**Fundraising Sync Up Meeting Agenda**

***Instructions:*** *This agenda serves as a guide for a recurring working meeting, typically held monthly and led by the Fundraising team. It brings together key stakeholders from Programs and Finance, with Marketing and other teams included as needed, to advance major fundraising activities. Customize the agenda to align with your organization’s needs and revenue streams, incorporating standing items for events, campaigns, and other priorities. Store it in a shared drive for easy access, and use it to document meeting notes and action items*

**Meeting Date:**

**Agenda:**

* **Funding opportunities and prospects:** 
  + *Go/No Go Discussions*
* **Upcoming deadlines:**
  + Proposals:
    - *(Funder, status update, deadline, discussion as needed)*
  + Reports:
    - *(Funder, status update, deadline, discussion as needed)*
  + Others:
* **Funding applications update:** 
  + Submitted:
  + Awarded:
  + Denied:
* **Funder conversations:**
  + *Debrief on key conversations with current and prospective. Discuss/share next steps*
  + *Discuss conversation with funders/potential funders that are needed. Discuss and share next steps.*
* **General updates and discussion:**