

# Grantee Work Plan (submitted at the beginning of the grant period)

## General Instructions to Grantees:

Please submit a 1-2 page narrative description (Work Plan) summarizing the grant project deliverables in a format similar to the format outlined below.

### *Grantee Letterhead & Logo*

*Grantee Name*

*Grantee Address*

*MDVA Grant Type (e.g. Legislative, SOT/competitive Grant etc.)*

### *Work Plan*

*Date of Report:* \_\_\_\_\_

*Prepared by (name/title):* \_\_\_\_\_

*Grant Period: (e.g. 2/1/19 – 1/31/19):* \_\_\_\_\_

*Purpose of grant:* \_\_\_\_\_

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- 1. What is the problem/situation that grant project seeks to address?*
  - 2. How will grant project address the problem?*
  - 3. How will veterans (and family member's) lives be improved upon successful completion of the grant project? (inc. How many veterans will be served)*

*Grantee Authorized Representative* \_\_\_\_\_ *Date:*