**Planning your grant-sponsored project**

*Grant experts say “80% planning, 20% writing!”*

This template goes into more detail than the Grant Proposal form, and can guide your thinking to create a “business plan” for your dream-project. The planning will be a good basis for an application to nearly any private or public funder.

**Project Goal—**this is a big picture statement of what you want to have happen without much detail as to the why or how. *example:* *Boost student morale at Lane by making The Titan the* ***biggest*** *mascot in the nation.*

**Project Need—**Who does the project serve and why is it important to pursue right now? How do you know (prove with data)? *example: The* Titan Project (TP) *will serve the 37,000 Lane County residents who have attend classes through the college each year. Lane must boost the morale of this population because studies show the frown-rate has increased 50% in the past two years, resulting in increased apathy-rate, loss of humor and failure to thrive.*

**Project Design—**How will the project address the needs discussed above? This portion of an application is usually made up of objectives, activities and outcomes. *example: TP’s design is based in national research that shows mascots are the number two “mood-improver” of all stimulants (sunshine being number 1, but Lane County is in very short supply of that). Therefore TP proposes to build a 500 foot tall Titan in the center of the track, with a solar-electric torch bright enough to be seen from space.*

1. SMART Objectives—**S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-sensitive. *example: By end of year one, 50% of TP participants will smile at least 3 times a day (up from 1.5 times a day)*
2. Activities (steps we must take to reach our stated objectives) *example: hire artist and architect who will design structurally sound, and aesthetically pleasing Titan.*
3. Outcomes/ Deliverables—the tangible results of the activities (*e.g., a 500 foot Titan*).

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| **Activity** | **Responsible party** | **Deadline** | **Outputs/ deliverables** | **Outcomes** |
| *Survey Lane students for preference of Titan facial features* | *Project Coordinator* | *Third month of grant* | *Quantitative measurement of student opinion* | *TP staff choose Titan features* |
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**Management Plan—**This portion describes who is going to do the activities, and by what date. Often can be put in a table form:

**Sustainability—**How will your program keep running after the grant-funding has ended? (*e.g., The Titan’s light will continue to shine well beyond the life of the grant, keeping smiles in place for years to come. Titan up-keep will be paid for by bake sales*.)

**Evaluation**—How will you measure whether or not you are meeting your objectives? *(e.g., TP will use a third party evaluator who will follow students to count number of smiles per day (quantitative data), and will give quarterly (formative) interviews for mood-analysis (qualitative) with a final analysis of Titan height, Lane students apathy-rate, number of smiles at the end of the grant (summative).*