



Grant Writing for Community Based Organizations

Timeline



Timeline

- Outlines the schedule for implementing the project
- Demonstrates to funders that you have a clear, organized, and realistic plan for achieving the project's objectives.



Developing your Timeline

- Divide the project into logical **phases** (e.g., planning, implementation, evaluation).
- List the major **activities** or tasks that will be undertaken in **each phase**.
- Identify **key milestones** or checkpoints where significant progress or achievements will be reviewed.
- Provide specific **start and end dates** for the overall project.
- Specify the **duration** for each activity and phase.
- Indicate who will be **responsible** for each activity or task, ensuring accountability.
- Show the sequence of activities and any dependencies between tasks (i.e., tasks that must be completed before others can start).



Timeline Example

Phase	Activity/Task	Start Date	End Date	Duration	Responsible Party
Planning	Develop workshop curriculum	Jan 1, 2024	Jan 31, 2024	1 month	Project Manager
	Design and print educational materials	Jan 15, 2024	Feb 15, 2024	1 month	Outreach Coordinator
	Recruit and train facilitators	Feb 1, 2024	Feb 28, 2024	1 month	Training Specialist
Implementation	Conduct workshops	Mar 1, 2024	Aug 31, 2024	6 months	Workshop Facilitators
	Distribute educational brochures	Mar 1, 2024	Aug 31, 2024	6 months	Outreach Coordinator
	Establish health resource center	Mar 1, 2024	Apr 30, 2024	2 months	Project Manager
Evaluation	Pre- and post-workshop surveys	Mar 1, 2024	Aug 31, 2024	6 months	Research Coordinator
	Collect and analyze feedback	Mar 1, 2024	Sep 15, 2024	6.5 months	Research Coordinator
Reporting	Prepare interim report	Jul 1, 2024	Jul 15, 2024	2 weeks	Project Manager



Section Checklist: Timeline

- ✓ The timeline shows a detailed, realistic and feasible plan for project implementation.
- ✓ Tasks are arranged in a logical order, showing a smooth flow of activities.
- ✓ Start and end dates are specific and show duration (rather than vague time frames).
- ✓ A responsible party is assigned to each task.



Summary