

# CARE for the Cape & Islands



## *Recommended Guidelines for Grant Application and Project Execution: December 2020*

### **PRIOR TO GRANT APPLICATION**

#### **Project Planning**

Gather key information required to roll out the project. In this phase, all PC's (points of contact) will be identified. Key stakeholder in the project will meet to discuss:

1. The tools and resources available to the team
2. Project mission, goals, and outcomes
3. Timeline- preparation, campaign coordination, launch, operational period, evaluation, final report
4. Tactics- communication, operation tools, and approach
5. Roles and responsibilities of the team (if appropriate)

#### **Operational tools, Budget, and Projected Timeline**

Write up and submit for approval the project plan, detailed budget, and timeline for all the activities taking place.

1. Identify project resources including all stakeholders
2. Identify project tactics- process to streamline communication
3. Identify project operational tools
4. Identify project approach- including outreach and education
5. Identify project approach- mission, goals, and outcomes
6. Identify project budget- this needs to be specific and detailed. Once a budget is approved, the total dollar amount cannot be increased. We recommend that you define a maximum cost for each step of the project including capital, infrastructure, outreach, and education materials, etc. Preference will be given to projects with budgets that limit overhead expenses in their project budgets to no more than 10%.
7. Timeline – identify projected activity deadlines

### **AFTER RECEIVING THE GRANT AWARD - PROJECT EXECUTION**

#### **Re-evaluate Timeline:**

Examine projected timeline from grant application and adjust as necessary. Note: actual timeline dates and project activities are to be included in the Final Report.

#### **Identify Staff Roles and Responsibilities:**

1. Identify project leader, core communication process, and assign roles and responsibilities to all stakeholders.

## **Launch, Data Tracking, Evaluation Period, Adjustments**

After project launch, you will want to track data, successes, and project adjustments. Examples of evaluated criterion to be included in the final report are:

1. Valued added in outreach and education
2. How many individuals were reached as a result of your project?
3. What was the environmental impact(s) of the project?
4. What is the sustainable outcome(s)?
5. What were the lessons learned?
6. Did you meet the mission, goals, and outcome(s)?

## **Deliverables:**

Deliverables should include:

1. Project completion within one (1) year of award
2. Final Report - funds will not be released prior to the receipt of the completed project and the [Final Report](#) Final Report to include:
  - a. Project Activities –the types of activities funded by the grant. Show how those activities fit into your larger program objectives.
  - b. Actual Timeline to complete.
  - c. Describe any collaborations and/or volunteer resources involved in the project.
  - d. Future and sustainability.
  - e. Lessons Learned.

## **Use of Funds:**

Refer to the *Project Funding Criteria* for proper use of CARE grant funds

<https://careforthecapeandislands.org/project-criteria/>