

## Tier 1 Fixed Amount Community-Led Assessment and Education Grants

### TCGM Required Workplan Template (Competitive and Noncompetitive)

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Please provide projected quarterly expenses and a project workplan using the required template below. An Example Tier 1 Fixed Amount Budget is available for your reference.

Develop your workplan based upon the requested grant amount: \$25,000, \$50,000, \$75,000, \$100,000, \$125,000, or \$150,000. Make sure the budget and milestones align with your chosen project timeframe: 6, 9, or 12 months. You can choose any combination of grant size and project timeframe as long as your workplan demonstrates you can accomplish your goals, outcomes, and milestones within that budget and grant period. Tier 1 fixed amount grants will be paid out as follows: 50% at the start of the project (once the grant agreement and final paperwork is submitted) and 50% upon completion of milestones in Quarter 1 & Quarter 2 (at the project's half-way point).

<b>Workplan Quarter Reference Chart</b>			
Please refer to the chart below to assist in developing your workplan milestones. Some, or all, activities may be conducted across multiple quarters.			
<b>Reporting Deadlines</b>	<b>6-month project</b>	<b>9-month project</b>	<b>12-month project</b>
Quarter 1	1.5 months	2.25 months	3 months
Quarter 2 (Half-way point)	3 months	4.5 months	6 months
Quarter 3	4.5 months	6.75 months	9 months
Quarter 4 (Project completion)	6 months	9 months	12 months

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<b>Project Name:</b>				
<b>Lead Organization Name:</b>				
<b>Requested grant amount:</b>				
<b>Project Length (# of months):</b>				
<b>Proposed Grant Period (m/d/y - m/d/y):</b>				
<b>Overall Project</b>		<b>Quarterly Workplan</b>		
<b>Project Goals</b> List no more than 3	<b>Project Outcomes</b> List no more than 3 specific results expected from your grant-funded project.	<b>Project Quarter</b>	<b>Projected Expenses</b> Quarters must total requested grant amount	<b>Milestones: List up to 3 key project activities for each quarter</b>
1. 2. 3.	1. 2. 3.	Quarter 1 (1.5-3 months from start)		1. 2. 3.
		Quarter 2 (3-6 months from start)		4. 5. 6.
		Quarter 3 (4.5-9 months from start)		7. 8. 9.
		Quarter 4 (6-12 months from start)		10. 11. 12.