

MCOC Grant Writing 101 Worksheet: Grant Pipeline Builder Workbook



Build a 12-month funding strategy: identify programs, track cycles, assess readiness, and create a monthly review rhythm.

1) Define Your Fit Criteria (So You Don't Chase Money)

Clarify what types of grants fit your mission, service area, and capacity before building your list.

Question	Your Response
Mission alignment (what projects should we pursue?)	
Geographic fit (local, regional, statewide, tribal, multi-state)	
Typical request range (\$)	
Maximum realistic match capacity (cash / in-kind / none)	
Target Audience/Population Served (add in data points if you have them or at least links)	

2.) Establish a Monthly 'Pipeline Hour'

If it's not reviewed monthly, it's not a pipeline.

Item	Details
Recurring Date/Time	
Responsible Person	
Standing Agenda Items	Review upcoming deadlines (next 6 months); update readiness gaps; confirm match; request letters early; drop poor-fit programs; add new prospects

3) Identify 6–10 Programs That Fit

Start by searching broad (portals + agency sites), then narrow to programs that align with your mission and readiness.

Program	Funder/Agency	Typical Award Amount	Match Required?	How Does it Fit Mission?	Next Cycle (Est.)

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4) Track Cycles, Requirements & Attachments

Identify common requirements early so you can prepare before the notice opens.

Program	Open/Close Dates	Frequency	Common Attachments	Reporting Burden	Notes

Common attachments may include: budget narrative, letters of support, MOUs, financial statements, audit, board list, proof of match, resumes, maps, strategic plans.

5) Readiness Snapshot (Top 3 to 5 Priority Programs)

Quickly assess if you are ready to apply when the opportunity opens.

Program	Registrations Ready	Partners Identified	Match Identified	Data Ready	Staff Capacity	Budget Mapped	Notes

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6) 12-Month Grant Pipeline Calendar

Add deadlines and preparation tasks by month. Review this monthly during your Pipeline Hour.

Month	Grants to Watch / Apply	Preparation Tasks (letters, match, data, budget, partners)
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

