

# Grant Calendar

## Purpose of a Grant Calendar

The grant calendar will help individuals take a quick glance at what grant opportunities are coming up in the next couple of weeks/months and throughout the year. By utilizing a grant calendar, this can save time because it can reduce duplication of visiting the funder's website in a short period of time. Ideally, the grant calendar is separated by month of application due date and rolling opportunities, enabling an individual to "look ahead."

Although a grant calendar can save time when prospecting, the grant calendar schedule must be revisited regularly, as organizations can change application guidelines (which includes due dates).

## Guidance for Composing a Grant Calendar

The grant calendar can be composed in Microsoft Word or Excel depending on which format the user feels the most comfortable using. If the grant calendar is set up in Microsoft Word, the easiest way to format the information will be using the "Table" function.

What is important to the user will dictate what information is included in the grant calendar. Recommended headers to include for the table/spreadsheet are: grantmaker name, contact information, due date for grant cycle, grant application process, and funding request purpose. Optional headers could include: funding priorities of the grantmaker, grantmaker type, geographical funding restrictions, current funder notation/funding history notes, and other pertinent notes that the individual/organization needs to ensure a successful application can be submitted on time.

## Definitions

- *Grantmaker name*: The name to whom the application will be submitted.
- *Grantmaker contact information*: Depending on the funder, the contact information could be a telephone number, email address, physical address, and/or website. Funders have different contact policies, which will determine what contact

information you will be able to gather. Also, if a funder has a preferred contact method, it is important to notate in this column as well.

- *Due date for grant cycle*: This column should include information on the grant cycle and most importantly the due date for the application. If the grantmaker has multiple grant cycles, it is up to the user if they want to combine all the cycles in one entry, or if the user wants to have a separate entry for every cycle a grantmaker has open. Note: It could be easier to “sort” the information by due date when using Excel if there are multiple entries for the same grantmaker for each cycle due date.
- *Grant application process*: This column would include notes about the grantmaker’s application process such as: Letter of Inquiry (LOI) requirements, number of application rounds, questions on the applications, attachments required, time frame to hear back from the funder, or any other pertinent information about the process.
- *Funding request purpose*: This column notates what the applicant requests the funding for, i.e.: program, staff, general operations, capital, etc. This column could be important to notate what funding is being requested for when evaluating the overall budget, especially if an organization has clear gaps in funding certain areas and is trying to make the budget whole.
- *Grantmaker type*: The type of grantmaker could be important information for applying to a grant as it could indicate the length of time required to spend on completing an application. For example, federal grant applications can be rigorous due to the required elements to apply, etc. The various types of

grantmakers could be: federal, state, family foundation, private foundation, trust, and/or corporate giving.

- *Funding priorities of the grantmaker:* It is important to pay attention to a funder to see if they are interested in funding specific topics. By notating this information, it is easier to determine for which programs an organization should request funding support.
- *Geographical funding restrictions:* This information is helpful if an organization has a diverse funding area. For example, Methodist Healthcare Ministries serves 74 counties, and some funded and community partners also serve multiple counties. Therefore, this information could be helpful to see if a funder is restricting their giving to a geographical area. This way, an applicant knows how to tailor their application to fit the requirements of the funder if they provide services both inside and out of the funder's geographic giving restrictions.
- *Current funded notation/funding history notes:* This column would indicate whether this funder is in your current portfolio. This information could be helpful to have, especially for new staff, as they could look at old applications and reports to guide/formulate the new application. Additionally, this column could also contain notes about declination history as well. Knowing that a funder has declined a request in the past could inspire staff to read the declined proposal(s), review any feedback gathered from the funder, and revamp the new request appropriately.

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### **About Methodist Healthcare Ministries of South Texas, Inc.**

At Methodist Healthcare Ministries we view capacity building as a process of organizational strengthening. We work alongside our funded partners and community organizations, building upon their assets to increase their impact in community and improve health equity. Capacity building is an investment in nonprofits' abilities to be more efficient, effective, and sustainable.