

# Capacity Strengthening Initiative Work Plan

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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* |

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| **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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Minnesota Department of Health, Center for Health Equity  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-5813  
health.capacity@state.mn.us   
www.health.state.mn.us

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*To obtain this information in a different format, call 651-201-5813.*