



ORGANIZATION NAME: PROJECT NAME OR DESCRIPTION

PROJECT DEVELOPMENT WORKSHEET

1. What is your organization's mission, vision, and/or purpose?

Blank area for response to question 1.

2. Identify the specific community need/issue/goal that your project intends to address.

In our community, the current need/issue/goal is:

Blank area for response to question 2.

3. What resources/inputs (i.e., resources dedicated to or consumed by the project) are needed to accomplish your project goals?

Blank area for response to question 3.

4. What are the project activities/objectives (i.e., what the project does with the inputs to fulfill its mission), and outputs (i.e., direct products of program activities)?

Blank area for response to question 4.

5. What specific results/impacts/outcomes does your project propose to address?

Blank area for response to question 5.



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6. What evaluation tools are proposed to show project success?

7. List your partners/collaborators and their roles in the project.

8. Estimated project budget/cost: \$_____ *(include budget items and narrative)*

9. Briefly (in one sentence) summarize your project. (i.e., What will you do? Where? With whom? When? Why?)

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

Submitted By: _____

Email: _____ Phone: _____ Date: ___/___/___

Approved by (Sr. Leadership): _____