



**A Farmers Market and Local Food Promotion Program
Grant Writing Workshop**

Sample Grant Proposal Timeline

Tomorrow	Apply for a DUNS Number (or find your DUNS Number if you already have one).
Immediately after receiving DUNS Number	Register on System for Award Management (SAM) (or log in to SAM and confirm your registration).
Immediately after receiving email from SAM.gov indicating that your registration is active	Set up Username & Password for your organization on Grants.gov and approve Authorized Organization Representative (AOR) upon email notification
Weekly, beginning in April	Begin monitoring AMS website for release of grant application package (www.ams.usda.gov/FMPP or http://www.ams.usda.gov/LFPP).
Immediately after grant application package is released.	Download grant application package.
Immediately after grant application package is released.	Check with whoever must approve application and/or budget to determine availability and timeline for processing/approvals/signatures.
2 months prior application deadline	Meet with project partners to review project submission guidelines (use 2014 if 2015 not yet released), determine overall parameters your project, and develop detailed action plan and timeline for completing proposal components.
6 weeks prior to application deadline	Begin gathering quotes and other information needed for budget justification
1 month prior to application deadline	Contact potential project partners/cooperators/contractors to request commitment letters and check for debarment status.
1 month prior to application deadline	Request 2-page biographies/resumes from key personnel associated with project.
1 month prior to application deadline	Request Verification Letter(s) of Matching Funds from appropriate parties

2 weeks prior to application deadline	Complete draft proposal narrative form.
2 weeks prior to application deadline	Complete draft budget form.
2 weeks prior to application deadline	Have someone else review proposal materials for clarity, understanding, grammar and typos.
1 week prior to application deadline	Revise proposal narrative form based on reviewer feedback.
1 week prior to application deadline	Revise budget form based on reviewer feedback.
5 days prior to application deadline	Compile all supplemental forms and letters.
4 days prior to application deadline	Complete & submit grant application, including attachments, to grants.gov (Contact grants.gov if don't receive Submission Receipt Number on day submitted or Submission Validation Receipt within 48 hours of submission.)
	Do something fun to CELEBRATE!

Project website: www.amsta.net

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