

Exercise #2

Assessing and Documenting Need

The foundation on which the entire grant proposal rests is a solid needs assessment. This exercise will provide you with an opportunity to think about the questions that you would ask to assess and document the need for a grant project.

Instructions: As a group, using the project selected in Exercise #1, develop answers to the following questions.

- A. Who are the end users or target population for the project? In other words, who will be affected by it?

- B. What kinds of data will you need to collect?

- C. What methods will you use (e.g., telephone or mail survey, interviews, etc.)?

- D. How will you involve the target population in the needs assessment?

- E. What resources will you need (e.g., commitment of staff time, money for outside consultant)?

- F. Write down five questions that you will ask (in a survey, interview, etc., depending on your methods) to assess and document the need for this project.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

- G. Now fill in sections 2 and 3 on your Project Planning Worksheet.