

Our Grant Action Plan

Focus of the Project: _____

Potential Funder: _____

Funder's Priorities:

<p>Funder's Priorities:</p>

Contact Person

_____ name _____ title

Address _____

Phone: _____ Fax: _____

Email: _____ website: _____

Action Plan

What	Who	When	Status
▪ <i>Initial Contact</i>			
▪ <i>Preparation for Meeting</i>			
▪ <i>Meeting with Funder</i>			
▪ <i>Follow Up call/note</i>			
▪ <i>Proposal Draft</i>			
▪ <i>Proposal Revision</i>			
▪ <i>Final Submission</i>		Due Date:	
▪ <i>Follow Up Call/Note</i>			
▪ <i>Decision Date</i>			
▪ <i>Organize for action</i>			