

Timetable for Grant Cycle

DATE	TASK
_____	Letter of inquiry deadline (optional)
_____	Application deadline
_____	Acknowledge receipt of proposal with card or form letter
_____	Initial screening meeting
_____	Notify applicants of status of proposal
_____	Complete site visits
_____	Complete all other fact-finding
_____	Prepare docket
_____	Mail packets to board members
_____	Allocations meeting
_____	Notify applicants of final decisions
_____	Mail checks to grantees
_____	Receive reports from grantees (6 months or 12 months)