WESSINGTON SPRINGS AREA COMMUNITY FOUNDATION
Project Planning Tool

This is not mandatory for our application but is a great tool to help you in your efforts to collaborate with others and provide a successful project for your community (adapted from District III).

1. Who (lead person or group) _____

    a. Partner _____ Role _____ Benefit _____

    b. Partner _____ Role _____ Benefit _____

    c. Partner _____ Role _____ Benefit _____

2. What (*materials, plans, licenses, permits, paperwork, etc. are needed to follow thru on the project?*)

_____

_____

_____

_____

3. When (*will each part of the project be carried out? Deadlines, etc…*) _____

_____

_____

_____

_____

4. Where (*is the "home" of this project, or what are the parameters?*) _____

_____

_____

_____

5. Why (what is the mission or vision of this project ~ beyond the initial design) _____

_____

_____

_____

6. How (specific plan to carry through with the project):

    a. Preliminary work _____

    b. Hands on _____

    c. Funding _____

    d. Maintenance _____

    e. Other _____

7. Approvals: City Council _____ County Commissioners _____ Other _____

8. Deadlines to meet: _____

9. Budget Costs:

    a. Materials _____ $ _____

    b. Labor _____ $ _____

    c. Equipment _____ $ _____

    d. Marketing _____ $ _____

    e. Maintenance _____ $ _____

    f. Other _____ $ _____

                                          Budget Costs TOTAL   **$ _____**

10. Funding Sources:

    a. Grants _____ $ _____

    b. Donations _____ $ _____

    c. Fund-raiser _____ $ _____

    d. In-kind _____ $ _____

    e. Other _____ $ _____

                                          Funding Source TOTAL   **$ _____**

11. Proposed Completion Date: _____