**Climate and Equity Grant Program**

**Work Plan Template**

Work plans do not need to be lengthy. Please see the template below for an optional outline to follow.

**Paragraph One:**

* Describe the major stages or planned steps of the proposed project
* Describe the results or deliverables expected from the proposed project by the end of the grant period (such as the creation of a resiliency plan, a specific number of outreach events, etc.).
* The project tasks should be clearly identified and the project results/deliverables should be clearly linked to the project’s measurable goal described in Question 2 of the narrative document.

**Paragraph Two:**

* Describe the people/groups who will be responsible for completing the project and any prior experience that makes them a good fit for the project. This experience may include professional history, formal education, community organizing, volunteer work, or other types of lived experience. It is not necessary to attach resumes.
* If partnering with additional organizations, describe the mission of the partnering organizations and the roles of each organization within the proposed project (what each organization will be responsible for, how they will work together, etc.).

**Timeline (may be in paragraph, list, or table form):**

* Indicate the timeline for completing each of the stages of the project described in Paragraph One.
* Indicate any important project milestones (such as hiring a staff member, beginning a workshop series, completing a first draft of a plan, etc.)
* Remember that the grant period is from January – December 2025.

**Example Timeline in Table Format**

**(exact tasks and dates can be adjusted to fit each project):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Major Tasks and Project Milestones** | **Jan - Mar 2025** | **Apr - June 2025** | **July - Sept 2025** | **Oct - Dec 2025** |
| **Ongoing: Attend 5 state planning meetings (CEEJAC and subcommittees)** | X | X | X | X |
| **Identify or hire a staff member to lead the development of a community resilience plan** | X |  |  |  |
| **Identify key community stakeholders** | X |  |  |  |
| **Develop outreach and/or workshop materials** | X |  |  |  |
| **Hold public workshops, listening tours, and/or targeted outreach events with key community stakeholders to identify and discuss community needs** |  | X |  |  |
| **Draft list of prioritized community resilience actions** |  | X |  |  |
| **Draft community resilience plan** |  |  | X |  |
| **Gather community feedback on resilience plan through public meetings and targeted outreach** |  |  | X |  |
| **Finalize resilience plan** |  |  |  | X |
| **Share final plan with the community through a public presentation** |  |  |  | X |
| **Submit final project report and a copy of the final community resilience plan to CIRCA** |  |  |  | X |