

GRANT PROJECT PLANNING WORKSHEET

1	In one sentence, summarize your project idea. What will you do? When? With whom? Where? For what? Why?	
2	Who are you as an organization? What is your mission or purpose?	
3	Describe the specific need or issue in your community that your proposed project addresses.	
4	What specific goals will you achieve in your community as a direct result of your work?	
5	What methods will you need to bring these goals to fruition?	

6	<p>Who else has a vested interest in working with you as collaborators on this issue or opportunity?</p>	
7	<p>How will you evaluate success? What information, tools, or data will you use to make these evaluations?</p>	
8	<p>What resources do you need for this work? <i>(Skills, labor, equipment, training, supplies, services, etc.)</i></p>	
9	<p>What is the estimated total cost? How is this cost broken down?</p>	
10	<p>What broad categories of community needs or opportunities does your project address?</p>	