

Recommended Timeline for Subgrant Process

April

- Update subgrant guidelines, application and final report on website
- Set application deadlines and date for applicant workshop or office hours for assistance
- Set subgrant panel date
- Email current subgrantees to make sure all funds will be used by June 30th for current fiscal year

May

- Distribute press release and begin social media promoting grant opportunity and applicant assistance through workshop or office hours
- Send reminder email to all previous subgrantees that final reports are due in June
- Recruit subgrant panel

June

- Deadline for current year subgrant recipients' final reports
- Current year subgrant applications due
- Review current applications to ensure eligibility and completeness

July-August

- Prepare materials for subgrant panel meeting
- Distribute panel materials two weeks in advance of the scheduled meeting
- Conduct panel meeting

September

- Notify grant recipients of awards
- Send press release to local media announcing grant recipients

October- May

- Monitor subgrantees programs to ensure implementation by proposed project deadlines