

**GRANT PLAN**

**Project Title**:

**Project Sponsor/Lead**:

**Project Coordinator**:

**VERSIONING:**

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**GRANT LIFE CYCLE**

*What goal are you trying to meet and how will you measure this goal? What is the timeline for each grant goal? i.e. contract rally – what is required to happen for turn out, communications, logistics, etc.?*

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| **Grant Goal(s)** | **Measurement(s)** | **Timeline** |
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**TIMELINE**

*What is the anticipated timeline of the event*

Grant begins:

Grant activities planned:

Grant closes:

**SCOPE**

*What is the main purpose of this grant?*

Grant scope**:**

**STAKEHOLDERS**

*Who will be affected by this grant? i.e. MAPE members, MAPE committees, Board of Directors, etc.*

Stakeholder(s) Expected Role:

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**GRANT TEAM**

*Who will be helping you reach your grant goals. What is their role with the grant?*

**Members: Role:**

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**BUDGET**

*Attach the draft budget template to application*

Estimated Budget:

**RISKS/ISSUES**

*What project risks and issues will arise? What action will be taken when an issue arises?*

*Who needs to make the decision and how will a decision be made?*

Risks/Issues:

**COMMUNICATIONS PLAN**

*Who, how and when will grant information be communicated with? i.e. grant status reports monthly provided to board members, member emails, etc.*

Communication plan:

**GRANT PLAN APPROVALS**

Grantee:       Officer of organizing body:

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Signature / Date Signature / Date