|  |  |  |
| --- | --- | --- |
| **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.