**PROPOSAL LAUNCH MEETING**

***Instructions:***  *This meeting marks the start of proposal development for prospective grants. It should be led by the* ***Grant Lead*** *and attended by key staff from Programs, Finance, and other relevant roles (e.g., Marketing) as needed. It’s recommended the agenda be maintained in a shared drive, accessible by all. Notes and action items resulting can be documented in the agenda to serve as an ongoing reference.*

**AGENDA:**

1. **Key funding opportunity info**

* Name of Funder
* Funder Deadline (*date, time, time zone*)
* Means of submission *Contact person name and email or portal link and login info*
* What is the grant period? (*Start, End, Duration*)
* Target budget
* What is the focus of the proposal?
* What are the key deliverables?
* What key evaluation criteria/funder priorities need to be kept in mind?
* Will we partner with or subgrant to orgs? If so, do they need to be identified and engaged in the proposal process?

1. **Submission requirements:**

* Narrative + Portal: *Review sections, word limits. Assign people roles/sections*
* Budget: *Review funder requirements, establish target budget (min/max)*
* Supporting docs (*list here - with notes and name of person who will gather/compile*)
* What existing materials can be leveraged?
* When will award status be communicated?

**3. Grant Team** *Names and Roles - See Grant Team Roles and Responsibilities Reference Document*

* Grant Lead:
* Grant Writer:
* Programs Rep:
* Finance Rep:
* Fundraising Rep:

**4. Deadlines:**

| **Activity** | **Benchmark** | **Input dates** |
| --- | --- | --- |
| Create proposal folder, populate templates, schedule launch call | *2 days* |  |
| Launch Call |  |  |
| Develop narrative draft | *5 days* |  |
| Develop budget | *5 days* |  |
| Review first draft: 2 days | *2 days* |  |
| Incorporate review, polishing, final back and forth | *1-2 days* |  |
| All items compiled and finalized by Grant Lead | *2 days before funder deadline* |  |
| Submit | *1 Day before the deadline* |  |