

# Scope of Work or Grant Plan Template

\*\*\*\* This is an optional template that any organization may use as part of their application\*\*\*\*

The scope of work or grant plan describes the work (I.e., the project or program or service) that the grantee will be performing that is being funded by the grant award. In addition to describing what the work the grantee will be performing, the grant plan should include a timeline or schedule for the grantee's performance and some criteria or standards that can be used to ensure that the performance is acceptable. It is also helpful to include points at which the grantee will report on its progress and a final report at the end of the grant period. Additionally, the grant plan should include a budget itemizing how the grant funds will be spent. The budget should correspond to the amount stated in the notice of funding letter. Overall, the grant plan should show that the grant funds are being used to carry out the purpose of the grant or initiative pursuant to which they were awarded and that the grantee is not misusing the funds.

## Section I - Community Needs and Outcomes

Explain the goals and objectives of the proposed work and how it aligns with the goals and objectives of the RFP. Describe the target population(s) you will serve through this program, your experience serving them, and key needs you hope to address with this funding. Highlight the economic, social, financial, institutional or other issues that require a solution. Include target neighborhoods and where the location of services will occur. List target age group(s) and language group(s) where applicable.

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## Section II - Proposed Approach and Activities

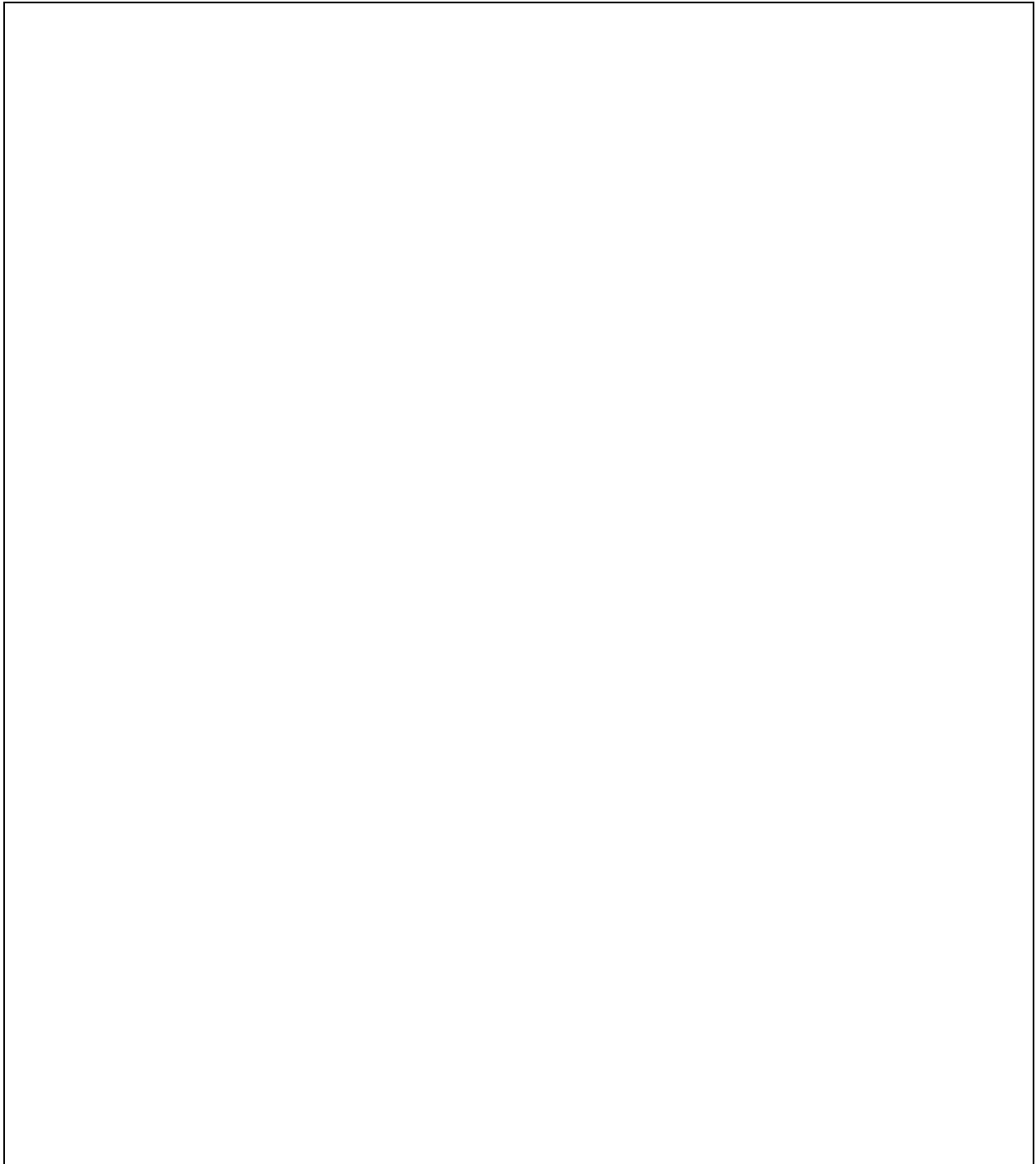
### A. Describe Proposed Activities or Initiatives

For each Program Area the applicant is requesting grant funding for, describe in detail the proposed activities or initiatives. Include the types of activities; the length or duration of each activity; the frequency of proposed activities to be provided (how often you plan to host activities); provide a location(s) of proposed activities and methods that will be used to deliver services. If proposing with multiple program partners, be clear on who will lead each element of your service plan.

