

**PASADENA TOURNAMENT OF ROSES® FOUNDATION
2017 GRANT APPLICATION TIMELINE**

GRANT APPLICANTS

DUE DATE	ACTION
October 28, 2016	Foundation Grants Workshop
November 1, 2016 approximately	CTK Online Grants System begins accepting applications
November 1, 2016 through January 23, 2017	Applicants can submit their questions to foundation@tournamentofroses.org
December 9, 2016 <u>by 5:00 p.m.</u>	Final Reports due – 2016 Grant Recipients (in order to apply for a 2017 grant)
January 26, 2017 <u>by 5:00 p.m.</u>	Completed Agency Profile, Grant Application and verification of 501 (c)(3) status and ability to produce back-up documentation due to the Foundation
February 27, 2017	Notification sent to grant application finalists (Phase II); and to Phase I non-finalists
March 8, 2017	Reminder notification sent to grant application finalists (Phase II); finalists have 2 weeks to upload their back-up documentation
March 13, 2017 <u>by 5:00 p.m.</u>	All back-up documentation received from grant finalists
Week of May 1, 2017	Notification sent to Grant Award Recipients; and to any unsuccessful finalists
May 31, 2017 <u>by 5:00 p.m.</u>	Final Reports due – 2016 Grant Recipients (electing to use the full year to spend grant funds; <u>not</u> eligible for 2017 grant)
May 31, 2017	2017 Grant Award Reception
December 8, 2017 <u>by 5:00 p.m.</u>	Final Reports due – 2017 Grant Recipients (in order to apply for a 2018 grant)

Note: It is the applicant's responsibility to calendar the listed dates & times and adhere to all deadlines as stated.