



Grant Work Plan – Part One *(use a separate page for each grant application)*

Organization: _____ Person completing the plan: _____

Project Title: _____ Project duration: _____
(Mo/Yr to Mo/Yr – must begin after funding is approved)

Please identify primary project goals, action steps and how you will measure results. This information will help you plan your project implementation, as well as help you and RTCAR review the grant’s progress. At the end of the project, you must complete the Grant Work Plan-Final Report.

1 – Project Goals: <u>What specific benefit do you seek to achieve by the end of this project?</u> List up to three <i>measurable</i> goals for your project over the next 12 months. How will you know you are successful in accomplishing each goal?	2 -- Action Steps: <u>What key action steps will you carry out to achieve the grant’s desired results?</u> For each goal at left, list one or more key activities planned; include the target date for completion of each.	3 – Measurements: <u>How will you know that change is occurring?</u> For each goal, list one to three measurements. If your project involves a partnership with the EBCCI, indicate how you will measure/track involvement with the Tribe. See examples on page 3.
Goal A:	Date: Action:	
Goal B:		

Goal C:		
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Goal D Skill Building Goals: Preference is given to applicants who seek to improve the efficiency of their organizations both in connection with this project and in general. Please list skill building workshops or trainings your organization will obtain this year and what your expectation for the trainings will be. The Cherokee Preservation Foundation sponsors skill building workshops related to the grants free of charge and encourages grantees to attend. Please check out the CPF website at www.cpdfn.org.



Grant Work Plan – Final Report *(to be completed at the end of the project)*

Organization: _____

Project Title: _____ Grant # _____

At the end of each grant year (listed under “Project duration”), please complete and submit this page plus the required #6 (Budget Status Report).


Actual Outcomes of Project Goals: <u>Comment on the status of each goal and the results of the measurements.</u> Include information on any program or budget amendments.	What’s Next: <u>Describe what will happen related to the project in the future.</u> Will it continue to grow? Where will funding come from? Other comments?
Goal A:	
Goal B:	
Goal C:	

Goal D Actual Outcomes of Skill Building Goals: Please report on the skill building workshops or trainings your staff attended and how that affected the management of your grant.

6 – Budget status: Also submit a Budget Status Report (form to be provided by the Foundation) for the Foundation portion of the budget only, not the entire budget.

Sample Project Goals and Measurements

In order to be eligible for funding, projects must help achieve RTCAR's mission (see the mission below). Listed in the table are sample goals in the areas of environment, economic development, and cultural preservation.

Area	Sample goal <i>(What you want to have happen)</i>	Each goal has Action Steps (Program)	Sample measurement <i>(How you will know whether the change has happened)</i>
Environmental	Increased river cane supply		-Mapping of existing and added river cane -Number of acres added and amount harvested for Cherokee use
Environmental	More effective land use that leads to environmental and economic sustainability		-Analyze preserved and developed land -Land conservancy activity -Health of waterways
Economic	Increased numbers of small businesses owned and operated by enrolled members		-Number of businesses owned by enrolled members -Number of business loans to enrolled members
Economic	Revitalized downtown		-Lease rates -Number/type of façade, architectural and streetscape improvements -Levy for businesses
Cultural	Greater access to and participation in basketry classes		-Number of classes -Number of participants in classes
Cultural	Local cultural and historical organizations attract more visitors		-Analyze components/offerings of attractions -Collect zip-code reports to determine # and source of visitors
Cultural	High quality art is being broadly marketed		-Marketing and sales reports quantify promotion and revenue

When completing your Grant Work Plan, create your own goals. The RTCAR staff can help you identify your goals and determine your measurements.

RTCAR's Mission

RTCAR's funding objectives are to:

- Preserve and protect the uniqueness of Cherokee traditional art and natural resources
- Reclaim Cherokee youths' interest in cultural heritage, using educational methods that promote Cherokee identity and the development of positive cultural esteem.
- Expand and disseminate public knowledge about the protection and preservation of cultural artisan resources.
- Expand and enhance the network of organizations that demonstrate leadership toward the realization of RTCAR's goals.

