# Form C: Work Plan Instructions

All applicants must submit a work plan as a part of their application. The work plan should capture key activities required by this RFP, as well as any other relevant activities your organization proposes to undertake using the grant funds during the grant cycle. The work plan should align with the goals and components outlined in the Program Description section of the Project Narrative.

## Purpose of the Work Plan:

A work plan is a tool used by organizations to detail the goals, objectives, and activities of a project, along with timelines for completing those activities. The work plan will help both the applicant, and the Minnesota Department of Health (MDH) ensure that the proposed activities are well-organized, feasible, and aligned with the grant’s goals.

## Components of the Work Plan:

* **Primary Goals for the Project:** Each goal should be written clearly and concisely in one sentence.
* **Objectives:** Objectives should measure progress toward achieving each goal. You may write objectives using the “SMART” format:
  + **Specific:** Concrete and well-defined.
  + **Measurable:** Able to determine what changed and how much it changed.
  + **Achievable:** Feasible to implement.
  + **Realistic:** Considers constraints such as resources, personnel, cost, and time frame.
  + **Time-Bound:** Includes a time frame for the objective.
* **Activities:** Specific activities or interventions that will be implemented to achieve the objectives.
* **Activity Outputs:** The outcomes or deliverables resulting from the activity, indicating how the activity has been accomplished.
* **Timelines:** The start and end dates for each activity.
* **Staff Responsible:** The person or team assigned to lead each activity, ensuring its completion.
* **Resources Needed:** The resources required to accomplish the activity, such as printed materials (e.g., brochures, flyers, pamphlets).

## Instructions for Using the Work Plan Template:

* **Customization:** A work plan template is included for your convenience. You are encouraged to customize the template to fit your proposal if you include all required components described above. You can add or delete tables, adjust the number of goals and objectives, or modify the layout to suit your needs.
* **Level of Detail:** For application review purposes, you do not need to list every activity in exhaustive detail. Provide a high-level overview of your plan, ensuring that all critical activities are captured. MDH may request additional information if needed during the review process.
* **Revisions:** If awarded the grant, you may need to revise the work plan during negotiations before the grant agreement is signed. Any updates to the work plan must be discussed with MDH staff managing the grant.

# Fostering Trauma-Responsive Practices Grant Work Plan Template

## Goal 1: [Insert your goal here]

### Objective 1.A: [Insert your objective here]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | Start Date | End Date | Staff Responsible | Resources Needed | Activity Output |
| [Insert activity] | [Insert start date] | [Insert end date] | [Insert staff / partners involved] | [Insert resources needed for activity] | [Insert activity output] |
| [Insert activity] | [Insert start date] | [Insert end date] | [Insert staff / partners involved] | [Insert resources needed for activity] | [Insert activity output] |
| [Insert activity] | [Insert start date] | [Insert end date] | [Insert staff / partners involved] | [Insert resources needed for activity] | [Insert activity output] |

### Objective 1.B: [Insert your objective here]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | Start Date | End Date | Staff Responsible | Resources Needed | Activity Output |
| [Insert activity] | [Insert start date] | [Insert end date] | [Insert staff / partners involved] | [Insert resources needed for activity] | [Insert activity output] |
| [Insert activity] | [Insert start date] | [Insert end date] | [Insert staff / partners involved] | [Insert resources needed for activity] | [Insert activity output] |
| [Insert activity] | [Insert start date] | [Insert end date] | [Insert staff / partners involved] | [Insert resources needed for activity] | [Insert activity output] |

## Goal 2: [Insert your goal here]

### Objective 2.A: [Insert your objective here]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | Start Date | End Date | Staff Responsible | Resources Needed | Activity Output |
| [Insert activity] | [Insert start date] | [Insert end date] | [Insert staff / partners involved] | [Insert resources needed for activity] | [Insert activity output] |
| [Insert activity] | [Insert start date] | [Insert end date] | [Insert staff / partners involved] | [Insert resources needed for activity] | [Insert activity output] |
| [Insert activity] | [Insert start date] | [Insert end date] | [Insert staff / partners involved] | [Insert resources needed for activity] | [Insert activity output] |

### Objective 2.B: [Insert your objective here]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | Start Date | End Date | Staff Responsible | Resources Needed | Activity Output |
| [Insert activity] | [Insert start date] | [Insert end date] | [Insert staff / partners involved] | [Insert resources needed for activity] | [Insert activity output] |
| [Insert activity] | [Insert start date] | [Insert end date] | [Insert staff / partners involved] | [Insert resources needed for activity] | [Insert activity output] |
| [Insert activity] | [Insert start date] | [Insert end date] | [Insert staff / partners involved] | [Insert resources needed for activity] | [Insert activity output] |