

**IMPORTANT DATES**

**October 2017**

October: Grant cycle opens.

**October 6 – November 21, 2017**

Resourceful Communities team members will be available to discuss your proposed CNEF project and provide assistance to CNEF applicants, including discussion of draft application.

**December 2017**

December 15: CNEF applications due via email to [smallgrants@conservationfund.org](mailto:smallgrants@conservationfund.org) by 11:59 pm.

**January 2018**

January 25: Final reports due via email to [smallgrants@conservationfund.org](mailto:smallgrants@conservationfund.org) for CNEF grantees that received funds in 2017.

**March 2017**

March 22: 2018 CNEF grants announced.

**January 2019**

January 25: Final reports due via email to [smallgrants@conservationfund.org](mailto:smallgrants@conservationfund.org) for CNEF grantees that received funds in 2018.

If you have questions, please email [smallgrants@conservationfund.org](mailto:smallgrants@conservationfund.org) or call Kathleen Marks at (919) 951-0111.

***Continued***

## GENERAL PROJECT TIMELINE

### Preparing for a Successful Project: Before You Apply for Funding

- **Do your research:** How do you know this work is needed?
- Engage the **people who will benefit** from your proposed project in planning and decision-making. Meet with them to discuss the proposed project. Identify ways they can be involved to help define, deliver, and strengthen your project activities.
- **Reach out to project partners** to gain commitment and define roles/ responsibilities.
- Think about **what you will need to carry out the work:** current or additional staff/ volunteers; supplies or equipment to be purchased/ donated; materials to be developed; access to additional space/ land; etc. Start this process early, especially if it requires outreach or vetting volunteers.

### Getting the Project Underway

- Develop a **basic work plan** that describes what you will do to carry out your project. Once programming begins, what will your project look like on a **day-to-day basis, including who you will serve, what activities you will do, how many and how often.**

### Ongoing

- Evaluate! Evaluation is ongoing. It does not begin after the project is completed.
- Tracking impacts helps you strengthen programming and garner support for your work.
- Consider:
  - What you hope will change because of your project?
  - Who will benefit?
  - How many will benefit?
  - By when?
- How will you collect this information? Will you:
  - Count participants or weigh produce sold?
  - Perform surveys or pre-/post-tests?
  - Take before and after photos?
  - There are many strategies to measure results.
- Who will collect this information?