

## 2009-2010 GRANT CALENDAR WORKSHEET

Task	Assigned to	End Date
Community Needs Assessment	Komen Office	March 2006
Write RFP	Grants Chair	July 31, 2008
Mail RFP	Komen Office	August 8, 2008
Application Deadline	Grant Applicants	November 14, 2008
Compliance Review	Grants Committee	November 19, 2008
Applications Sent to Grant Review Panel	Komen Office	December 5, 2008
Application Discussion Meeting	Grants Committee, Grant Review Panel	January 13-14, 2009
Slate of Approved Grants Finalized	Grants Committee	January 20, 2009
Board of Directors Approves Grant Slate	Arkansas Affiliate Board of Directors	February 19, 2009
Notify Successful & Unsuccessful Applicants	Komen Office	February 23, 2009
Send out Grant Contracts	Komen Office	February 23, 2009
Grant Contracts Returned	Successful Grant Applicants	March 13, 2009
Press Release	Komen Office	April 1, 2009
Grant Awards Luncheon	Komen Office, Grant Review Panel, Grants Committee, Grantees	April 3, 2009
First Grant Payment Issued	Komen Office	April 3, 2009
Notice of Grantees Sent to Foundation Headquarters	Komen Office	May 1, 2009
Grantee progress reports due	Grantees	October 30, 2009
Grantee progress reports reviewed	Grantee Mentors	November 13, 2009
End of Grant Year		March 31, 2010
Grantee Final Reports Due	Grantees	May 15, 2010
Grantee Final Reports Submitted to Komen HQ	Komen Office	July 7, 2010