



GRANT PLAN

Project Title:
Project Sponsor/Lead:
Project Coordinator:
VERSIONING:

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.?

Grant Goal(s)	Measurement(s)	Timeline

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:

Stakeholder(s)	Expected Role:

GRANT TEAM

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

Members:

Role:

Members:	Role:

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:

Signature / Date

Signature / Date