



Proposal Development Tasklist

FUNDING NAME: _____

TOTAL AMOUNT: _____

DURATION: _____

AMOUNT PER YEAR: _____

FUNDING AGENCY: _____

CONTACT PERSON: _____

ADDRESS: _____

PRE-GRANT MEETING DATE : _____

TEAM LEADS: _____

BIDDER'S CONFERENCE DATE: _____

ATTENDING: _____

ACTUAL DUE DATE: _____

OCDE DUE DATE: _____

POST MARKED RECEIVED SUBMITTED (circle one)

DATE & TIME: _____

- GRANT SNAPSHOT
- SPECIAL PROJECTS APPROVED BUDGET PAGE
- COMMUNICATION PLAN WITH TEAM MEMBERS
- FINAL EDITS: _____

MOCK UP FINAL CHECK: _____

COMPLIANCE CHECKLIST:

- Font Type/Size _____
- Spacing requirements _____
- Binding requirements _____
- Number of Originals and Copies needed _____
- Page numbering requirements _____
- Printed ink color acceptable _____
- Signature ink color _____
- Page Limit _____
- Table/Reference Requirements _____
- Timeline _____
- Budget Forms/Budget Narrative _____
- Logic Model _____
- Job Descriptions/Resumes _____
- Table of Contents/Mock-up _____
- Letters of Support/MOUs _____
- Items requiring signature _____

ADDITIONAL Notes/Tasks/Research Needed/Follow-ups:

