

Handout 2-2 Create Your Project Notebook

Develop a Program Notebook before you begin writing your grant application. The notebook should be updated constantly with new information and resources. Suggested notebook tabs are described below. Suggestions for the type of information to include in the tabbed sections are provided.

Notebook Tabs	Suggested Information To Include
Project Description	<ul style="list-style-type: none"> • Mission • Values • Organizational chart • Board of Directors/Advisory Board information • Board of Directors/Advisory Board meeting minutes • Committee lists • Meeting minutes • Certifications • Facility location/information • Recent contact information (phone, fax, e-mail) • Outreach process and methods • Newspaper articles • Flyers • Client contact information • Agency presentations and materials • Community contacts • Partnerships • Stakeholder information • Service agencies • Community groups • Key community liaisons • Community meeting minutes • Key community partners • Local statistics and census data • Noted gaps in services • Data specific to your target group • Letters from partnering groups • Testimonial letters from clients served
Project Approach	<ul style="list-style-type: none"> • Sample consent forms • Specific, measurable, achievable, realistic, and time-limited objectives • Outcome objectives • Process objectives • Product objectives • Consumer focus group reports • Cultural competence materials • Consumer recruitment and retention plans

Handout 2-3
Update and Revise Project Materials Checklist

Use this checklist to ensure that your project materials are updated and revised.

- Are my job descriptions updated and relevant to the proposed project idea?
- Are my resumes revised to clearly reflect my project services?
- Are my marketing materials (e.g., brochures, posters, logo, giveaways, public service announcements) current?
- Do my committee lists (e.g., volunteer training, fundraising, community liaison, staff development) have the correct information on them?
- Are my project and client files complete and standardized? Do they meet compliance standards? Are consent forms in order for current services?
- Are my consent forms revised to reflect my current program?
- Are my meeting minutes (board and staff) updated?
- Are my certifications, licenses, and inspections updated?
- Are my facility improvement documents filed and accessible?
- Is my organizational chart current?
- Is my budgeting information organized?
- Do I have possible evaluation information tools for performance measurement and indicators for project success?