**Climate and Equity Grant Program**

**Work Plan Template**

Work plans do not need to be lengthy. Please see the template below for an optional outline to follow.

**Paragraph One:**

* Describe the major stages or planned steps of the proposed project
* Describe the results or deliverables expected from the proposed project by the end of the grant period (such as the creation of a resiliency plan, a specific number of outreach events, etc.).
* The project tasks should be clearly identified and the project results/deliverables should be clearly linked to the project’s measurable goal described in Question 2 of the narrative document.

**Paragraph Two:**

* Describe the people/groups who will be responsible for completing the project and any prior experience that makes them a good fit for the project. This experience may include professional history, formal education, community organizing, volunteer work, or other types of lived experience. It is not necessary to attach resumes.
* Optional: If partnering with additional organizations, describe the mission of the partnering organizations and the roles of each organization within the proposed project.

**Timeline (may be in paragraph, list, or table form):**

* Indicate the timeline for completing each of the stages of the project described in Paragraph One.
* Indicate any important project milestones (such as hiring a staff member, beginning a workshop series, completing a first draft of a plan, etc.)
* Remember that the grant period is from January – December 2023.

**Example Timeline in Table Format**

**(exact tasks and dates can be adjusted to fit each project):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Major Tasks and Project Milestones** | **Jan - Mar 2023** | **Apr - June 2023** | **July - Sept 2023** | **Oct - Dec 2023** |
| **Identify or hire a staff member to lead the development of a community resilience plan**  | X |  |  |  |
| **Identify key community stakeholders** | X |  |  |  |
| **Develop outreach and/or workshop materials** | X |  |  |  |
| **Hold public workshops, listening tours, and/or targeted outreach events with key community stakeholders to identify and discuss community needs** |  | X |  |  |
| **Draft list of prioritized community resilience actions** |  | X |  |  |
| **Draft community resilience plan** |  |  | X |  |
| **Gather community feedback on resilience plan through public meetings and targeted outreach** |  |  | X |  |
| **Finalize resilience plan** |  |  |  | X |
| **Share final plan with the community through a public presentation** |  |  |  | X |
| **Submit final project report and a copy of the final community resilience plan to CIRCA** |  |  |  | X |