# 1-Page Grant Project Planning Worksheet

1. **In one sentence, summarize your project idea. What will you do? When? With whom? Where? For what? Why?**

2. **Who are you as an organization? What is your mission or purpose?**

3. **Describe the specific need or issue in your community that your proposed project addresses.**

4. **What specific goals will you achieve in your community as a direct result of your work?**

5. **What methods will you need to bring these goals to fruition?**

6. **Who else has a vested interest in working with you as collaborators on this issue or opportunity?**

7. **How will you evaluate success? What information, tools, or data will you use to make these evaluations?**

8. **What resources do you need for this work? (Skills, labor, equipment, training, supplies, services, etc.)**

9. **What is the estimated total cost? How is this cost broken down?**

10. **What broad categories of community needs or opportunities does your project address?**

*From NCDEQ Coastal Grant Workshop as Adapted from the Nonprofit Association of Oregon's “Making Friends with Funders” workbook.*