

READY

NONPROFITS

READY Nonprofits Grant Program Workplan/Timeline Template

Project Example: RFP for a fundraising strategy

Date	Deliverable	Responsible	Resources Needed	Key Results
February 4, 2023	Project Kick-Off Meeting	Project Director, Project Assistant, Marketing Director	Staff time	Develop project plan, determine roles
February-March 2023	Develop RFP for contractor	Project Director, Project Assistant	Staff time	Develop and finalize RFP
March 20, 2023	Release RFP	Project Director, Marketing Director	Staff time	Publicize RFP
April-May 2023	Review responses, conduct interviews, select contractor	Project Director, Project Assistant	Staff time	Select contractor
June 2023	Project Kick-Off Meeting with Contractor	Project Directors (from contractor and organization); assistants	Staff time	Determining roles, setting expectations, finalizing plans and scheduling
July-December 2023	Fundraising strategy development	Contractor	Budget for contractor	Fundraising strategy developed that will help organization
July-December 2023	Check-in meetings with contractor	Project Director/ Contractor	Budget for contractor/ staff time	Staying on track, solving issues
July-December 2023	Review and approve key deliverables from contractor; oversee contract and payments	Project Director/ Assistant	Staff time	Approving key products, making payments.
January 2024	Finalize fundraising strategy and plan internally	Project Director/ Assistant	Staff time	Make action plan and determine next steps
February 2024	Close project	Project Director/ARC	Staff time	Close project