This worksheet is a tool for you to use in planning and developing a project for which I will then seek grant funds. It is not a formal document so much as a guide to help you think through all the aspects of your project before we begin work on a grant proposal. This template is also for you to use in thinking through your project before presenting your project to leadership of your department and institution. It will save time and energy for both of us if the project is fully developed as possible and the activities and budgets are approved by the finance and administration staff before the grant writing process begins. If you’re not entirely sure about a certain aspect of the project just tell me as much as you know. If you can’t answer some of the questions, please contact me and I’ll be happy to help you with project development.

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**Project Planning Template**

**What is the problem that needs to be remedied?**

**If you have sources of data supporting that this is a significant problem, what are they? (I can find data, but I’m not an expert in your field and it helps if you point me in the right direction.)**

**What will you do to solve the problem? List specific activities. Do you know WHEN each activity needs to be completed? Provide a rough timeline.**

**What are your goals? What do you hope will result from these activities? Be as specific as you can. (i.e. “Sixty additional DCB students will have access to laptop computers.” “Forty-five percent of students will show improvement on math scores.”**

**What evaluation tools will you use to measure progress toward your goals? (surveys, focus groups, test scores, students’ grades, increased or decreased membership in an organization, increased revenue, decreased number of incidents, etc.)**

**Who will be involved in implementing this project? (Names and titles)**

**When do you anticipate starting and completing the project? How long will it take?**

**What will the project cost? What specific costs are associated with each activity? Whose time will be paid by the grant and how much? What will you purchase and how much will it cost per item?**

* **Salaries and benefits**
* **Equipment?**
* **Supplies?**
* **Travel?**
* **Conferences?**
* **Subscriptions?**

**Is there anything else you can tell me about the project that will help me find funders for this project and write a successful application to fund your project?**