

Grant preparation time by proposal type and task

Task	Preparation time	Description/ Example
Grant Writing		
Foundation Letter of Inquiry/Interest (LOI)	6 - 8 h	Typically an online form requiring multiple program component descriptions
Club/ Association Grant	7 - 10 h	e.g. Rotary
Small Foundation Grant Proposal	8 - 12 h	local foundation, simplified process, usually <\$5,000
Medium Foundation Grant Proposal	15-25 h	\$5,000 to \$25,000; more complex application
Large Foundation Grant Proposal	30-50 h	\$25,000 to \$50,000; complex application, multiple attachments; also United Way grants national; complex, usually online applications; site visits; high-level stewardship & org. financial requirements
Major Foundation Grant Proposal	60-80 h	
State Grant Proposals and Responses to RFPs	40-60 h	e.g. NDSL Lake Tahoe License Plate Grant
Federal Grant Applications and Responses to RFPs	50-70 h	Single year grant, for an existing project
Large Federal Grant Applications / Contract Proposals / Responses to RFPs	70-100 h	Highly competitive, complex, multi-year, for large organization and/or new initiatives
Other Grant Preparation Tasks		
Grant Opportunity Searches (< \$ 5k to 15 k)	3 - 5 h	See Grant Seeking Method for description of work
Grant Opportunity Searches (\$ 15 - 50 k)	8 - 10 h	See Grant Seeking Method for description of work
Grant Opportunity Searches (\$ 50k +)	10 - 20+ h	See Grant Seeking Method for description of work
Budget Development (< \$ 5k to 15 k)	5 - 7 h	Small projects and pilot projects
Budget Development (\$ 15 - 50 k)	6 - 10 h	Mid-size projects and pilot projects
Budget Development (\$ 50k +)	10+ h	Programs and large projects
Grant Reporting		
Small Foundation end of grant report	3- 5 h	< \$ 5k - 15 k
Medium Foundation end of grant report	5- 7 h	\$ 15 k - 50 k
Large Grant Quarterly Report	7 - 12 h	e.g. State, federal, large foundation; \$ 50+k
Large Grant Final Report	20 - 30 h	e.g. State, federal, large foundation; \$ 50+k

NOTES

Hours do not reflect grant need and project development *lead-time*. Grant opportunity research should begin 6 to 12 months in advance of program/project launch, depending on project size and budget need. Grant cycles and applications often open 1-3 months prior to the grant deadline. Awards are announced between 1 and 9 months following application submission, depending on grant type and size. Grants typically cannot be used to reimburse already completed work, so work must begin or continue after an award is received. Grant research is best completed during approximately 1 week per each 2 - 3 months in order to identify new funding lines as they become available and grant cycles open. Grant preparation and reporting, while taking anywhere from 6 to 100+ h, should not be assumed to be completed on a 100 % FTE, 8 h business day schedule. Correspondences, meeting scheduling, program/project development, grant writing, budget preparation, Client review time, and the collection and packaging of all necessary materials requires lead-time, response times, and must allow time for consultants other interm-work. CHC will begin work on grants well ahead of the deadline. Rush requests will be charged a additional fee. Rush request timelines depends on the scope of work and grant requirements.

Hours assume 75 % of the work is completed by an experienced CHC consultant that provides project assessment and development support, research, technical expertise, grant writing and grant packaging services. This also requires the hosting organization to put forth a minimum of ~ 25 % time for each activity in order to inform the consultant about program/project plans, methods, evaluation metrics, budget line items, financials, supporting documents, and final document review prior to submission. Organization input is required to ensure that grants reflect and meet the organizations goals, objectives and needs. Focused development efforts and well designed programs/projects will improve grant competitiveness.

Grant writing and related services cannot be compensated with a percent of awarded grants, or as a line item in a grant budget. Grant writers must be paid for the services they provide regardless of whether the grant is awarded or not. The materials provided for each grant are the property of the contracting organization and can be used to inform other grants and organizational content/efforts.

Hours are based on experience from Dr. Zoe Harrold and from a document by Upward Development LLC