**Master Timeline**

**Key:**

S&YG = School and Youth Group Outreach Committee

Media = Media Outreach Committee

A&R = Award Ceremony and Review Session Committee

S&F = Sponsorship and Funding Committee

W&D = Website and Documents Committee

BMR = Board Member Recruiting Committee

**OCTOBER**

All October - Approach youth groups with information and an offer to make a presentation (all, S&YG)

Begin reaching out to reporters (especially school newspapers) (Media)

Determine when press deadlines are (especially school newspapers) (Media)

Check online when Hilite ads are due (Media)

Establish date and time of grant review session (A&R)

**NOVEMBER**

**All November** - Approach youth groups with information and an offer to make a presentation (all, S&YG)

Continue reaching out to reporters (Media)

**Mid November** - Begin soliciting food donations for the award ceremony (A&R)

Establish a list of potential organizations to solicit food donations

Track food donations to make sure that the same organizations aren’t being approached every year

Draft up a letter for food donations

**DECEMBER**

**All December** - Approach youth groups with information and an offer to make a presentation (all, S&YG)

Continue reaching out to reporters (Media)

**JANUARY**

**January 1** - All grant application documents must be updated by January 1 (W&D)

Begin post-winter-break outreach, approaching youth groups with information and an offer to make a presentation (all, S&YG)

**Early January** - Reserve a room for grant review session (A&R)

Establish date and time of grant award ceremony (A&R)

Press releases go out to local media (Media)

Ask library for permission to use the display case in the upcoming month (S&YG)

Submit Hilite ad by deadline determined in October (Media)

**Late January** - Confirm mayor’s appearance at the award ceremony (A&R)

**End of January** - All advertising posters must be up (S&YG)

**FEBRUARY**

**Early February** - put together library display case (S&YG)

**Mid February** - Confirm sponsors for the back of the award ceremony program (A&R)

Make sure food donors are recognized in the award ceremony program (A&R)

Update “Big Check” with current year’s sponsors (A&R)

**Late February -** Grant Review Session planning (A&R)

Ask if grant review session room can be donated

Ask if review session room has: enough chairs, enough tables, enough power strips for laptops, a policy that allows for food, and the ability to place a sign to direct interviewees to the specific location of the interview

Email out “Tips on Interviewing” to the board

Print out “Interview Checklist” document for all board members

Print out two hard copies of grant applications

Check to see if board members will be able to bring enough laptops to share for the review session

**February 28** – Grant deadline!

**MARCH**

**Early March** - Grant Review Session (about a week after grant deadline)

Create a draft of the award ceremony program (A&R)

**Mid March** – Award Ceremony planning (A&R)

Reserve location for grant award ceremony, preferably Carmel Gazebo or Japanese Garden

Confirm that award ceremony location has: microphone, podium, electricity, table for food

Assign one or two board members as photographers for the award ceremony

Send award ceremony program draft to sponsors that require pre-approval with their logo, such as Carmel Parks & Recreation, and to all board members

Request with Mayor’s office 50 color copies of the program

Assign committee member to write a brief presentation-of-checks speech

Coordinate closing comments with board

Create and print a big check for each grant awarded, using 11x17 paper

Have the board member mentor of each funded project sign the big check

Make a sign advertising the food donors

Make sure enough utensils, plates, and napkins are available for the food

**Late March** - Final ceremony planning (A&R)

Arrange for board members to supplement food donations with home-made items, if necessary

Arrange for pickup of food donations

**End of March**- Grant Award Ceremony (about one month after grant deadline, preferably before school spring break)

**APRIL**

**Early April** - Write thank you notes to stores for food donations (A&R)

Write thank you notes to program supporters (Mayor, other special ceremony guests, Carmel Utilities, Carmel Clay Parks & Rec, staff who helped secure location of ceremony, staff who helped make ceremony program copies, custodian who helps bring needed items, helpful media contacts, etc. (A&R)

Begin seeking out recognition (S&F)

**MAY**

Relax and celebrate your successful grant cycle!

**JUNE**

**Mid June** – Webpages should be posted for all completed/in-completion projects (Webpages should be done by one month after project has been completed, photos have been gathered, and project report/details have been submitted.) (W&D)

Impact assessment updates due (S&F)

Annual report due covering this year’s grant cycle (S&F)

**JULY – SEPTEMBER**

Seek out new board members (all, BMR)