

Grant Deadline Calendar & Tracker

A free template from FundFinch for small nonprofits. No grants staff required.

How this works

- 1 Tracker tab: add one row per grant opportunity. Pick a Status from the dropdown. Dates go in LOI Date, Deadline and Report Due.
- 2 12-Month View tab: type your first month in the gold cell (e.g. 1/1/2027). Every LOI, deadline and report fills in by month automatically.
- 3 Summary tab: totals requested and awarded, win rate, and a count by status. Nothing to type here.
- 4 Color cues on the Tracker: gold = deadline in the next 14 days; red = deadline has passed and the status is still Researching, LOI Sent or Drafting.

Clear the sample rows

- The 5 rows marked "SAMPLE" (Tracker rows 5-9) are made up. Select cells A5:J9, then press Delete (or Backspace on Mac).
- Clear the contents only. Don't delete the rows or columns, so the formulas keep working.

Open in Google Sheets

- Option A: in Google Drive, click New > File upload, choose this .xlsx, then open it and pick Open with > Google Sheets.
- Option B: in a blank Google Sheet, go to File > Import > Upload, choose this file and pick "Replace spreadsheet".
- Dropdowns, color cues and formulas carry over. If dates look odd, set File > Settings > Locale to United States.

Open in Microsoft Excel

- Double-click the file (Excel 2010 or newer, Excel for Mac, or Excel for the web). If you see "Enable Editing", click it.
- Formulas recalculate when the file opens. To print, use File > Print. Each tab is already set up for letter-size landscape.

Tips

- The tracker has room for 200 grants (rows 5-204). The 12-Month View lists up to 8 items per month and shows "+ more" when there are extra.
- Put amounts in as plain numbers (15000, not "\$15k"). Put dates in as real dates (2/28/2027).

Grant Tracker

One row per opportunity. Gold deadline = due within 14 days. Red = past due and not yet submitted.

[illegible]

12-Month Grant Calendar

Fills in from the Tracker tab. Change the gold start month to roll the calendar forward.

Start month: **January 2027**

Type the first day of any month, e.g. 1/1/2027.

January 2027		
Date	Type	Funder
1/15	LOI	SAMPLE Bluebird Community Fdn (fake)
1/20	Deadline	SAMPLE Cardinal Grocers Giving (fake)

2 item(s)

April 2027		
Date	Type	Funder
4/10	LOI	SAMPLE Oakridge Bank Trust (fake)

1 item(s)

July 2027		
Date	Type	Funder
7/20	Report	SAMPLE Cardinal Grocers Giving (fake)

1 item(s)

October 2027		
Date	Type	Funder

Nothing due

February 2027		
Date	Type	Funder
2/1	LOI	SAMPLE Prairie Arts Council (fake)
2/28	Deadline	SAMPLE Bluebird Community Fdn (fake)

2 item(s)

May 2027		
Date	Type	Funder
5/30	Deadline	SAMPLE Oakridge Bank Trust (fake)

1 item(s)

August 2027		
Date	Type	Funder

Nothing due

November 2027		
Date	Type	Funder

Nothing due

March 2027		
Date	Type	Funder
3/15	Deadline	SAMPLE Prairie Arts Council (fake)
3/31	Deadline	SAMPLE Riverbend Family Fund (fake)

2 item(s)

June 2027		
Date	Type	Funder

Nothing due

September 2027		
Date	Type	Funder

Nothing due

December 2027		
Date	Type	Funder
12/15	Report	SAMPLE Bluebird Community Fdn (fake)

1 item(s)

Key: LOI = letter of inquiry due · Deadline = full application due · Report = grant report due

Grant Summary

Calculated from the Tracker tab. Nothing to type here.

Key numbers

Opportunities tracked	5
Total requested (all rows)	\$62,500
Total requested (submitted or decided)	\$37,500
Total awarded	\$19,500
Grants won (Awarded + Reporting)	2
Grants declined	1
Still pending (Submitted)	1
Win rate (won / decided)	66.7%
Dollar success rate (decided only)	60.0%
Deadlines in the next 30 days	0

By status

Status	Count
Researching	0
LOI Sent	0
Drafting	1
Submitted	1
Awarded	1
Declined	1
Reporting	1
Total	5

Win rate counts Awarded and Reporting as wins, and Declined as losses. Submitted grants are still pending and aren't counted yet.