

# THE GRANT WATCH ROUTINE

*I stopped finding out about grants two weeks before the deadline. Every Monday at 8:30, an AI routine scans my funders and reports only what's actionable — in a 30–45 day window.*

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Most organizations discover funding opportunities on someone else's timeline — a forwarded email, a conference mention, a deadline that's already too close. This routine flips it: the scan happens every Monday, and the report only contains things you can actually act on.

## 01 THE 30-45 DAY WINDOW

The core design decision: alert on deadlines **30–45 days out** — far enough to realistically complete an application (letters of support take weeks), close enough to create urgency. Anything inside 30 days gets flagged separately as tight-turnaround, so you consciously choose to sprint or skip.

## 02 THE THREE-SECTION REPORT

- 01 Apply-window alerts** — deadlines 30–45 days from today. Each with: program, funder, deadline, days remaining, award range, a one-line fit assessment for YOUR org, and the link.
- 02 Tight turnaround — heads up** — strong fits closing inside 30 days, clearly marked.
- 03 Milestones & required events** — applicant webinars, letters-of-intent due dates, pre-registrations. The invisible stuff that quietly disqualifies you from a future application if missed.

*The anti-padding rule does the heavy lifting: "If nothing qualifies in a section, say so in one line — do not pad." A one-line week costs you ten seconds. A padded report trains you to stop reading.*

## 03 THE ROUTINE INSTRUCTIONS – STEAL THIS

FILL IN THE BRACKETS, SCHEDULE FOR MONDAY MORNING

Run the weekly grant watch for [WHO YOU ARE – role, organization, place, and the eligibility facts that matter: population, rural/urban, org type]. Today's date matters: compute the 30-45 day planning window from it.

Use web search to check current funding opportunities from:

- [FUNDER 1 – e.g. USDA Rural Development] – [their site]
- [FUNDER 2 – e.g. EDA] – [their site]
- [FUNDER 3 – e.g. your state's commerce / agriculture / water agencies]
- [FUNDER 4 – e.g. your regional foundations]
- Grants.gov filtered for [your field] + [your eligibility]

Report ONLY items that are actionable, in three sections:

1. **\*\*Apply-window alerts\*\*** – deadlines 30-45 days from today. For each: program name, funder, deadline date, days remaining, award range, one-line fit assessment for [YOUR ORG], and link.
2. **\*\*Sooner than 30 days – heads up\*\*** – anything closing inside 30 days that is a strong fit; mark clearly as tight-turnaround.
3. **\*\*Milestones & required events\*\*** – applicant webinars, pre-application deadlines, letters-of-intent due dates, registration cutoffs. Include date, time, and registration link.

If nothing qualifies in a section, say so in one line – do not pad.

Append the dated report to [YOUR GRANT WATCH FILE] (create if missing, newest entry at top, ## heading with the date).

Context: we already have [CURRENT AWARDS / IN-PROGRESS APPLICATIONS] – also flag reporting deadlines and renewal dates related to those.

## 04 FIELD NOTES

- The eligibility line is everything.** "Small rural community, under [X] population, [your state]" changes which programs qualify – give the routine the facts a grant writer would ask for.
- Name YOUR funders.** Generic scanning produces generic results. List the 5-6 agencies that actually fund your kind of work.
- Keep the report file forever.** A year of dated entries becomes your funding institutional memory – what came up, what you skipped, what cycles repeat.
- Tell it what you've already won.** Then it flags reporting deadlines on existing awards too – the ones that actually get organizations in trouble.

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