

Developing a Quarterly Grant Timeline

Grant proposals should include a quarterly timeline indicating when project activities will occur. The timeline should indicate the anticipated starting and ending dates (i.e. month and year) for each major activity.

Sample Quarterly Timeline

This sample timeline includes generalized activities that occur each quarter. Applicants are encouraged to organize grant activities into a similar quarterly timeline that allows for time fluctuations depending on the release of grant funds.

First Quarter
<ul style="list-style-type: none">▪ Organize Executive Committee▪ Plan and begin quarterly meetings to monitor and adjust programmatic and financial activities▪ Review grant activities and organize into quarterly timeline▪ Create checklists for each quarter's activities▪ Meet with district and campus personnel to distribute quarterly timeline and checklist of activities▪ Meet with project evaluator to plan progress monitoring deadlines and make a list of evaluation documentation to be collected quarterly▪ Meet with community partners to review responsibilities▪ Begin purchasing
Second Quarter
<ul style="list-style-type: none">▪ Develop evaluation forms and processes for collecting information and data▪ Begin monthly project meetings with campus personnel▪ Conduct professional development and quarterly thereafter▪ Continue purchasing▪ Meet with parents at each site to solicit input on program effectiveness▪ Conduct instructional and/or technology activities▪ Conduct administrative walk-through observations to assess program implementation▪ Assess program level of success and progress toward goals and objectives▪ Gather documentation of all programmatic activities at monthly project meetings▪ Assess project goals, objectives, timelines, and checklists to ensure that project is on target
Third Quarter
<ul style="list-style-type: none">▪ Complete final purchasing of grant materials▪ File required financial and programmatic progress reports▪ Continue professional development activities▪ Continue instructional development activities▪ Host public meetings (as required) to display and demonstrate student work▪ Continue to gather documentation of project activities▪ Meet with evaluator to share documentation and set deadlines for final evaluation activities▪ Assess project goals, objectives, timelines, and checklists to ensure that project is on target

Fourth Quarter

- Conclude instructional and technology activities
- Conclude parental involvement activities
- Conclude professional development activities
- Meet with school sites to gather final documentation for evaluation plan
- Executive Committee meets to evaluate project milestones and plan for sustainability of project
- File final financial reports
- File final programmatic reports