**Project Planning Template**

A resource to help plan and document the different components of a project or program, which can then be referenced in grant proposal development.

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| **Project Name** |  |
| **Project Description** | *A brief overview describing the project, who will be served, what will be delivered, and how services will be offered.*  |
| **Anticipated Project Start Date and Duration** | *When will the project start and how long is it expected to last e.g., one year, 2-3 years?*  |
| **Project Contact Name and Contact Information** |  |
| **Basic Project Activities** | *What are the planned activities to support the project’s implementation?*  |
| **Community Need Addressed**  | *How will this project address community needs, e.g., offering afterschool programs in an underserved area?*  |
| **Target Populations** | *Who do you plan to serve? Examples:** *Children*
* *People experiencing poverty*
* *Black, Indigenous, and communities of color*
* *Disabled populations*
* *Seniors*
* *Veterans*
* *Women*
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| **Goals and Objectives of Project** | *Describe the project goals (big picture vision) and objectives (measurable, specific end product/result of project).* |
| **What Will Change or Improve as a Result of the Project** | *Describe anticipated outcomes that will occur as a result of implementing this project in measurable terms.*   |
| **Past Similar Projects Funded** | *Have you done a similar project? If yes, what funding supported that project?* |
| **Expected Budget (list large line items with short descriptions for each)** |  |
| **Project’s Geographic Focus?** |  |
| **Types of Support (select all that apply)**  | * *Capacity Building (building effectiveness and sustainability by developing the organization’s core capabilities)*
* *Collaborations/Coalitions*
* *Equipment*
* *Infrastructure*
* *Project Planning*
* *Project/Program Support*
* *Seed Money*
* *Technical Assistance*
* *Training Program Development Funding (or training programs offered)*
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| **Additional Notes Pertinent to Project or Research** |  |