Grant or Program RFP

Lead time needed

- As soon as you know RFP date, notify us so we can add it to our calendar.
- Send all finalized documents applicants will need (application, guidelines, budget worksheet) 4 WEEKS prior to RFP date for annual grants or programs; 6 WEEKS prior for new grants or programs.

	4 weeks prior to RFP date (or 6 weeks for NEW programs or grants)	3 to 2 weeks prior to RFP date	2 to 1 week prior to RFP date	RFP date
Your team	• Who are the partners and funders to acknowledge? • Is there anyone specific we should get a quote from? • Provide finalized guidelines, application and budget worksheet (not a draft). Include any translated docs. This is the information we need to write the press release, so it needs to be in a complete form.	• Team will review the draft	• Who should be notified that the grant or program is open besides the media? Let us know which list(s) to send this too. We need to give Tom and Connie enough time to pull the lists. For customized lists (i.e. “towns with populations under 5,000”) the team will need to pull the list and send it to us, or work with Tom and Connie to pull the list.	• The person who is listed as the contact for receiving questions should be available this date and at least the next couple of days.
Communications	• Review all documents, ask any follow up questions. Sometimes editing is needed. • Reach out to partners for quotes (depending on relationship, team or Communications will take lead on this). Depending on the partner, Communications might write the quote for them and have them approve it.	• Write first draft. If we have all details, this typically takes one day for annual grants or programs because we already have a template, but could take several days of back-and-forth for new grants or programs(or more). • Send to team to review (allow around 3 days for review process) • Make edits from team review.	• Update grant or program page on website (or create a page if it’s a new grant or program). Add link from homepage and "For Grantseekers" page. • Add to Constant Contact. • Send a test to staff for review. (Give staff 24 to 48 hours depending on day of week). • Make edits from staff review	• Send final to all media, staff, board and any additional lists that were provided. • Add press release to website. • Post to social media • We will send out 2 reminders before the deadline!