



Grant Calendar Templates

Purpose: These grant calendar templates help nonprofit organizations plan and track funding opportunities, deadlines, and key actions to strengthen their grantseeking efforts. Use and adapt the templates to fit your organization’s needs.

Identify Your Grant Opportunities

List potential grant opportunities that align with your mission and funding needs.

Funder	Grant Name	Amount	Application Deadline	Project	Notes
My Community Foundation	Community Impact Grant	\$50,000	06.30.25	Steps to Success	First-time applicants eligible. Reached out to funder.
Another Foundation	Annual Community Giving	\$10,000	12.01.25	Community Garden	Renewal application.

Create a Timeline for Submission

Plan backwards from the deadline to allocate sufficient time for preparation.

My Community Foundation Required Documents Project narrative (6 pages) Project budget Budget narrative List of board members, including officers’ titles Copy of IRS 501(c)(3) letter Most recent audit Current organizational budget Resumes of key staff		
Activity	Person Responsible	Due Date
Meeting to plan grant activities using Project Planning Framework and grant outline	Education Director, Steps to Success Coordinator, Grant Writer, Financial Officer, Youth Advisory Council	06.02
List of program accomplishments	Steps to Success Coordinator	06.09
Needs addressed and population served—data and focus group reports	Steps to Success Coordinator, Youth Advisory Council	06.09
Goals and measurable objectives	Steps to Success Coordinator	06.09

Budget	Steps to Success Coordinator, Financial Officer	06.09
Update resumes of Executive Director and Steps to Success Coordinator	Steps to Success Coordinator	06.09
1 st draft of project narrative, budget, and budget narrative completed for review	Grant Writer	06.16
Review of 1 st draft with comments	Education Director, Steps to Success Coordinator	06.22
Revisions to project narrative, budget, and budget narrative completed	Grant Writer	06.22
2 nd /final review of project narrative and budget narrative	Education Director, Steps to Success Coordinator	06.26
List of board members, including titles	Executive Director	06.25
Copy of IRS 501(c)(3) letter	Financial Officer	06.25
Most recent audit	Financial Officer	06.25
Current organizational budget	Financial Officer	06.25
Final approval	Executive Director, Board of Directors	06.28
Submit proposal	Grant Writer	06.29

Track Grant Status

Keep a record of grant submissions, approvals, and rejections to refine your approach.

Funder	Grant Name	Submission Date	Status	Next Steps
My Community Foundation	Community Impact Grant	June 15, 2025	Pending	Follow up in 4 weeks
XYZ Foundation	Youth Development Grant	March 1, 2025	Awarded	Send thank-you note
ABC Corporate	Arts & Culture Fund	May 10, 2025	Declined	Request feedback for next cycle

Build a Grant Pipeline

Create a rolling list of upcoming grants for proactive planning.

Funder	Grant Cycle (Annual/Quarterly)	Expected Opening Date	Notes
XYZ Foundation	Annual	January 2026	Requires LOI first
ABC Corporate Fund	Quarterly	April, July, October	Strong alignment with programs

Maintain Funder Relationships

Strengthen connections with funders beyond the application process.

Funder	Contact Person	Last Interaction	Staff Responsible	Next Follow-Up Action
Example Foundation	Jane Doe	Email inquiry (Feb 2025)	Mary Roe	Schedule check-in call (April 2025)

Evaluate and Adjust

Analyze past applications to improve future success rates.

Potential Reflection Questions:

- Number of grants applied for
- Number of grants received
- Proposal acceptance rate
- Total funding secured versus goal
- Average time spent on each application
- Cost per grant application
- Return on investment per application
- Return on investment per award
- Amounts/success rates by funding type (e.g., foundations, government, corporate)
- Amounts/success rates by grant types (e.g., capital grants, program grants, general operating support)
- Amount/success rates by program type
- Average grant amount by type
- Feedback received from funders on submitted proposals
- Grant renewal rate
- Multi-year funding success rate
- Matching funds leveraging rate
- Diversification of funding sources
- Grant awarded compared to Decision Matrix