

# Project Planning Toolkit

## Your Organization

**Describe what your organization does in one high-impact sentence?**

Here is a compelling template to follow: We help [who you serve] achieve [tangible transformation] so they can [overcome a challenge/pain]. For example, *“Lovepacs helps K-12 students depending on free or reduced lunch to have nutritious and reliable meals over the weekend and breaks without having to fend for themselves until school begins again.”*

## Project Development

**What do you want to get funded?**

Be as specific as possible. What can be reasonably accomplished within a year or two? Focus on projects that can be measured and demonstrate success.

**What problem are you solving with this project?**

This is SUPER important! It is hard to get things funded because they are a "good idea." Funders want their investment in you to solve real problems in the world. Connect what you are doing with a specific problem.

**Who will you collaborate with?**



Funders want to get behind projects that spread out their investment as widely as possible. This means that successful applicants form meaningful partnerships with other organizations that create unique synergies. Think about what other types of organizations you can partner with.

## Project Plan

How do you plan to implement your project or program? It is okay to bullet point your implementation plan, but describe each step in as much detail you can!

How can your project or program impact be measured?

Funders want to know their money is having a REAL impact, not just that you say it will. Think about what you can do to measure before/after success and how you will communicate that to the funder.

### How can you demonstrate program sustainability?

Grants should not make up more than 40% of your funding (and ideally more like 20%). Funders don't typically want to fund operational costs, so it is important to figure out how you will continue operating in the future without them.

## Your Team

Team work makes the dream work! This is especially true in the world of grants. Strive to put together an A-team on all your projects. If you do not have the capability in-house, then find it externally and partner up.

### Who is on your team?

Main Point of Contact:	Add name here
Project Manager:	Add name here
Grant Administration:	Add name here
Team Members:	Add names here
Project Partners:	Add names here
Technical Support, Contractors, or	Add names here



Consultants:	
Stakeholder Liaisons:	Add names here

## Location and Financing

Where will your project be located?

Write your answer here.

What will your project cost?

You do not need a perfect budget right now, but you should have at least a "back of the napkin" estimate.

Write your answer here.

## Other Notes

Use this to add any other important notes about your projects and grants.

Write your answer here.