



CARE Fund Milestones and Timeline Guidance

The following information is intended to guide your development of milestones and timeline for the CARE Fund grant application. Milestones are unambiguous indicators of the progress made by the Principal Investigator and the project team in accomplishing the activities proposed in the grant application. Milestones will be used to satisfy Washington State requirements that grants are paid based on agreed-upon work. A report on progress toward achieving milestones will be required with all grant payment requests.

Each milestone should have a concrete, measurable deliverable. There should be enough meaningful milestones, both scientific and administrative, to evaluate progress at least quarterly, but not too many as to be burdensome to manage.

Please provide specific milestones and the timeline for achieving them for the entire project period. Your Milestones and Timeline submission must include Milestone Number; Milestone; Completion Month; and Deliverable.

Grantees may periodically be asked to submit milestone progress reports to assess the project progress. Failure to meet or make meaningful progress toward milestones, as determined by the CARE Fund, may require renegotiation of milestones to more realistically measure progress; acceleration of efforts to catch up; and when particularly critical milestones are missed and/or work is not completed as originally proposed, may necessitate termination of the grant.

Grant award payments are contingent on achievement and satisfactory progress toward milestones. Milestones do not necessarily have to be completed for payment to be made, but meaningful progress toward milestone completion must be clear and definite. Meaningful progress shall be determined by the CARE Fund in its sole discretion.

The online application form includes a prompt to upload the Project Milestones and Timeline. Using the following format in the sample table below, upload the Project Milestones and Timeline, adding as many rows as needed for the entire project period.

Milestone Number	Milestone	Completion Month ¹	Deliverable
1	Recruit staff for project	Month 1	Post job descriptions with required qualifications.

¹ Completion Month should reference the number of months from grant effective date (e.g., Month 1, Month 7, etc.). Actual calendar dates will be calculated from the date of execution of the grant award agreement, when all parties have signed the agreement.