**Grant Planning Worksheet**

1. Organizational Background & Mission Statement​: Why are you the best organization to do this work? ​
2. Statement of Need : What problem are you trying to solve and what need in the community are you trying to help?
3. Program/Project Description (goals and objectives)​: What do you aim to accomplish with your program/project? Who, what, where, when, and how?

Continued on reverse

1. Budget: How much will it cost to run your project?
2. Evaluation Plan​: how will you know if your project has been successful and reached your goal? How will you measure your progress?
3. Sustainability Plan​: How will you keep this project going?
4. Notes