

Tier 2 Community Education and Planning Grants & Tier 3 Project Development and Implementation Grants

TCGM Required Workplan Template

Workplan Instructions

OMB Control Number – 2035. NEW, Expiration date = mm/dd/yyyy

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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).

Workplan Quarter Reference Chart		
Please refer to the chart below to assist in developing your workplan milestones. Some, or all, activities may be conducted across multiple quarters.		
12-month project	18-month project	24-month project
4 quarters	6 quarters	8 quarters

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Project Name:				
Requested grant amount:				
Project Length:				
Enter Proposed Grant Period (m/d/y - m/d/y):				
Overall Project		Quarterly Workplan		
Project Goals List no more than 3	Expected Project Outcomes List no more than 3 specific results from your grant-funded project.	Project Quarter	Estimated Quarterly Expenses (should total requested grant amount)	Milestones: List up to 3 key project activities for each quarter
1. 2. 3.	1. 2. 3.	Quarter 1		1. 2. 3.
		Quarter 2		4. 5. 6.
		Quarter 3		7. 8. 9.
		Quarter 4		10. 11. 12.
		Quarter 5 (if applicable)		13. 14. 15.
		Quarter 6 (if applicable)		16. 17.

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				18.
		Quarter 7 (if applicable)		19. 20. 21.
		Quarter 8 (if applicable)		22. 23. 24.