

MCOC Grant Writing 101: Project Blueprint Activity Worksheet



Draft a fundable project plan: need + target population + outcomes → activities → budget categories → partners/support.

Use plain language. Be specific. If you don't know exact numbers yet, focus on what you will do and what it will require.

1) Project Basics

Project title (working)		Organization (Yours)	
Service area/geography		Project period (months)	
Primary grant target (if known)		Amount of Request (optional)	

2) Need Statement + Target Population

Need statement = the problem + who is affected + evidence. Include at least 1 local data point/source if you have it.

Component	Draft (write in complete sentences or bullets)
Need statement (2–4 sentences)	
Target population (who benefits + approx. size + barriers)	

3) Outcomes (3 to 5) + How You'll Measure Them

Outcomes are the change/result (not the activity). Make them SMART where possible.

Outcome (what changes?)	Indicator(s) / how measured	Baseline & target (if known)

4) Core Activities (4–6)

Write activities as actions with a clear deliverable (what will be produced or completed).

Activity	Deliverable	Lead (staff/partner)	Timing (month/quarter)

5) Budget Categories Needed (No numbers yet—what will you need to pay for?)

Tie budget items to activities. Include true costs: administration, reporting, data/evaluation, supplies, and required compliance tasks.

Budget category	What's included (examples)	Which activity does it support?	Notes / how you estimated
Personnel (staff time)	Which staff? Hours? Rate basis? (e.g., Project lead, finance/admin, data/reporting)		
Fringe benefits	If applicable (benefit rate % or standard org practice)		
Travel	Mileage, flights, lodging, per diem, car rental, registration		
Contractual / consultants	Grant writer, evaluator, engineer, trainer, facilitator, software support		
Supplies	Program supplies, printing, field supplies, outreach materials		
Equipment	Computers, tools, devices, other equipment (if allowed)		
Other / direct costs	Meeting space, communications, translation, childcare stipends, incentives (if allowed)		
Indirect / admin	If allowed: de minimis or negotiated rate; admin caps? (e.g., 8%)		

6) Partners & Support (Who helps, what they contribute, what you need from them)

Be specific. Partners should match the workplan and budget. Decide what documentation you need (LOS, MOU, proof of funding, data, match).

Partner	Contribution (cash, in-kind, data, staff, space, etc.)	Role in activities	What we need from them	Documentation