

Sample Project Work Plan for CCBHC Planning Grant Writing Period

Planning Grants for Certified Community Behavioral Health Clinics

This tool is designed to offer a simple guide to organize the development and review of your CCBHC proposal.

Project Narrative Development:

Activity:	Project Launch Call	Draft #1 Shared	Review #1 Completed	Draft #2 Shared	Review #2 Completed	Final Polish Completed	Grants.gov Upload**
SAMPLE Dates:	June 22	June 30	July 3	July 13	July 21	July 29	July 31
Person Responsible:	Grant Writing Team*	Grant Writer	Internal Review Team	Grant Writer	Internal Review Team	Grant Writer	Authorized Organizational Representative (AOR)

*Your grant writing team should consist of stakeholders who bring a myriad of expertise and strengths, including a Decision Maker, Content Experts, Grant Writer(s), a Project Manager, and Proposal Reviewer(s).

**To submit to grants.gov, you must be registered with the System for Award Management (SAM) and grants.gov. Note that SAM information must be updated at least every 12 months to remain active. To account for any unforeseen issues with the electronic upload, allow plenty of time for your grants.gov submission.