COMMUNITY ACTION PLAN WORKSHEET

The following worksheet is intended to help your community develop a realistic community action plan that drives meaningful change and ultimately helps you craft a successful grant application.

A well-crafted action plan can serve as a roadmap for leveraging your community's unique assets and mobilizing key stakeholders to secure grant funding and execute projects.

Define a clear scope and prioritize your focus areas

- Based on the feedback from the community assessment tools, identify the area of your community you aim to impact
- What is the opportunity, challenge, issue, need, or problem that you want to address?
- Prioritize 2-3 key focus areas or challenges you want to address

Set measurable goals

- Establish SMART (specific, measurable, achievable, relevant, time-bound) goals
- Determine both short-term and long-term goals
- Determine success metrics that indicate your project has accomplished your goals

Identify your assets and partners

- Using your community self-assessment, outline and inventory your existing community assets and stakeholders
- Determine what partners can contribute their time and funding to move your goals forward
- Who in the community will you work with?

Create an implementation timeline

- Assign a target timeline for completion of your project(s)
- Think through different milestones that need to be indicated in your timeline
- Denote a champion or entity responsible for carrying out each activity and establish clear deadlines

Secure necessary funding and resources

- Depending on the needs of your project or the requirements of the grant opportunity you're pursuing, identify the resources and funding you may need, and establish a plan for securing those resources

PROJECT PLAN FORM

For each project, action, or activity identified in your community action plan, outline the following:

WHAT?	WHO?	WHEN?	WHERE?	WHY?
What is the action or activity?	*Who is responsible? Who is the lead? Who is participating?*	*What is the timeframe? What is the deadline?*	*Where will it take place?*	*What is the purpose? How does it address project goals?*