

# Golden LEAF Community-Based Grants Initiative

## Project Worksheet

The purpose of this worksheet is to gather a **high level overview** of potential Golden LEAF projects that will allow Golden LEAF staff to provide feedback on a project idea. It is not an application form and does not require the detailed level of information that would be expected in an application. This worksheet was adapted from a similar tool developed by the NC Rural Center project team coaches. This worksheet includes three parts: Project Overview, Project Budget, and Project Outcomes. Please complete all three parts or indicate that the information is not available. If necessary, in your responses you can include links to outside resources, or you may attach additional information.

Golden LEAF understands that potential applicants may not have answers to all of the questions at this time. Responses to these questions should be brief and focused.

If you have any questions about this form, please contact [CBGI@GoldenLEAF.org](mailto:CBGI@GoldenLEAF.org). This worksheet is due to your county manager at their specified deadline and should **not** be sent directly to Golden LEAF unless your organization has been designated as a regional project.

<b>Organization</b>	
<b>County</b>	
<b>Project Contact Name</b>	
<b>Project Contact Role</b>	
<b>Project Contact Email</b>	

*You will have the opportunity to list additional key staff later in this document.*

### Project Overview

- 1. What is the issue that your project addresses? What is the need or demand in your community for the services you will provide? If available, include data or documentation of demand that helps define the issue. (limited to 1500 characters)**

**2. How does your project align with the Golden LEAF priorities of job creation and economic investment, workforce preparedness, or agriculture? (limited to 1500 characters)**

**3. Describe your project. What are the key elements and what steps will you take to implement them? Provide an overview of the major project activities and a timeline. (limited to 1500 characters)**

**4. Who will you serve with this effort? Describe the support you have from the people or organizations that you plan to serve with the project. For example, if you are planning a workforce development project, do you have engagement of employers? from the potential trainees? If you are considering an agriculture project, have farmers expressed interest in your work? (limited to 1500 characters)**

5. **Complete the table at the end of this document with the Golden LEAF priority outcomes you expect to achieve, if you know them.** *(Projects are not expected to address all priority outcomes.)*
  
6. **Complete the project budget form included in this document.**
  
7. **In addition to the Golden LEAF priority outcomes outlined, what other outcomes would you achieve and what would success look like?** *(limited to 1500 characters)*

8. **Why is your organization particularly suited to implement this project? What background, resources, connections, and experience does your organization offer?** *(limited to 1500 characters)*

**9. Who else is working on this issue or similar issues in your community? Who are potential partners? List organizations that are collaborating with you.**

Organization	County	Contact Person Name	Contact Person Email

**10. List the key staff involved in implementing the project.**

Name	Role	Email

## Project Budget

Complete the project budget form below by inserting a dollar amount in the appropriate cells. The budget does not have to be final, but should give a general idea of the amount to be requested of Golden LEAF and the amount needed from other sources. The form includes a few high-level budget categories for your use. More detailed information is not required. *You may add other categories in the remaining cells on the Line Item column if needed.*

<b>Line Item</b>	<b>Golden LEAF Request <i>(in dollars)</i></b>	<b>Other Funding Sources (Committed) <i>(in dollars)</i></b>	<b>Other Funding Sources (Requested) <i>(in dollars)</i></b>
<b>Equipment/Supplies</b>	\$	\$	\$
<b>Construction</b>	\$	\$	\$
<b>Design/Engineering</b>	\$	\$	\$
<b>Services</b>	\$	\$	\$
<b>Personnel</b>	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

## Project Outcomes

What specific Golden LEAF priority area outcomes will you address? Complete the table below with the Golden LEAF priority outcomes you expect to achieve, if you know them, and the source of data you will use to track them. *Projects are not expected to address all priority outcomes.*

Information about outcomes is available here: <https://www.goldenleaf.org/priority-area-outcomes/>

<b>Outcome</b> <i>Choose any that your project will achieve</i>	<b>Goal</b> <i>Input a number</i>	<b>Source of Data</b>
New full-time jobs created		
New investment in privately owned property, plant, and equipment	\$	
Investment in publicly owned infrastructure	\$	
Average annual wage of new full-time jobs	\$	
Business start-ups		
Increase in students completing at least one curriculum program in the area funded		
Increase in students completing at least one continuing education course or program in the area funded		
Increase in students earning at least one industry/third party certification, license, or other non-academic credential in the area funded		
Increase in students completing CTE pathways in the area funded		
Increase in students participating in work-based learning		
Increase in students receiving meaningful exposure and opportunities to explore local career opportunities		
Number of participants at agricultural trainings		
New publications directed towards farmers		
Monthly use of agricultural facilities that benefit farmers		