



## FALL 2019 GENERAL FUND GRANT ACTION PLAN INSTRUCTIONS

YOU CAN DOWNLOAD THE WORKSHEET IN [WORD BY CLICKING HERE.](#)

### Why an Action Plan Worksheet?

In reviewing proposals, it is important for grantmakers to see both the broad overview of your work and the specific details.

The Action Plan Worksheet we provide is just one format you can use to tell us the specifics of your goals, activities, impacts, and timeline. We provide this format as an option because it is easy for grantmakers to navigate and it provides all of the information we are looking for.

You can use this worksheet, your own worksheet, or a combination. You may also use the space provided in the grant application (question 2 in the Grant Information Section). Use whatever makes the most sense for your group, just remember to include the **broad overview AND specific details** we ask for.

**TIP:** A strong action plan is the result of good strategic planning. Make sure you know what your plans are for the coming year **before** you start writing the proposal.

The Action Plan is like a roadmap. It tells us:

- \* Where you want to go (your goals);
- \* How you are going to get there (your specific activities/actions);
- \* What is going to change at each stage of your journey (your expected outcomes/impacts); and
- \* When each stage of the journey is going to happen (your timeline).

## Completing the Worksheet

Feel free to use a combination of narrative statement and formatted action plan worksheet. This may be the best way to provide us with both the broad overview and the specific details of your funding request.

If you use our format, feel free to change column widths, add or subtract rows, add or subtract columns, etc., but please **don't exceed three pages** (that's about one page per goal if you have three goals). The specific format isn't important to us; getting the information in readable format is.

**TIP:** Don't forget the timeline! The action plan needs to cover the year you are requesting money for (January – December 2020). Make sure to include the timeline for your work. Don't include plans for work that will be done before January 2020.

## Action Plan Worksheet Sample

Organization Name: ABC Youth Organization

Goal 1		
<i>Build a local youth movement that can respond to threats and opportunities in an organized and unified way.</i>		
Activities	Expected Outcomes	Timeline
<i>Develop partnerships with existing youth associations and student clubs to identify potential youth leaders.</i>	<ul style="list-style-type: none"> <li>• <i>Strong relationships built with 10-12 clubs.</i></li> <li>• <i>Identify 100 youth to work with 8 campuses.</i></li> </ul>	<i>June 2019</i>
<i>Develop youth leadership through a summer organizing institute, weekly events, and formal monthly check-ins.</i>	<ul style="list-style-type: none"> <li>• <i>30 youth engaged in leadership trainings and events.</i></li> </ul>	<i>Summer 2019</i>
<i>Host a fall weekend strategy and planning session with youth leaders.</i>	<ul style="list-style-type: none"> <li>• <i>25 youth leaders attend strategy and planning session.</i></li> <li>• <i>Youth set organizational priorities and an action plan for the coming year.</i></li> </ul>	<i>October 2018</i>