



Grant Project Planning Worksheet

Organizational and Community Overview

Library Name: _____

Strategic Priorities (Select up to five from your library's strategic plan.)

Community Needs (Consider what issues or challenges community members are facing, e.g., unemployment, illiteracy, lack of educational support, or no safe spaces. This should be about people, not things.)

Top Three to Five Needs (Use bulleted list.)

- _____
- _____
- _____

Needs Statement (Base this on one of the three to five top needs listed.)

Grant Project Overview

Grant Project Title: _____

Primary Audience (Indicate who is experiencing the needs and will be served by the grant project.)

Grant Project Description (Provide an overview of the entire project as a solution to the needs statement.)

Grant Project Planning Worksheet

Grant Project Planning

Goals (Indicate what you hope to accomplish.)

Objectives (Describe how you will meet the SMART-specific, measurable, achievable, realistic, time-bound-goals.)

Outcomes (Explain how the primary audience's behavior, attitude, skill, life condition, or knowledge will change as a result of the project.)

Action Steps (List activities, programs, services, events, etc., to accomplish the project goals.)

Evaluation (Describe how you will measure success and what/who will be changed or improved.)

Budget (List estimated project cost, including major expenses. Are you seeking a \$1,000 or \$20,000 grant?)