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B. Applicant's Approach to Developing, Executing or Implementing Proposed Activities or Initiatives

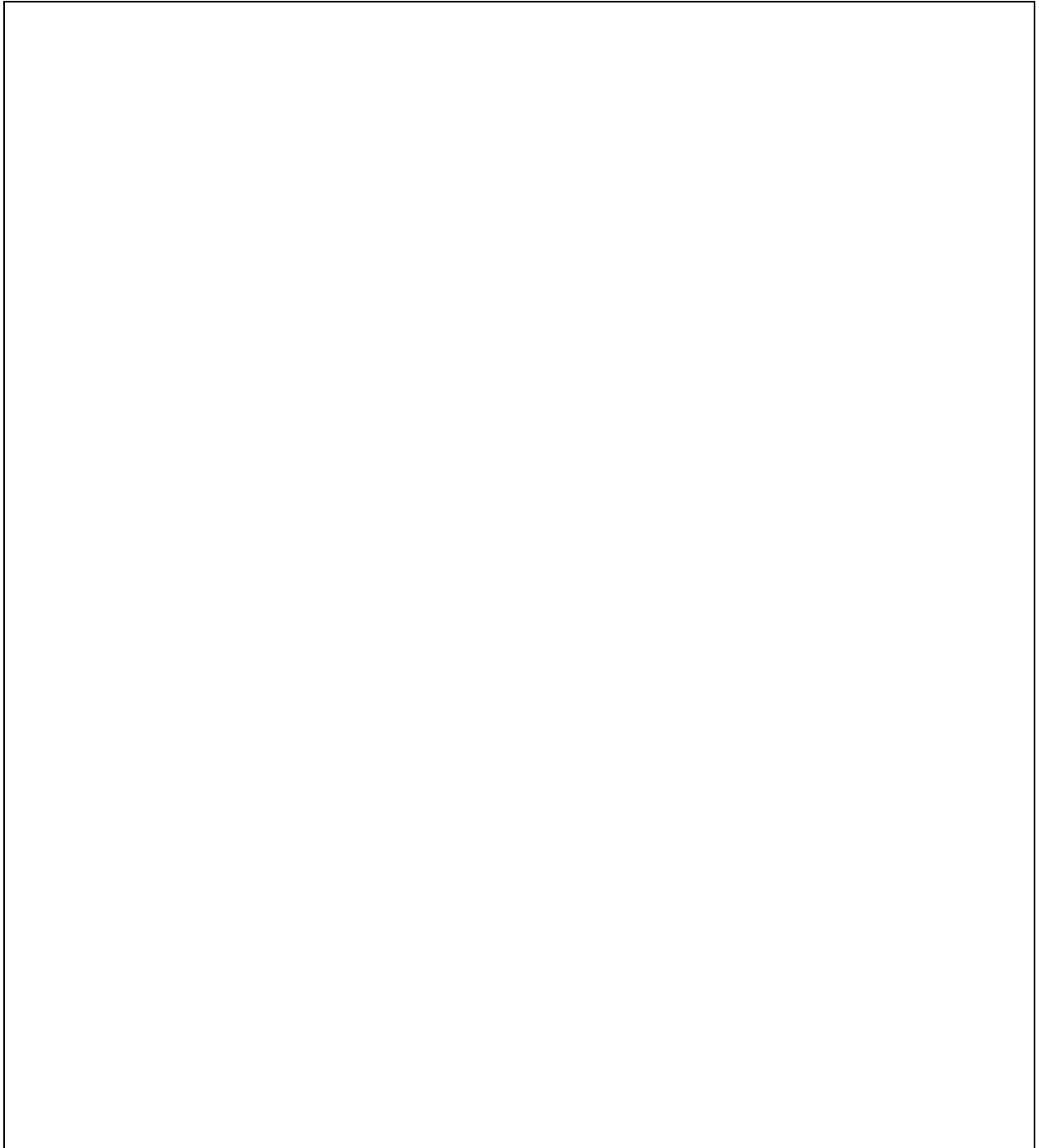
Provide a detailed explanation of how the applicant will approach the development, execution, or implementation of the applicant's proposal as well as describe any evidence-based practices that will inform the progression of the program or project.

A large, empty rectangular box with a thin black border, intended for the applicant to provide a detailed explanation of their approach to developing, executing, or implementing proposed activities or initiatives. The box is currently blank.

