

Quality Improvement Funds Cohort Timeline

FY2019

Please submit questions to 4ccohorts@four-c.org

	Activity	Explanation	Cohort 1: Wednesdays	Cohort 2: Saturdays
A	Initial Applications Due	Applicant submits application to 4-C requesting to be part of Quality Improvement Cohort.	10/26/2018	10/26/18
B	Training Dates	Applicant is required to attend ALL trainings for full training time. Applicants who miss a training date or are not present for full training time will be unable to submit a funding request.	Wednesday, 11/28/18 Wednesday, 1/16/19 Wednesday, 2/13/19 (All sessions: 8:30-1:00)	Saturday, 2/23/19 Saturday, 3/23/19 (All sessions: 8:30-3:30)
C	Site Visits by 4-C Consultants	Barb and Stephanie visit programs to offer consultation regarding grant requests, paperwork completion, self-assessments, etc.	Ongoing—will be scheduled in advance	Ongoing—will be scheduled in advance.
D	Applicant Questions Regarding Request	Applicants who have questions regarding submitting their proposal are required to submit their question (with sufficient detail) to 4ccohorts@four-c.org . (Submission by this time is required for Four-C staff to appropriately consider and respond to questions.)	Tuesday, 3/19/19, 11:59 PM (3 days before Paperwork Due)	Tuesday, 4/16/19, 11:59 PM (3 days before Paperwork Due)
E	Paperwork Due	All submission materials are due to either 4-C Office (DeKalb or McHenry) by 4:30 p.m. Mailed applications must be postmarked on or before the due date.	Friday, 3/22/19, 4:30 p.m.	Friday, 4/19/19 , 4:30 p.m. (Note change in date.)
F	Proposal Review by 4-C	Proposal readers review and evaluate proposals.	Beginning week of 4/22/19	Beginning week of 4/22/19
G	Notify Providers:	Applicants are notified by 4-C regarding proposal funding. 75% check is mailed to funded recipients.	Week of 5/6/19	Week of 5/6/19
H	Applicant Questions Regarding Implementation of Grant	Grant recipients who have questions regarding implementation of grant (purchasing approved items, what to do if items are no longer available, price changes, etc.) are required to submit their question (with sufficient detail) to 4ccohorts@four-c.org . (Please plan ahead! Please order early so you will know in advance if you will any out-of-stock, delivery, or getting paid receipt issues.)	Wednesday, 5/29/19, 4:30 p.m.	Wednesday, 5/29/19, 4:30 p.m.
I	Receipts and final paperwork due	All receipts and required paperwork due to 4-C. Final checks will be mailed after receipts are submitted and approved.	Wednesday, 6/5/19, 4:30 p.m.	Wednesday, 6/5/19, 4:30 p.m.
J	Follow-Up Visits	Scheduled visits to several grant recipients to assess grant effectiveness.	June 2019—will be scheduled in advance	June 2019—will be scheduled in advance

