# Timeline & Readiness Checklist

READINESS CHECKLIST

 [ ] Confirm eligibility and geographic focus

 [ ] Gather org docs (IRS letter, financials, board list)

 [ ] Identify data/evidence for need statement

 [ ] Draft narrative and budget

 [ ] Secure letters of support/MOUs

 [ ] Final review for compliance, word/character limits

 [ ] Submission plan and backup (who/when/how)

 [ ] Post-submission follow-up plan

 SAMPLE TIMELINE (adjust as needed)

 Week 1: Opportunity scan, eligibility check, outline

 Week 2: Draft narrative + budget

 Week 3: Collect letters, finalize evaluation plan

 Week 4: Final edits, approvals, submit