

PROJECT PLAN & EVALUATION FORM

Based on your project description, complete the form below to reflect outcomes you expect to accomplish through your project. Type your responses directly in the form, using more than one page if necessary. Be sure your outcomes are specific, measurable, achievable and realistic. All activities should have an expected target date (timeline). At a minimum, the plan must include: 1) the number of people reached (volunteers and/or program participants); 2) number of volunteer hours contributed; and 3) geographic area reached. At dates identified in your grant contract, you will be expected to report on how you have met your outcomes (e.g. interim and/or final grant reports).

Grantee:		Project Title:	
PLANNED OUTCOMES <i>(Outcome Objectives)</i>	ACTIVITIES <i>(Process Objectives)</i>	TIMELINE	ACTUAL OUTCOMES
What are your measures of success? What benefits or changes do you hope to achieve with your project? Outcomes may be on an individual (i.e. change in behavior, knowledge, attitudes, etc.) or community level (i.e. change in policies, partnerships, access, etc.) <i>EXAMPLE: By June 30, 2020, students living in the 11-county CCCF service area will have increased access to the arts.</i>	What are the strategies and techniques needed to achieve the outcome? What specific steps or methods will you use to carry out your project (i.e. number of people reached, percentage of counties visited, number of stories documented, etc.)? There should be multiple activities for each outcome. <i>EXAMPLE:</i> 1) <i>Meet with a representative from at least 75% of the school districts in the CCCF service area to identify students' needs.</i>	Specify when and how outcomes and activities will be complete. <i>EXAMPLE:</i> 1) <i>All school meetings will be complete by December 15, 2019.</i>	Complete this column when submitting your agency's interim and final reports.
1)	1) 2) 3)		
2)	1) 2)		

Grantee:		Project Title:	
PLANNED OUTCOMES <i>(Outcome Objectives)</i>	ACTIVITIES <i>(Process Objectives)</i>	TIMELINE	ACTUAL OUTCOMES
	3)		
3)	1) 2) 3)		
4)	1) 2) 3)		
5)	1) 2) 3)		