**DRAFT**

**Farm to Community Food Hubs Program**

**Track 2 Infrastructure and Operations**

**Workplan Required Template**

***Using this workplan template is required for your grant application. When submitting your full application package, please include your completed workplan as a Word document (no PDFs). The table below includes guiding examples for your reference and should be replaced by your own project workplan details.***

**Tips and Friendly Reminders**

* The grant term is estimated to be [to be updated in final Request for Application]
* “Project goals” give a broad or big picture statement of the overall thing the proposed project aims to accomplish.
* “Objectives” are things that will be measurable or knowable at the end of a project. They are the final results, which together achieve the project goal(s). Objectives provide a more detailed picture of what is to be accomplished. They are similar to goals but are more specific and more focused on timeframes and measurements.
* People reviewing grant applications will be scoring this workplan based on the Track 2 evaluation scoring criteria. Review the evaluation criteria in the Request for Application.

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**Project Goal(s):**

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| --- | --- | --- | --- |
| **Objective**  Which objective do the activities on the right help achieve? | **Activity / Task**  List and describe each planned activity/task that helps achieve the objective written on the left. | **Anticipated Timeline**  **(Month / Year)**  Choose informed and realistic timelines within the grant term. | **Who will do the work?**  Include project team, partners, and/or contractors when applicable. If hiring new staff or contractors to do the work and they are unknown at this time, write “Staff person to be hired” or “Contractor to be hired” |
| *Construct cooler and dry storage facility* | *Hire design build contractor*  *Review drawings with contractor*  *Attain all required permits from the county*  *Review status with contractor monthly* | *October 20XX – January 20XX* | *ABC Organization’s Project Coordinator*  *XYZ Organization’s Director*  *Contactor to be hired* |
| *Recruit and onboard producers in county* | *Contact list of local producers*  *Develop training materials for new producer members*  *Train producers on how to use inventory system* | *March 20XX – July 20XX* | *XYZ Organization’s Operations Coordinator* |
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