MDH CHE logo

# Attachment C: Addressing Diabetes Through Community Solutions for Healthy Food Access Workplan

October 1, 2024 – June 30, 2025 (first year only)

## Applicant Information

**Grantee Organization:**

**Project Name:**

**Population(s) Served:**

## Workplan Instructions

### Project Objectives

***Objectives are major steps the program will take to reach its goal of reducing disparities and improving heart health outcomes in the chosen category.*** Ensure that each objective is SMART:

**S**pecific: concrete and well-defined

**M**easurable: can determine what changed and how much it changed

**A**chievable: feasible to put into action

**R**ealistic: considers constraints such as resources, personnel, cost, and time frame

**T**ime-Bound: time frame for the objective

**I**nclusive: brings in traditionally excluded people and/or groups into processes, activities, and decision making in a way that shares power

**E**quitable: Includes an element of fairness and justice that addresses systemic inequity and oppression

One way to create an objective is, “By (date), (amount of change) of (what population) will (action of change).”

### Project Strategies

For each objective, specify strategies. ***Strategies are general approaches to meet an objective***. Think of strategies as the “how” of the project while activities are the “what.”

### Project Activities –Workplan Tables

The workplan tables must include all activities planned for the first fiscal year. The sustainability section allows you to describe future activities for years 2 and 3. ***Activities are the “what” of the project to accomplish the “how” of the strategies***. For each activity, include the: activity, staff and community partners involved, start and end date, and outputs.

### Workplan Example

***Objective****: By June 30, 2025, increase the availability of culturally appropriate fruits and vegetables by 20% in two local corner stores in Community X (rural Minnesota).*

***Strategy****: Partner with produce distributors to supply corner stores with fresh produce.*

| Activity | Lead Person & support staff | Partners Involved | Timeline | activity output |
| --- | --- | --- | --- | --- |
| *Example: Identify produce distributors serving community* | *Example: Project Manager* | *Example: food distributors/local farmers* | *October 2024-November 2024* | *Example: # of identified produce distributors* |
| *Example: Assess current availability of fruits and vegetables in two corner stores* | *Example: Project Manager* | *Example: corner stores, community volunteers* | *October 2024-November 2024* | *Example: Report documenting current availability of fruits and vegetables (canned, frozen, and fresh) in corner stores* |

**Sustainability Plans for Years 2 and 3:** *Briefly describe plans for year 2 here.*

## Year 1 Workplan

Please complete the template below.

**Objective:**

**Strategy:**

| Activity | Lead Person & support staff | Partners Involved | Timeline | activity output |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

*Note: Add headings, rows and tables as needed to align with your project.*

### Sustainability Plans for Year 2: