

# Capacity Strengthening Initiative Work Plan

A P R I L 1 , 2 0 2 4 – J U N E 3 0 , 2 0 2 5

P R O J E C T W O R K P L A N

**Organization**:

**Contact Name**:

**Email**:

**Phone**:

**Instructions:** Add and/or delete rows as needed to align with your project. The first two are sample activities. Please delete these sample activities from your final workplan before submission.

**Grant Program Objective:** *(check all that apply)* ☐ Organizational Partnerships ☐ Infrastructure Improvement ☐ Workforce Development

## Project Activities

| **Activity** | **Description** | **Activity Output (SMART)** | **Timeline** | **Key Staff and Partners (please use staff titles)** |
| --- | --- | --- | --- | --- |
| ***Sample Activity:*** *Hire a fundraising Coordinator* | *The fundraising coordinator will be primarily responsible for devising, implementing, and managing fundraising campaigns and initiatives. The coordinator will:** *Evaluate and refine current fundraising strategies.*
* *Build relationships with potential donors.*
* *Identify new grant opportunities.*
 | *0.50 FTE Fundraising coordinator will be hired.* | *April 2024 – July 2024* | *Project Manager* |

1

| **Activity** | **Description** | **Activity Output (SMART)** | **Timeline** | **Key Staff and Partners (please use staff titles)** |
| --- | --- | --- | --- | --- |
| ***Sample Activity:*** *Increase capacity for fundraising* | *Adding a fundraising coordinator will allow the organization to:** *Have a dedicated staff member focused on* fundraising*, ensuring consistency in efforts.*
* *Have a refined and focused approach to fundraising, ensuring potential donors are approached in a strategic manner.*
* *Experience an increased ability to secure donations, grants, and other forms of funding, leading to financial stability and growth.*
 | * *Plan and host one fundraising event*
* *Create a mechanism to engage potential funders through dissemination of newsletters.*
* *Fundraise 20% more funding for the organization compared to its last quarter.*
 | *Aug 2024 – Jun 2025* | *Fundraising Coordinator* |
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| **Activity** | **Description** | **Activity Output (SMART)** | **Timeline** | **Key Staff and Partners (please use staff titles)** |
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