PROJECT DEVELOPMENT

1. Identify a need
   a. Plant the seed
   b. Form a committee for brainstorming

2. Research and select an appropriate funding source

3. Submit the idea for administrative approval

4. Plan the approach
   a. Consider timelines, deadlines
   b. Get in touch with the district’s Resource Development office
   c. Prepare paperwork for Board agenda

5. Gather the data
   a. Research current information and best practices
   b. Look for successful programs that are similar in scope
   c. Gather statistics that support the need

6. Write preliminary draft

7. Review preliminary draft and submit for administrative review

8. Prepare final application

9. Obtain authorized signatures

10. Checklist all items to be included

11. Proof the application package
    a. Ask someone to read the proposal who is unfamiliar with the idea
    b. Ask someone to read for grammar and spelling errors

12. Submit application with correct number of copies

13. Grantor agency review (this may take several months)
    a. Obtain reviews if proposal is not funded
    b. Ask for information about review process

14. Follow up
    a. Thank you notes
    b. Reports to grantor agency, if funded
PROJECT DEVELOPMENT WORKSHEET

1. Briefly describe your program idea:
   a. Who
   b. What
   c. Where
   d. When
   e. How
   f. Funding request

2. List three people who might help you develop your program:
   a.
   b.
   c.

3. Schedule brainstorming sessions:

4. Finalize plan:

5. Schedule administrative review:

6. Write draft:

7. Committee review:

8. Write final draft:

9. Checklist all requested items:
   a.
   b.
   c.
   d.
   e.

10. Mail to grantor agency:

11. Follow up:

12. Thank you notes:
PROJECT DEVELOPMENT PLAN

PROGRAM TITLE:
POSSIBLE FUNDING SOURCE:
DEADLINE:

Need for Program:

Purpose for Program:

Objectives:

Anticipated Outcomes:
Plan of Action:

Evaluation:

Administrative Approval:

Signature of Authorized Administrator

Date
CHECKLIST

ABSTRACT OR SUMMARY
- Belongs at the beginning of the proposal
- Identifies the grant applicant
- Identifies the need
- Identifies the project goal
- Includes at least one sentence on objectives
- Includes at least one sentence on methods
- Includes total cost
- Should be brief
- Should be clear
- Should be interesting
- Should be free of jargon
- Should be no more than one or two pages

NEED STATEMENT
- Relates to goals and purposes of grantor agency
- Is supported by statistical evidence
- Is supported by statements from authorities
- Is stated in terms of beneficiaries
- Answers the following: What is happening that needs to be changed? Why? Who is involved? Who will benefit? How extensive is the problem?

OBJECTIVES
- Describes what will be done to meet the needs
- Specifies what is to be attained
- Defines the target population
- States the time when the objectives will be met
- Describes the objectives in numerical terms, if at all possible
** Use words like ... To increase, To decrease, To reduce, To improve

ACTIVITIES, METHODS OR STRATEGIES
- Flows naturally from goals and objectives
- Clearly describes the program activities; Specifies how objectives are to be reached
- Describes sequence of activities; includes checkpoints where program can be modified if necessary
- Describes staffing of program
- Describes client selection process
- Describes how program will be administered; key personnel
- Lists any advisory committees and/or partnerships
- Presents a reasonable scope of activities that can be accomplished within the time
allotted for the program and within the resources of the applicant

** Use words like . . . To provide, To establish, To create, To teach, To prepare

EVALUATION

- Covers process and outcomes
- Tells who will be performing the evaluation and how evaluators will be selected
- Defines evaluation criteria
- Describes data gathering methods
- Explains any test instruments or questionnaires to be used
- Describes the process of data analysis
- Shows how the evaluation will be used for program improvement
- Describes evaluation reports to be produced

BUDGET

- Shows that funding request is adequate to support the project
- Justifies each budget item in the program narrative
- Calculates all personnel costs (salary, benefits, travel)
- Includes Indirect Cost if applicable