

# **Grant application process and timeline**

This guide offers tips on the grant application  
Process and approximate timelines.

## Steps and timeline

Oak's grant application process typically follows the steps outlined below. Please be aware that several factors affect the exact timeline and the steps you will experience – most notably the size of the grant request. Also, the application development stage is highly interactive which makes specifying a timeline unpredictable.

As such, Oak considers the applicant's submission of the grant application to begin the formal part to the application process. This is the first point in time where all applicants are united in a more standardised and predictable timeline and process. We will do our best to communicate throughout the process and please contact your programme officer should you have any questions.

## Application development stage

### Idea exchange and initial screen

Oak programme officers learn about organisations making noteworthy contributions in our programme issues areas and determine whether the work fits within Oak's values and strategic and geographic priorities. Read more about our programme strategies [here](#). The majority of organisations are identified through field work or are long-standing Oak partners; we learn about other organisations through the unsolicited letter of enquiry process.

### Concept note and summary stage step

If goal alignment exists, the programme officer will invite the organisation to submit documentation called a concept note that summarises the proposed grant. The purpose of this step is to provide an early assessment of the grant concept by Oak staff, leadership and Trustees before an investment is made into creating and evaluating a full application. The majority of applicants will go through this stage; however, not all will and this can vary depending on factors such as grant size. Your programme officer will guide you.



*Approximate timeline: 2 months*

### Application development

A programme officer will invite an applicant to apply for a grant through our online application system. This is highly interactive and collaborative step between the applicant and the programme officer. We developed guidelines and other resources to assist applicants in this step.



*Approximate timeline: 2 months*

## Application review and decision stage

### Application review

This step begins once the applicant submits a complete application for review. The application is then reviewed by the Oak programme officer, finance team, programme director and possibly an external reviewer. This step involves continued due diligence, dialogue and collaboration.



*Approximate timeline: 2 – 4 months*

### Recommendation and Decision

The programme officer will develop a recommendation that will be submitted for a funding decision by senior members of the foundation. Grants are considered on a rolling basis throughout the year. During this step, the grant is approved or declined.



*Approximate timeline: 1-2 months*

### Notification and Payment

Oak creates a grant letter to align expectations about the terms of the grant. The letter is reviewed and signed by both Oak and the grantee partner and then funds are sent via a bank wire transfer.



*Approximate timeline: 1-2 months*



#### **Notes:**

(1) At any stage, a grant may be declined. If this happens, we will inform the applicant as soon as possible.

(2) An invitation to submit a summary or full application materials does not guarantee that a grant will be awarded