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| **Task**  | **Lead**  | **Deadline**  |
| If responding to a Request for Proposals (RFP), carefully review it to ensure you understand the requirements and if your organization is eligible to apply  | Development Lead  |   |
| Determine whether / who to partner with  | Development Lead  |   |
| Create proposal / application checklist    | Proposal Coordinator  |   |
| Create proposal / application timeline  | Proposal Coordinator  |   |
| Assign proposal /application components   | Proposal Coordinator  |   |
| \*Draft needs statement with supporting data  | Development Director  |   |
| \*Draft program description  | Program Manager  |   |
| \*Draft implementation plan  | Program Manager  |   |
| \*Draft evaluation plan  | Evaluation Lead  |   |
| \*Draft organizational capacity statement  | Development Director  |   |
| Develop partnership agreement / Letter of Support  | Development Director  |   |
| Develop detailed budget and budget narrative  | Finance Manager  |   |
| Gather required and supporting documents   | Proposal Coordinator  |   |
| Review draft proposal /application  | Executive Director  |   |
| Finalize proposal /application  | Development Director  |   |
| Proofread and format  | Administrative Staff  |   |
| Approve submission  | Executive Director  |   |
| Submit proposal /application  | Proposal Coordinator  |   |
| Confirm receipt of submission  | Proposal Coordinator  |   |
| Debrief with proposal / application team  | Proposal Coordinator  |   |

\*NOTE: These are examples of common proposal sections. Specific sections will vary based on the proposal /application requirements.