

## Grants Submission Checklists and Deadlines

**Phase 1 Planning Grants: Due by 12 p.m. (ET) on Friday, September 13, 2024.** The planning grant Letter of Request and accompanying materials should be saved as a single PDF and submitted through the online form on the [initiative's webpage](#).

- Letter of Request - no more than two (2) pages
- Applicant Information Form
- Exempt Status and Charity/Foundation Status Information Form
- IRS Exempt Status Determination Letter (if applicable)

**Phase 2 Implementation Grant: Due by 12 p.m. (ET) on Friday, February 14, 2025.** Implementation proposals and accompanying materials should be saved as a single PDF and submitted through the online form on the [initiative's webpage](#).

- Applicant Information Form
- Cover Letter
- Summary Paragraph
- Proposal Narrative - no more than eight (8) pages
- Timeline - no more than three (3) pages
- Outcomes
- Line-Item Budget
- Summary Budget
- Budget Narrative - no more than two (2) pages
- Appendices (optional) - no more than 15 pages
- Financial Statements for the Most Recent Fiscal Year

**Phase 3 Competitive Grants: Stage 1 Concept Papers: Due by 12 p.m. (ET) on Monday, April 7, 2025.** Concept papers and accompanying materials should be saved as a single PDF and submitted through the online form on the [initiative's webpage](#).

- Applicant Information Form
- Cover Letter
- Summary Paragraph
- Concept Paper Narrative - no more than five (5) pages
- Summary Budget
- Summary Budget Narrative
- Appendices (optional) - no more than five (5) pages