

**FOR PROFIT GRANT PROJECT PLANNING TEMPLATE**

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<p><b>Project Leader:</b> Who is the best person to lead the planning team? Who has the time, availability and diligence to succeed in this leadership role? Examples: CEO, Grant Writer/Consultant, Engineer, HR Manager</p>	
<p><b>Project Name</b></p>	
<p><b>Project Description:</b> Who? What? Where? When? Why? How?</p>	
<p><b>Need Addressed:</b> What is the organizational or regional need? If you have a strategic plan, incorporate it here. How will the project meet the threats and weaknesses found in the SWOT analysis (strengths, weaknesses, opportunities, threats)?</p>	
<p><b>Relationship to Past Projects:</b> What past project successes can you highlight and what mistakes can you avoid this time?</p>	
<p><b>Budget Summary:</b> Base this on your strategic planning meeting. Examples: equipment, training, new packaging</p>	
<p><b>Total Project Budget:</b> Restate total investment.</p>	
<p><b>Specific Line Items:</b> List major expense categories based on grant specifications. Examples: Equipment \$800,000.00; Training \$500,000.00</p>	
<p><b>Research Key Terms:</b> Brainstorm key words with team to guide you in grant research. Prompts: Geographic focus, Area of interest, Types of support needed for project</p>	
<p><b>Possible Project Partners</b> (Community college, school or school district, another business, government entity, etc.)</p>	

Adapted from *The For Profit Grant Writing Guide* by Micki Vandeloo, GPC