

**Website**: [www.charityboxhq.com](http://www.charityboxhq.com)

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Welcome to **Charity**Box!

Thank you for choosing **Charity**Box templates to assist your nonprofit organization.

At **Charity**Box we empower nonprofits through affordable resources and expert guidance, enabling charities to create sustainable and lasting impacts in their communities.

We're thrilled to share these resources with you and are excited to see how they will contribute to your nonprofit’s growth and success!

**Make the most of your Charity**Box **template(s).**

1. Open the templates using your preferred software or program

(i.e. Word, Google Docs).

1. Familiarize yourself with the structure and contents.
2. Tailor the content, colors, and styles to match your nonprofit’s brand identity.
3. Customize the templates with your nonprofit's specific information, including logo, contact details, mission, etc.

**We're Here for You!**

If you need assistance, our dedicated support team is ready to help.

Contact us at charityboxHQ@gmail.com.

**Exclusive Use and Terms of Purchase**

We kindly request that you use these templates exclusively for your nonprofit organization. Sharing, distributing, or reselling **Charity**Box templates without proper purchase limits our ability to offer these templates at affordable rates.

For more information, reference our [Terms & Conditions](https://www.charityboxhq.com/copy-of-privacy-policy).

Thank you again for choosing **Charity**Box. We're honored to be part of your journey

**Cheers!**

**Charity**Box

P.S. Need more templates? Visit [www.charityboxHQ.com](http://www.charityboxhq.com).

We regularly update the **Charity**Box library based on user and member requests!

**Grant Application Calendar Template**

A grant application calendar is an invaluable tool for nonprofit organizations to keep track of upcoming grant opportunities, deadlines, and submission requirements. Use this template to effectively organize your grant-seeking efforts and ensure timely and well-prepared applications.

**Instructions:**

* In the first column, list the names of the grants you are planning to apply for.
* In the second column, specify the grantor or funding organization that offers the grant.
* In the third column, record the application deadline for each grant opportunity.
* In the fourth column, mention the specific submission requirements for each grant. Include any required documents, forms, budgets, letters of support, etc.
* In the last column, update the status of each grant application as you progress through the application process (e.g., "Not Yet," "In Progress," "Submitted," "In Review," "Declined," "Awarded," etc.).

**Tips for Using the Grant Application Calendar:**

* Regularly update the calendar as you gather information and submit applications.
* Set reminders or alerts for upcoming deadlines to ensure you don't miss any opportunities.
* Use color-coding or specific symbols to indicate the progress or outcomes of each application (e.g., color the cell green for "Awarded" or red for "Declined").
* Collaborate with your team to keep everyone informed about the status of each application.

By using this grant application calendar template, your nonprofit can efficiently manage its grant-seeking efforts, stay organized, and increase its chances of securing funding for vital projects and initiatives.

Month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Grant Name** | **Grantor/Funding Organization** | **Deadline** | **Submission Requirements** | **Status** |
| --- | --- | --- | --- | --- |
| Grant 1 | Example Foundation | MM/DD/YYYY | - Proposal (500-1000 words) | Submitted |
|  |  |  | - Project Budget |  |
| Grant 2 | Community Fund | MM/DD/YYYY | - Letter of Intent (LOI) | In Progress |
|  |  |  | - 3 References |  |
| Grant 3 | ABC Corporation | MM/DD/YYYY | - Online Application Form | Not Yet |
|  |  |  | - Financial Statements | Submitted |
| Grant 4 | XYZ Foundation | MM/DD/YYYY | - Project Narrative (2-3 pages) | In Review |
|  |  |  | - Program Budget |  |
|  |  |  | - Letters of Support |  |
| Grant 5 | Local Community Grants | MM/DD/YYYY | - Application Form | Not Yet |
|  |  |  | - Impact Measurement Plan |  |
| Grant 6 | Corporate Giving Program | MM/DD/YYYY | - Online Submission | Declined |
|  |  |  | - Previous Year Financial Report |  |