

WORKSHEET - SUBMISSION

Objective: To finalize the filing without technical stress and to plan the professional follow-up.

STEP 1 - THE "SPRINT" OF D-DAY (TECHNICAL CHECKLIST)

Before clicking "Send", make sure everything is ready to avoid last-minute mistakes.

Access to the portal: I have my username and password (don't wait until 4:55 pm!).

File naming convention: My documents are named clearly (e.g., Budget_OrganizationName_Project2025.pdf).

Signatures: All forms requiring a signature (DG or CA) are scanned.

Format: All my documents are in PDF format (unless Excel is required).

STEP 2 - THE DEPOT'S REVERSE PLANNING

Let's work backwards from your deadline date.

- **Official deadline:**
- **Target filing date (48 hours in advance)**
- **Final date for language review:**
- **Deadline for receiving letters of support:**

STEP 3 - MAINTAINING THE RELATIONSHIP

Once the application is submitted, you enter the relationship phase. Plan your points of contact.

Moment	Action	Objective
Day + 2 days	Thank you email	Confirm receipt and thank them for their time.
If refused	Request for feedback	Understanding how to improve for next year.
If accepted	Announcement of the start	Send a photo or a brief news item about the launch.
Halfway point	Informal update	Share a quick success (a quote, a figure).

Grants - from idea to submission

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STEP 4 - IN CASE OF REFUSAL

Write your feedback request here. Note: Never be defensive.

"Hello [Agent's Name], thank you for your response. While disappointed, we respect your decision. Would it be possible to get some feedback on the weaknesses in our case in order to improve our future impact?"

STEP 5 - SELF-ASSESSMENT

- Do I have a backup copy of **everything** I submitted to the portal?
- Is the accountability schedule already noted in my diary?
- Have I informed my team and my board of directors of the official filing?

PRO TIP: A FUNDER'S "NO" ISN'T A JUDGMENT ON THE VALUE OF YOUR MISSION, BUT OFTEN A MATTER OF BUDGET OR STRATEGIC FIT THAT YEAR. REQUESTING A MEETING AFTER A REJECTION IS THE BEST WAY TO GET A "YES" IN THE NEXT ROUND.

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