

No Child Left Inside 2024 Grant Program
Sample Workplan - For Larger Grants application only

Project Title _____

Task #	Name of task	Sub-task	Description of task	Person responsible	Timeframe	Grant funds used	Match applied	Total cost
1	Recruit participants	1A	Prepare marketing materials and advertise course	Program coordinator	June 2024	\$0.00	\$500.00	\$500.00
2	Course preparation	2A	Course development and preparation	Teacher	June – July 2024	\$0.00	\$1,500.00	\$1,500.00
		2B	Purchase equipment and supplies	Program coordinator	June 2024	\$9,500.00	\$5,120.00	\$14,620.00
3	Course implementation	3A	Classroom introduction	Teacher	September 2024	\$300.00	\$120.00	\$420.00
		3B	Outdoor class programs	Teacher, volunteers	September 2024 - April 2025	\$8,000.00	\$8,000.00	\$16,000.00
		3C	Final program at family day	Teacher, volunteers	April 2025	\$1,240.00	\$600.00	\$1,440.00
		3D	Classroom wrap up and recognition, meet with staff and volunteers	Teacher	May 2025	\$300.00	\$120.00	\$420.00
4	Evaluation	4A	Assess participant knowledge before course begins	Teacher	July 2024	\$50.00	\$240.00	\$290.00
		4B	Assess participant knowledge gained after completing course	Teacher	May 2025	\$50.00	\$240.00	\$290.00
5	Reporting	5A	Compile and submit final report	Program coordinator	June 2025	\$0.00	\$300.00	\$300.00
					Grand Totals	\$19,440.00	\$16,740.00	\$33,180.00