

<b>PLANNING MODEL FOR GRANT PROPOSAL PREPARATION (12-WEEK TIME FRAME)®</b>													
Task	Week												
	1	2	3	4	5	6	7	8	9	10	11	12	
<b>1. ID Need &amp; Response</b>													
ID key need/hypothesis; ID partners; Hold strategy meetings with key staff													
<b>2. Logic Modeling</b>													
Define key activities, targets, outcomes, etc.													
<b>3. Draft Logic Model</b>													
ID outcomes for Evaluation Plan													
<b>4. Draft Proposal Outline/Sections</b>													
ID authors, format, page limits, etc., for individual sections; Draft budget; Teaming Agreements/MOUs; Evaluation plan draft													
<b>5. Formalize "Elevator Pitch"</b>													
Letter of Intent/ Purpose Statement; Begin searching for funding sources, RFP's													
<b>6. Develop Funding Matrix</b>													
Sort potential funders by fit, \$ amount, due date, etc.													
<b>7. Initial Funder Contact</b>													
Send out Letters of Intent; Contact Program Manager													
<b>8. Revise Proposal for Funder</b>													
Collect Letters Of Support; Develop Evaluation Plan/ GPRa data plan													
<b>9. Documentation</b>													
Letters of Support; Bios/info on principals; Appendix materials, etc.													
<b>10. Assemble Final Draft</b>													
Internal Review Process													
<b>11. Plan/Submit Proposal</b>													
Submit electronic/hard copy with enough time for troubleshooting													
<b>12. Troubleshoot Submission</b>													
Identify/fix any problems/missing materials in submission, especially for electronic submissions													

Special thanks to Dr. Alice Jones, of Eastern Kentucky University, who asked the question that resulted in describing the proposal writing process in this sequence, and who made an initial table of the process.