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| **TIMELINE** |
| **RFP RELEASED** | **On or About Friday, February 15, 2019** |
| **Received By****Friday, March 1, 2019****at 5:00 pm** | **REQUIRED Letter of Intent due.** Email or mail it to **Helen Sherman** (contact information below).  |
| **Monday, March 4, 2019** | **Attendance is REQUIRED for all new applicants at one of the following Guidance Sessions; previous grantees may be excused with prior approval. RSVP!**Pre-Application Guidance Session (Option 1)* Location: Hackley Campus, Conference Room 1503

1700 Clinton St., Muskegon, MI 49442* **Time: 9:00 am – 10:30 am**
* Training Room

OR |
| **Tuesday, March 5, 2019** | **Attendance is REQUIRED for all new applicants at one of the following Guidance Sessions; previous grantees may be excused with prior approval. RSVP!**Pre-Application Education Session (Option 2)* Location: Hackley Campus, Conference Room 1503

1700 Clinton St., Muskegon, MI 49442* **Time: 11:00 p.m. – 12:30 p.m.**
* Training Room
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| **Received by****Monday, April 23 2019****at 5:00 pm** | **Applications Due**All application materials may be submitted electronically by email or by regular mail with 2 paper copies. Direct questions and submit completed application to **Helen Sherman** (contact information below).  |
| **By June, 30, 2019** | **Award Letters Mailed** |
| **Attn: Helen Sherman** **Health Project** **565 W. Western Avenue** **Muskegon, MI 49440****Email:** **missionservicesgrants@mercyhealth.com** |