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## C. Applicant's Proposed Work Timeline

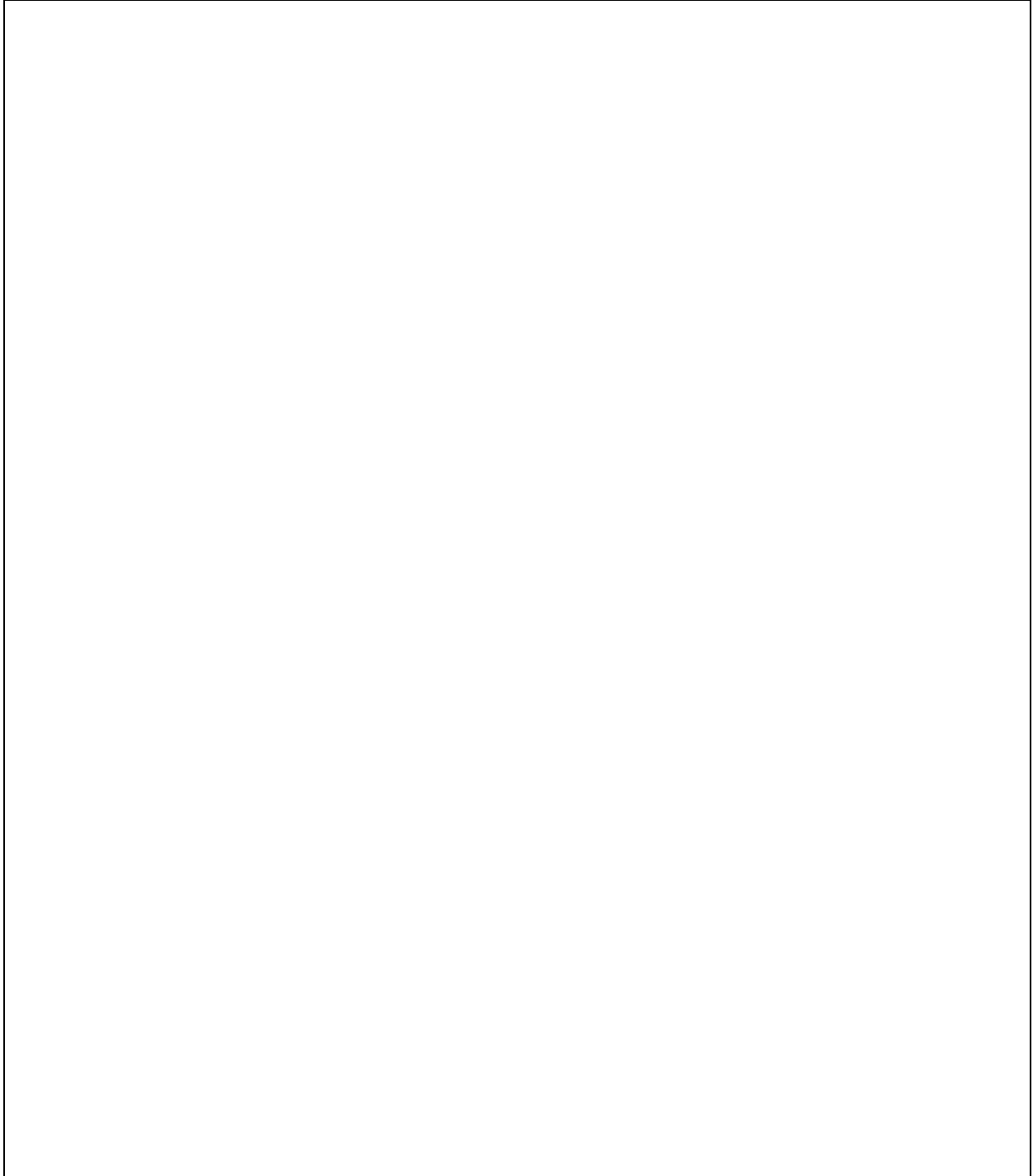
Please provide a timeline outlining the proposed work's start date, deliverable dates, milestones, and completion dates in chronological order. Include any factors that might speed or hinder the implementation of the proposed program and explain how you will manage unanticipated proposed program hurdles, should they arise.

A large, empty rectangular box with a thin black border, intended for the applicant to provide a detailed timeline of their proposed work, including start dates, deliverables, milestones, and completion dates, as well as any potential hurdles and mitigation strategies.

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## Section III - Applicant Qualifications and Staff Assignments

Provide a description of the applicant's relevant qualifications along with detailing the experience of proposed partners, subcontractors, and staff in relation to how these qualifications will serve the applicant in developing and executing the proposed work.

A large, empty rectangular box with a thin black border, intended for the applicant to provide a detailed description of their qualifications and staff assignments as requested in the text above.

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## Section IV - Performance Measurement and Reporting

Describe how the applicant will measure the performance of the proposed work as it relates to the purposes of this grant. Types of performance metrics are not limited but may include surveys, interviews, focus groups, attendance data or sheets, photo journals. Include frequency of performance reporting (monthly basis preferred). Performance measurement and reporting activities should provide information that is factually based and measures the progress and effectiveness of a process as well as whether outcomes are being achieved.

