**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* |
| **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)* |
| **Additional Notes Pertinent to Project or Research** |  |