

Grant writer and Client Task Outline

Grant Writer Tasks

- Upload initial document list
 - Section 1 Program Inventory
 - Appendix list
 - Budget Templates
 - Set up Dropbox
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- Write Section 1
 - Upload Section 2 Program Inventory
 - Send draft for review
 - Edit Section 1
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- Write Section 2
 - Upload Section 3, 4, 5 Program Inventory
 - Send draft for review
 - Edit Section 2
 - Fill out SF 424
 - Upload Inventory for Phase II
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- Write Budget/Budget Narrative
 - Send Budget for Review
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- Write Section 3, 4, 5
 - Send draft for review
 - Edit Section 3, 4,5
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- Write Abstract
 - Paginate
 - Upload docs
 - Compile Appendix
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- Submit

Client Tasks

- Complete Section 1 Program Inventory
 - Email documents/Upload to Dropbox
 - Begin working on Appendix
 - Review project timeline
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- Finalize any grant changes
 - Review/Edit Section 1
 - Complete Section 2 Program Inventory
 - Email documents/Upload to Dropbox
 - Complete Grants.gov registration and fill out "Client Information for Forms"
 - Upload to Dropbox/Email copy of program budget to Andrea
 - Complete budget template
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- Finalize budget
 - Send budget to grant writer
 - Continue working on Appendix
 - Complete Section 3, 4, 5 Program Inventory
 - Email documents/Upload to Dropbox
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- Review Budget
 - Send final Appendix documents
 - Complete Program Inventory for Phase II
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- Review Section 3, 4, 5
 - Phase II
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- Review final package

