



Grant Project Planning Worksheet

1. In one sentence , describe your project idea. What will you do? Where? With whom? When? And why?	
2. What broad categories of needs or opportunities does your project address? (Use statistics as a starting point.)	
3. Describe the specific need or issue that your project will address. <i>The current situation is this:</i>	
4. What specific changes or outcomes do you and/or your group intend to achieve as a result of this project? <i>We intend to achieve the following specific outcomes:</i>	
5. What are the major steps you will need to take to make these changes happen?	
6. What resources will you need to accomplish these steps?	
7. Approximate total cost: _____	
8. Who else has a vested interest in working with you as partners on this problem or opportunity?	
9. What information, tools, data, etc. will you use to decide whether the project succeeded?	

