

SAMPLE Proposal Task List

Project Name:

Project Leader:

Proposal Preparation Person (PPP):

Task	Person Responsible	Date Due
Determine deadlines and requirements		
Collect and give the following to the project leader/PPP: foundation goals/objectives proposal requirements guidelines background materials 990s proposal outline (when appropriate)		
Contact funder to confirm funder goals identify linkages to corporate and foundation funders communications strategy method of contact (phone/face-to-face/email)		
Determine amount of request; inform PPP		
Prepare the proposal core components: need or problem to be addressed constituency to be served objectives and methods for meeting the need timeline ways the project will be evaluated and results disseminated personnel ways the project will be funded in the future project budget		
Determine and highlight those features in the project that may set it apart from other projects and will appeal to the funder.		
Prepare the final proposal components introduction summary cover letter		
Collect appendices		
Give copies of the proposal to the grants coordinator, institutional advancement, other appropriate for review		
Proposal feedback to project leader/PPP		
Revise proposal; give to executive director & others for final approval		
Final approval to project leader/PPP		
Make number of copies to be submitted		
Send proposal overnight		
Follow-up call to funder within 2 wks after mailing		