# 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