



Grantee Work Plan Instructions

Instructions to Grantees:

Using organization letterhead, please model the Work Plan (2-4 pages) on the format below, including question headings, to summarize the proposed grant “deliverables” or outcomes.

Grant Organization Name: _____

MDVA Grant Type:

SOT/competitive ___ CVSO/competitive ___ SOT/VSO ___ SOT/fast-track ___ Legislatively named (VSO) ___
Legislatively named (Other) ___

Date: _____

Prepared by (name/title): _____

Grant Period: (e.g., 2/1/23 – 1/31/25): _____

Purpose of grant (summarize in 2-3 sentences):

Grant Award Amount: _____

1. Describe the problem/situation that Grant Program/Activity seeks to address.
2. Provide a detailed description of the Grant Program/Activity. Include sample programs, schedules of activities (if applicable). Address the following:
 - WHAT – What specifically will be done?
 - WHO – Who will do it (e.g., staff, volunteer, contractor etc.)?
 - WHEN – Timeframe of when it be done?
 - WHERE – Where will it be done?
3. Describe how the Grant Program/Activity will address the problem/situation.
4. How will veterans (and family member’s if applicable) lives be improved upon successful completion of the grant project? (Include how many veterans will be directly served as a result of the grant?)
5. Additional information