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| **PROJECT/PROPOSAL PLANNING WORKSHEET** |
| 1. **IN ONE SENTENCE, describe your project idea. What will you do? Where? With whom? When? And Why?**
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| 1. **What *broad categories* of community needs or opportunities does your project address?**
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| 1. **Describe the *specific need or issue* in that your project will address.**
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| 1. **What *specific changes or outcomes* do you intend to achieve as a result of your project?**
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| 1. **What are the *major steps* you will need to take to make these changes happen?**
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| 1. **What *resources* will you need to accomplish these steps?** *(People, equipment, materials, training, etc.)*
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| 1. **Approximate total cost:**
 | $ |
| 1. **Who else has a vested interest in working with you as *partners* on this problem or opportunity?**
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| 1. **What information, tools, data, etc. will you use to decide whether your project succeeded?**
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| 1. **How will you sustain the project over the long term after grant funding ends?**
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| **Submitted By (Name/Department): Phone/Email: Date:** |