



California Department of Food and Agriculture
Office of Grants Administration

2019 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.*

**2019 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, 2019)</i>	
Project End Date <i>(projects cannot end after April 30, 2022)</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

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Proposal Identification Number (PIN) <i>(five-digit number assigned in FFAST)</i>	
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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

Objective 1 Activities
Develop overall campaign goals and objectives.
Create educational poster to be distributed to local schools.



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, 2019 – April 30, 2022)

Timeline
Nov 2019 – Dec 2019
Jan 2020
Mar 2020 – May 2020



Completed Example

2019 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 11/1/2019)</i>	11/1/2019
Project End Date <i>(projects cannot end after 4/30/2022)</i>	3/01/2022

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 goals and objectives.	Project Director	Nov 2019 – Dec 2019
Create educational poster to be distributed to local schools.	Designer	Jan 2020 – Mar 2020



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2019 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

2019 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	\$75,000

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
\$15,000	In-Kind Contribution	California University	Lab Manager Jane Doe will donate 15 percent of her time for two years to supervise plant storage conditions and oversee plant analyses by the Student Assistants, valued at \$15,000.
\$15,000	Matching Funds	California University	California University will also pay for travel costs incurred to carry out objectives two and three, valued at \$15,000.



Questions

