

Objective

The period between receiving an award notice and receiving funds should be treated as a Project Readiness Phase rather than a waiting period. Its primary purpose is to ensure that projects can commence immediately once funds are available.

By the time funding is received:

- Hiring processes should already be underway.
- Implementation plans should be finalized.
- Project management systems should be operational.
- Procurement plans should be approved.
- Compliance requirements should be substantially complete.
- Partnerships should be formalized.
- Reporting structures should be established.
- Teams should understand their roles and responsibilities.

The goal is to eliminate avoidable delays and achieve implementation readiness before project launch.

Overview

Phase	Typical Timing	Focus
Phase 1	Days 0-7	Immediate Response and Award Acceptance
Phase 2	Weeks 1-4	Administrative and Financial Setup
Phase 3	Weeks 2-8	Team and Resource Planning
Phase 4	Weeks 2-6	Project Infrastructure Development

Phase 5	Weeks 4-8	Compliance and Reporting Setup
Phase 6	Final 1-2 Weeks	Pre-Launch Activities
Phase 7	Months 1-3	First 90 Days of Project Execution

⚠️ Note: Timelines may vary depending on the funder. Some grants release funds immediately after award notification, while others may require contract negotiations or compliance approvals that take several months. The activities outlined below should therefore be adapted to the requirements of individual funders.