



California Department of Food and Agriculture
Office of Grants Administration

2018 Specialty Crop Block Grant Program Project Objectives and Work Plan



Project Objectives and Work Plan

- Download, complete, and attach the Microsoft Word (.doc) Project Objectives and Work Plan template.
- Grounds for disqualification:
 - Missing, blank, unreadable, corrupt, or otherwise unusable attachments.
 - Proposals that include activities outside the grant duration.

*Submit as a Microsoft Word document.
Do not submit a PDF file.*

**2018 Specialty Crop Block Grant Program
PROJECT OBJECTIVES AND WORK PLAN**

Proposal Identification Number (PIN) <i>(five digit number assigned in FAAST)</i>	
Project Start Date <i>(projects cannot start before November 1, 2018)</i>	
Project End Date <i>(projects cannot end after April 30, 2021)</i>	

Objective 1: [Describe the objective that will be accomplished]

Objective 1 Activities	Performed by	Timeline
[Describe each activity that will support Objective 1]	Title	Mon Year - Mon Year

Objective 2: [Describe the objective that will be accomplished]

Objective 2 Activities	Performed by	Timeline
[Describe each activity that will support Objective 2]	Title	Mon Year - Mon Year



Project Information

- Proposal Identification Number (PIN)
- Project Start Date
- Project End Date

2018 Specialty Crop Block Grant Program PROJECT OBJECTIVES AND WORK PLAN

Proposal Identification Number (PIN) <i>(five digit number assigned in FFAST)</i>	
Project Start Date <i>(projects cannot start before November 1, 2018)</i>	
Project End Date <i>(projects cannot end after April 30, 2021)</i>	



Objectives

- Identify the main goals the project is seeking to accomplish.
- All projects must have at least one objective.

Objective 1: [Describe the objective that will be accomplished]



Objective Example

- **Objective 1:** Develop a California specialty crop nutrition campaign, “Cooking with Parents,” aimed at encouraging children to try one new California specialty crop each month and cook with their parents.



Objective Activities

- Describe the tasks necessary to accomplish each of the identified project objective(s).
- If more than six activities will be required for any of the objectives, add additional rows as needed.

Objective 1 Activities
[Describe each activity that will support Objective 1]



Objective Activity Example

- Objective 1 Activities
 - Develop overall campaign goals and objectives
 - Create educational poster to be distributed to local schools
 - Prepare take home kits for children to use with their parents.

Objective 1 Activities
Develop overall campaign goals and objectives
Create education poster to be distributed to local schools
Prepare take home kits for children to use with their parents



Performed By

- Identify which members of the project team will do the work for each activity listed.
 - e.g., personnel, project participants, contractors and/or subrecipients, etc.

Performed by

Director

Program
Manager

Director,
Technical
Assistant



Timeline

- Provide the estimated beginning and end dates for when each activity will be accomplished.
 - Only include activities occurring within the grant period (November 1, 2018 – April 30, 2021)

Timeline
Nov 2018 – Jan 2019
May 2019
Jun 2019 – Feb 2020



Completed Example

2018 Specialty Crop Block Grant Program PROJECT OBJECTIVES AND WORK PLAN

Proposal Identification Number (PIN) <i>(five digit number assigned in FAAST)</i>	12345
Project Start Date <i>(projects cannot start before November 1, 2018)</i>	November 1, 2018
Project End Date <i>(projects cannot end after April 30, 2021)</i>	March 3, 2021

Objective 1: Develop a California specialty crop nutrition campaign, “Cooking with Parents,” aimed at encouraging children to try one new California specialty crop each month and cook with their parents.

Objective 1 Activities	Performed by	Timeline
Develop overall campaign objectives.	Director	Nov 2018 – Jan 2019
Create educational poster to be distributed to local schools.	Program Manager	May 2020
Prepare take home kits for children to use with their parents.	Director, Technical Assistant	Mar 2020 – Feb 2021



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2018 Specialty Crop Block Grant Program Cost Sharing



Cost Sharing

Only required for proposals that include matching funds or in-kind contributions

- Matching funds: Dollar amount committed to your project from a source other than the SCBGP.
- In-kind contributions: Estimated dollar value of time, property, or supplies donated to your project.



Cost Sharing

2018 Specialty Crop Block Grant Program COST SHARING SUMMARY

Proposal Identification Number (PIN) <i>(five digit number assigned in FFAST)</i>	12345
Total Amount of Cost Share Committed to the Project	\$40,000

Amount	Type of Cost Share* <i>(Matching Funds or In-Kind Contribution)</i>	Source	Summary of Activities or Costs Covered with Matching Funds or In-kind Contributions
\$30,000	Matching Funds	Park Place	The Park Place discretionary fund will purchase necessary field equipment including a cannon and racecar needed for objective two.
\$10,000	In-Kind Donation	Mr. Money Bags	Mr. Money Bags will donate 20 percent of his time for two years to manage program income.



Questions

