

PHASE 01 CANDIDATE SCREENING	OUR COMMITMENT	YOUR COMMITMENT
01 PRE-SCREENING TIMEFRAME: 2 business days CLIENT TIME: 30-45 min	<ul style="list-style-type: none"> Send assessment to candidate Vet survey results to confirm eligibility Send phase 01 checklists Schedule introductory call 	<ul style="list-style-type: none"> Complete assessment Complete phase 01 checklists
PHASE 02 PRE-AWARD	OUR COMMITMENT	YOUR COMMITMENT
01 INTRODUCTORY CALL TIMEFRAME: 30-min call CLIENT TIME: 1-5 hrs	<ul style="list-style-type: none"> Review AZERC services & eligibility with client Review AZERC process & steps for working together Gather organizations grant history Discuss funding needs Send list of phase 02 on demand webinars to client 	<ul style="list-style-type: none"> Provide organization's grant history Provide information on funding Review any relevant phase 02 webinars
02 GRANT RESEARCH TIMEFRAME: 2 weeks CLIENT TIME: 30-60 min	<ul style="list-style-type: none"> Review latest opportunity list Review AZERC master grant list Conduct Google keyword search Send client list of curated grant opportunities 	<ul style="list-style-type: none"> Review curated grant list Select grants to move forward with Review instrumental articles
03 GRANT APPLICATION(S) TIMEFRAME: 2-4 weeks CLIENT TIME: Varies by application type	<ul style="list-style-type: none"> Assign grant writer (24-48 hours) Make introduction of grant writer to client Send post work survey upon grant submission 	<ul style="list-style-type: none"> Work with grant writer to complete application(s) Complete survey upon grant submission Review instrumental articles
04 DECISION NOTIFICATION TIMEFRAME: 1-3 months (fed 3-5 months) CLIENT TIME: 5 min	<ul style="list-style-type: none"> Follow up with client: <ol style="list-style-type: none"> If grant was awarded: client moves into phase 03 If grant was not awarded: schedule post decision call Schedule Post Decision OR Post Award Call 	<ul style="list-style-type: none"> Notify grant writer of grant decision If grant was not awarded, participate in post decision call
05 POST DECISION CALL (IF APPLICABLE) TIMEFRAME: 30 min CLIENT TIME: 30-45 min	<ul style="list-style-type: none"> Discuss application feedback (if applicable) Discuss applying again in next cycle with revisions Discuss focusing on different opportunities 	<ul style="list-style-type: none"> Gather feedback from grantor Participate in follow up call
PHASE 03 POST-AWARD	OUR COMMITMENT	YOUR COMMITMENT
01 AWARD NOTIFICATION TIMEFRAME: 30 min CLIENT TIME: 1-2 hrs	<ul style="list-style-type: none"> Review Post Award Capacity Assessment Conduct Post Award Notification Call Discuss client's plan for measuring and reporting impact Review Arizona Economic Recovery Center post award services & process Discuss client's need for additional Arizona Economic Recovery Center services Send Post-Award Checklist Send Post-Award On-Demand Webinars 	<ul style="list-style-type: none"> Complete Post-Award Capacity Assessment Review & Complete Post Award Checklist Review Post Award On-Demand Webinars
ONLY FOR SECURED FUNDS		
02 3 MONTH CHECK-IN TIMEFRAME: 15 min CLIENT TIME: 30 min-5 hrs	<ul style="list-style-type: none"> Discuss progress & deliverables Discuss how they are measuring impact Assign Capacity Building Consultant (if applicable) (24-48 hours) 	<ul style="list-style-type: none"> Participate in check-in call Work with Capacity Building Consultant (if applicable - up to 5 hours) Review instrumental articles
03 6 MONTH CHECK-IN TIMEFRAME: 15 min CLIENT TIME: 1 hr	<ul style="list-style-type: none"> Discuss progress & deliverables Discuss additional work done with capacity building consultant (if applicable) Send Meeting Reporting Requirements Webinar 	<ul style="list-style-type: none"> Participate in check-in call Provide feedback on work with capacity building consultant (if applicable) Review Meeting Reporting Requirements Webinar
04 9 MONTH CHECK-IN TIMEFRAME: 15 min CLIENT TIME: 15 min	<ul style="list-style-type: none"> Discuss progress & deliverables Discuss how they are measuring impact 	<ul style="list-style-type: none"> Participate in check-in call
05 12 MONTH CHECK-IN TIMEFRAME: 30 min CLIENT TIME: 30 min	<ul style="list-style-type: none"> Discuss progress & deliverables Discussion on grant term and if all items are completed Discussion on moving forward and additional AZERC services Discuss Final Reporting Requirements 	<ul style="list-style-type: none"> Participate in check-in call Return to phase 02