

2007-2008 GRANT CALENDAR WORKSHEET

Task	Assigned to	End Date
Community Needs Assessment	Komen Office	March 2006
Write RFP	Grants Chair	July 31, 2007
Mail RFP	Komen Office	August 10, 2007
Application Deadline	Grant Applicants	November 16, 2007
Compliance Review	Grants Committee	November 28, 2007
Applications Sent to Grant Review Panel	Komen Office	December 10, 2007
Application Discussion Meeting	Grants Committee, Grant Review Panel	January 16, 2008
Slate of Approved Grants Finalized	Grants Committee	February 5, 2008
Board of Directors Approves Grant Slate	Arkansas Affiliate Board of Directors	February 21, 2008
Notify Successful & Unsuccessful Applicants	Komen Office	February 22, 2008
Send out Grant Contracts	Komen Office	February 22, 2008
Grant Contracts Returned	Successful Grant Applicants	March 14, 2008
Press Release	Komen Office	April 2, 2008
Grant Awards Luncheon	Komen Office, Grant Review Panel, Grants Committee, Grantees	April 4, 2008
First Grant Payment Issued	Komen Office	April 4, 2008
Notice of Grantees Sent to Foundation Headquarters	Komen Office	May 1, 2008
Grantee progress reports due	Grantees	October 31, 2008
Grantee progress reports reviewed	Grantee Mentors	November 7, 2008
End of Grant Year		March 31, 2009
Grantee Final Reports Due	Grantees	May 15, 2009
Grantee Final Reports Submitted to Komen HQ	Komen Office	July 7, 2009