**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 success at Porterville College by providing tutor to every student.*

**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* Porterville College Tutor Project *will serve the 3500 Porterville College students who attend classes full time. Porterville College*

**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: PC will hire and train tutors to provide hours of tutoring each month with a focus on STEM and literacy two areas that have been found to be vital for student success.*

1. SMART Objectives—**S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-sensitive. *example: By end of year one, 50% of PC students will increase their GPA to 2.25 (up from 2.0)*
2. Activities (steps we must take to reach our stated objectives) *example: hire 100 tutors, each tutor provides 100 hours monthly of tutoring*
3. Outcomes/ Deliverables—the tangible results of the activities (*e.g., number of hours of tutoring*).

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| **Activity** | **Responsible party** | **Deadline** | **Outputs/ deliverables** | **Outcomes** |
| *Survey PC students on best ways the college can provide tutoring* | *Project Coordinator* | *Third month of grant* | *Quantitative measurement of student GPA* | *Increase in graduation rates* |
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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., With an increase in funding from higher success rates the tutoring program will become self sufficient)*

**Evaluation**—How will you measure whether or not you are meeting your objectives? *(e.g., PC will track course completion and GPA (quantitative data), and will give quarterly (formative) interviews for ability to access services (qualitative) with a final analysis of PC graduation rates at the end of the grant (summative).*