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| PROJECT PROFILE/PLANNING WORKSHEET for  |
| **1. IN ONE SENTENCE, describe your project idea. What will you do? Where? With whom? When? And Why?** *(This is your “elevator message.”)* |  |
| **2. Who are you as a program or school? What are you all about?** *(What is your mission or purpose?)* |  |
| **3. Describe the specific need or issue in your community that your project will address.** | **In our community, the current situation is this:** |
| **4. What specific changes or outcomes do you intend to achieve in your community as a result of your project?** *(What are your S.M.A.R.T. goals?)* |  |
| **5. What are the major steps you will need to take to make these changes happen?** |  |
| **6. Who else has a vested interest in working with you as partners on this problem or opportunity?** |  |
| **7. What information, tools, data, etc. will you use to decide whether your project succeeded?** |  |
| **8. What resources will you need to accomplish these steps? (People, equipment, materials, training, supplies, services, etc.)** |  |
| **9. Approximate total cost:** | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **10. What broad categories of community needs or opportunities does your project address? (***Think in terms of general labels or frames.)* |  |
| **Submitted by:** | **Phone:** | **Date:** |