



writing for *green*

Creating a Detailed Task List

Today's Objectives

By the end of the session, participants will

- **Be able to extract key info from an RFA**
- **Create a list of tasks / activities to guide their application process**

Today's Agenda



Group Brainstorm: Key Items To Organize/Prepare For a Grant



Group Exercise and Sharing Session: Work on Task List and Assign Tasks

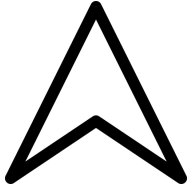


Review Task List Example

Introduction to Task List

Let's review a task list template and its components!

Task List Template



Key Items to Organize/Prepare

What are some important things that you think need to be done, and gathered, before you can submit the grant?

- **Letters of support**
- **Check in with the program-person within organization about their goals, deliverables**
- **Items that will be needed to be included in the budget (may need to collaborate with...)**
- **Consider staffing requirements to implement the proposed program**
- **Info. needed for parts of application such as statement of need (data, sources, etc.)**
- **Required forms that must be filled out (some are admin, some are substantive) - examples include lobbying form, SF424, budget templates, etc.**

Session Takeaways

RFA Task List Example

Task lists are a clear guide to help everyone stay on track.

Having a task list ensures no key items are neglected.

Acts as a 'contract' for you and your team to be responsible for your assigned roles.

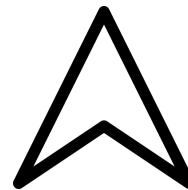
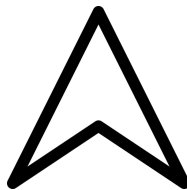
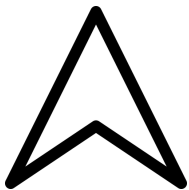
Work in Pairs on Your Task List

Work with a partner to put together a task list using the RFA and your task list template sheet (task list available in your Google Doc file)!

[Task List Template](#)

[Access RFA](#)

[Access RFA Key Terms](#)

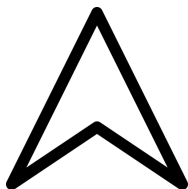


What to Expect Next!

Session Assignment: Optional: Continue working to improve and polish your task list.

Thank you for joining us today! Before moving onto the next session, let us know what you enjoyed about today and what we can improve for the future.

Exit Ticket



Session Handouts:

- [RFA](#)
- [Key Terms Handout](#)
- [Task List Template](#)
- [RFA Task List Example](#)

