

# Grant Pre-planning Reference Guide



The goal during the pre-planning phase is to develop DRAFT project design elements. These are not final but rather preliminary ideas to facilitate team discussion and input. These elements will provide a plan to adapt and enhance when a matching funding opportunity is available.

## Key Elements

### *Project Design*

When brainstorming potential projects, consider the needs of the potential beneficiaries. What justification can be cited to support it? Consider recent needs assessments, government reports, local statistics, etc. In your draft, include links and citations to support the potential project.

- Need
  - Justification to support the purpose of the proposed project (include sources)
- Collaborative partners
  - Consider any community partners as collaboration provides a competitive advantage, strengthens relationships, and builds professional partnerships
- Key Activities – brainstorm and describe the project's key activities and how they will be evaluated and measured. Include any short-term and long-term outcomes that will indicate project success. Describe the timeline. Will the project be one year or extend multiple years? Who will be responsible for facilitating the project's key activities?
  - Resources/Inputs
  - Short-term outcomes
  - Long-term outcomes
  - Timeline
  - Responsible staff

### *Budget*

Consider the cost to implement the project. What additional resources are needed? (Additional staffing, equipment, travel, supplies, etc.)

- Direct Costs
  - Key Personnel
  - Fringe benefits (*currently calculated at 40% of annual salary*)
  - Equipment
  - Supplies
  - Travel