

Project Planning Form

I. COVER PAGE

A. Library Contact Information

Library Name		
Address Line 1	Address Line 2	
City	State	Zip Code
Contact Person Name & Title		
Phone Number (xxx-xxx-xxxx)	Extension	E-mail

B. Teaching Artist Contact Information

Teaching Artist Name		
Address Line 1	Address Line 2	
City	State	Zip Code
Phone Number (xxx-xxx-xxxx)	E-mail	

C. Program Title

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D. Workshop Schedule

Workshop Dates	
Workshop Times	Workshop Day(s) of the Week <i>(check all that apply)</i> <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Culminating Event Date(s)	
Culminating Event Time(s)	Culminating Event Day(s) of the Week <i>(check all that apply)</i> <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun

E. Requested Amount:

F. Total Project Budget:

G. Total Organizational Budget:

II. PROJECT SUMMARY

- A. Organizational Background:** In one to two paragraphs, describe your organization. Include history, mission, geography, populations served, programs and services provided, and total number of participants served.

- B. Project Description:** In one to two paragraphs, describe in broad terms workshop and culminating event activities and the goals for participants, including the target population and number of participants that will be served. What will the participants know and be able to do as a result of taking part in this workshop series. Include specific art-making skills, techniques, or knowledge. How will these activities promote Social Engagement?

***Note:** This description may also be used or adapted for marketing and recruitment, so consider how the description can 'sell' the program.

C. Project Timeline: Include a brief outline of activities and learning goals for each workshop.

A large, empty rectangular box with a thin black border, intended for the user to write a project timeline. The box occupies most of the page's vertical space below the instruction.

III. PROJECT NARRATIVE

A. Describe the targeted population: provide demographics, such as age range, ethnicity, socio-economic status, etc.

B. Describe the need this project will address: Explain why this project is necessary. Did you survey your patrons? Did you conduct a community resource evaluation? Consider highlighting library resources, such as collections, archives, facilities, etc.

C. Identify the library staff who will oversee this project: What are their roles and responsibilities?

***Note:** some funders may require resumes for individuals involved.

D. Identify the teaching artist who will facilitate this project:

What are their roles and responsibilities?

***Note:** some funders may require resumes for individuals involved.

E. If the workshops take place in a location other than the library, please explain why and identify the location and administrator in charge.

F. How will you promote this project and recruit participants? Describe your plans for marketing the project, including social media campaigns, blog posts, flyers, etc.

