

Work Plan & Required Documents

Department of Energy & Environment: Grant Writing Workshop Series

Tuesday, October 2nd 2018

5:30 – 8:00 PM

GOALS	Learn how to draft a comprehensive work plan and what the necessary documents for a complete application package are.
OBJECTIVES	Develop a template request for supporting documents and a plan of work activities with a beginning, middle, and end for a set period of time.
TAKEAWAYS	Plan ahead and request help early!
HOMEWORK	Refine you work plan and beginning compiling required documents.

Agenda

- 5:30 PM** **Registration & Networking**
- 6:00 PM** **Welcome & Introductions**
- *Kara Pennino, Department of Energy & Environment*
- 6:05 PM** **Last Week Recap**
- 6:10 PM** **Project Work Plan 101**
- 6:35 PM** **Community Stormwater Solutions Grantee**
- *Erin Garnaas-Homes, Anacostia Waterfront Trust*
- 6:45 PM** **Workbook Activity Part 1: Work Plan**
- 7:10 PM** **How to Measure Success**
- 7:20 PM** **Workbook Activity Part 2: Outputs, Outcomes, and Deliverables**
- 7:40 PM** **Required Documents**
- 7:45 PM** **Closing Remarks**