This document is a tool to record your project planning and you will use the information collected here to complete your Financial Assistance Program application.

**Project Need Statement:** (This project will address specific urban and/or community forestry needs. No more than three sentences describing what are the needs and how they were identified.)

**Project Goal:**

* **Primary Objective:** (Select one goal/objective category)
* **Project Goal Statement: (**One sentence describing what will have been accomplished by the end of the project.)

**Project Objectives:** (In order of completion, up to six or fewer will be required,)

1. **Objective Category Name:**  (Select the Goal/Objective Category)
	1. **Practices & Activities:** (List the Practices & Activities of that Objective Category that will be completed.)
	2. **Objective Statement:** (A single objective statement describing the deliverable(s) that will be accomplished and when.)
2. **Objective Category Name:**  (Select the Goal/Objective Category)
	1. **Practices & Activities:** (List the Practices & Activities of that Objective Category that will be completed.)
	2. **Objective Statement:** (A single objective statement describing the deliverable(s) that will be accomplished and when.)
3. **Objective Category Name:**  (Select the Goal/Objective Category)
	1. **Practices & Activities:** (List the Practices & Activities of that Objective Category that will be completed.)
	2. **Objective Statement:** (A single objective statement describing the deliverable(s) that will be accomplished and when.)
4. **Objective Category Name:**  (Select the Goal/Objective Category)
	1. **Practices & Activities:** (List the Practices & Activities of that Objective Category that will be completed.)
	2. **Objective Statement:** (A single objective statement describing the deliverable(s) that will be accomplished and when.)
5. **Objective Category Name:**  (Select the Goal/Objective Category)
	1. **Practices & Activities:** (List the Practices & Activities of that Objective Category that will be completed.)
	2. **Objective Statement:** (A single objective statement describing the deliverable(s) that will be accomplished and when.)
6. **Objective Category Name:**  (Select the Goal/Objective Category)
	1. **Practices & Activities:** (List the Practices & Activities of that Objective Category that will be completed.)
	2. **Objective Statement:** (A single objective statement describing the deliverable(s) that will be accomplished and when.)

**Project/Advisory Team:**

* Team Lead:
* Administrative Lead:
* Urban Forestry Professional/Lead:
* Community Forestry Professional/Lead:
* Municipal Project Team Member
* Project Team Members & Roles:
* Advisory Committee members: (If a separate committee exists in addition to the project team.)

**Partners**

* Names of organizations that are partnering on the project.

**Supporters**

* Names of organizations that support completion of the project.

**Project Duration:**

* Six months Nine months 12 months Longer:

**Scope of Work Narrative:** A short narrative, based on your project schedule and description, summarizing the sequence of how and when the objectives will be completed and by whom.

**Project Strategies/Notes:**