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 Needs Statement:** (This project will address specific urban and/or community forestry needs and opportunities. No more than four sentences describing and quantifying the needs and opportunities, and how they were identified.)

**Project Goal:**

* **Primary Objective:** (Select one practice/activity category.)
* **Project Goal Statement: (**One sentence summarizing the major U&CF practices and/or activities that will be accomplished by the end of the project to address the U&CF needs and capitalize on the opportunities.)

**Project Objectives:** (In order of completion)

1. **Objective** 
   1. **Practices & Activities:** (List the practices and activities that will be completed.)
   2. **Objective Statement:** (A single milestone accomplishment statement summarizing the practices and activities that will be accomplished and the Quarter of completion.)
2. **Objective** 
   1. **Practices & Activities:** (List the practices and activities that will be completed.)
   2. **Objective Statement:** (A single milestone accomplishment statement summarizing the practices and activities that will be accomplished and the Quarter of completion.)
3. **Objective** 
   1. **Practices & Activities:** (List the practices and activities that will be completed.)
   2. **Objective Statement:** (A single milestone accomplishment statement summarizing the practices and activities that will be accomplished and the Quarter of completion.)
4. **Objective** 
   1. **Practices & Activities:** (List the practices and activities that will be completed.)
   2. **Objective Statement:** (A single milestone accomplishment statement summarizing the practices and activities that will be accomplished and the Quarter of completion.)
5. **Objective** 
   1. **Practices & Activities:** (List the practices and activities that will be completed.)
   2. **Objective Statement:** (A single milestone accomplishment statement summarizing the practices and activities that will be accomplished and the Quarter of completion.)
6. **Objective** 
   1. **Practices & Activities:** (List the practices and activities that will be completed.)
   2. **Objective Statement:** (A single milestone accomplishment statement summarizing the practices and activities that will be accomplished and the Quarter of completion.)
7. **Insert additional objectives as needed.**

**Project/Advisory Team:**

* Team Lead:
* Administrative Lead:
* Urban Forestry Professional/Lead:
* Community Engagement Lead:
* Communications Professional:
* Municipal Project Team Member:
* Project Team Members and 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:**