	06.02
List of program accomplishments	Coordinator	06.09
Needs addressed and population served: data and focus group reports	Coordinator, Youth Council, Grant Writer	06.09
Goals and measurable objectives	Coordinator	06.09
Budget	Coordinator, Financial Officer	06.09
Update resumes of Education Director and Coordinator	Education Director, Coordinator	06.09
1 st draft of project narrative, budget, and budget narrative completed for review	Grant Writer	06.16
Review of 1 st draft with comments	Education Director, Coordinator	06.22
Revisions to project narrative, budget, and budget narrative completed	Grant Writer	06.22
2 nd /final review of project and budget narrative	Education Director, 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 990	Financial Officer	06.25
Current organizational budget	Financial Officer	06.25
Final approval	Executive Director	06.28
Submit proposal	Grant Writer	06.29