

Form A: CanRenew Project Narrative, Workplan, and Certifications

Project design, methods, and workplan (up to 25 points)

Complete the project design template below, using in-text citations to support your determination of the need and best practices. Address the community needs the project aims to meet, and explain how it promotes development, safety, and stability in communities disproportionately harmed by cannabis prohibition. Finally, provide a detailed workplan from start to finish, including milestones, tasks, and the project period.

Helpful resources:

- [Finding & Using Evidence / Minnesota Management and Budget \(MMB\)](#)
- [OCM Social Equity Verification Map](#)

Step 1: What population will the project be targeting? (Up to 500 characters, including spaces)

*Check the eligible population(s) served and use the space below to share additional details, including **which geographic communities served**.*

- ☐ Long-term residents of eligible communities
- ☐ Justice-impacted individuals
- ☐ Military veterans
- ☐ Emerging farmers



Step 2: How has this target population been harmed by cannabis prohibition?

(Up to 3000 characters, including spaces)

You may use a combination of local statistical data, community narratives, and/or other studies that can be tied to the target population to answer this question.



Step 3: How will this project repair the harm identified in Step 2? (Up to 3000 characters, including spaces)

Check one or more of the project types below and use the space below to further describe strategies and how they repair harm. Explanations of how the strategy repairs harm should reference formal evaluations and/or community wisdom to make the connection.

- | | |
|--|--|
| ☐ Economic development | ☐ Civil legal aid |
| ☐ Improving social determinants of health | ☐ Re-entry programs (including job placement) |
| ☐ Violence prevention | ☐ Something else |
| ☐ Youth development | |



Step 4: How many individuals will be impacted by the project? (Outputs)

- ☐ Project will provide direct services to ___ individuals/families
- ☐ Project will host ___ [events], reaching ___ individuals
- ☐ Project will develop ___ [products], with a potential audience of ___ individuals
- ☐ Build your own output statement:



Step 5: How will the target community be transformed as a result of the project? How will you know you achieved your goal? (Outcomes) (Up to 2,000 characters, including spaces)

Workplan

Applicants must complete the work plan template provided. The work plan will be used as a roadmap throughout the life of the grant and used as the basis for quarterly project reporting. The work plan allows you to describe the day-to-day activities of a project, as described above. The plan should include the activity, how the activity effects change, frequency and duration of activities, and who will implement these activities. The activities and their intended effect should expand on the goals and activities described in the project design template above. An example of how the workplan template should be used is on the following page.*

Activity	How activity effects change	Frequency of activities	Outputs	Start	End	Key Staff and Partners (use titles)

Example workplan

Project title: Healthy Lives

Project summary: This project is dedicated to improving the health and well-being of veterans' families by enhancing access to healthcare and wellness resources through community health fairs and 12-week nutrition and fitness workshops.

Goal: Improve social determinants of health

Outcome desired: Enhance access to healthcare and wellness resources

Activity	How activity effects change	Frequency of activities	Outputs	Start	End	Key Staff and Partners (use titles)
Table at a minimum of four community health fairs or other community events	Enhanced community awareness of health resources	Quarterly	Number of booth visitors/number of recruits and referrals to nutrition/fitness classes	Planning and development July 2025 Tabling: September 2025	Planning and development: August 2025 Tabling: June 2026	Community health program coordinator Health and wellness director
Offer 12 weeks of nutrition and fitness workshops (weekly, 30 participants)	Increased utilization of healthcare services Increased confidence and skills in navigating healthcare systems	Weekly	Number of participants number of workshops taught Number of participants retained	Planning and development July 2025 Outreach and recruitment: September 2025 Weekly sessions: January 2025	Planning and development: August 2025 Outreach and recruitment: December 2025 Weekly sessions: March 2026	Community health program coordinator Health and wellness director

Organization capacity and relevant experience (up to 25 points)

Discuss how your organization's mission, vision, and values align with the goals for CanRenew.*
(500 characters, including spaces)

Has your organization previously received grants from any source for similar projects?*

- ☐ Yes
☐ No

If yes, list project name(s), funding source(s), date(s), and amount(s) awarded.
(250 characters, including spaces)

Describe your organization's past program experience and the relevant expertise your current staff has to achieve the grant objective, including community engagement strategies, staff/board representation of the cultures served, lived experience, and specific examples of how this knowledge will be applied in your proposal.* (1000 characters, including spaces).

Include examples of relevant experience and expertise in the following areas:

- Economic development
- Social determinants of health
- Violence prevention
- Youth development
- Re-entry programs (including job placement)
- Civil legal aid

Provide specific work examples of the organization's previous impact, including an impact report and/or a description of the organization's impact on another project. For each work sample uploaded on your application, include a description of how it relates to this project.* (2,000 characters, including spaces)

Examples of work samples may include:

- Impact report
- Case study
- Testimonial
- Portfolio
- Research paper
- Annual reports
- Press coverage
- Program evaluations
- Client success stories
- Infographics
- Performance metrics

Description of work example 1

Description of work example 2

Description of work example 3

Using your preferred layout and format, upload your organizational chart to the online portion of the application as a .doc or .pdf (maximum file size 2 GB).

List your board of directors below. Include tenure of each board director and length of employment for key staff involved in grant activities and administration.

Outreach and community partnership (up to 25 points)

Describe your approach to engaging communities affected by cannabis-related usage, criminalization, or incarceration, such as youth (ages 14-24), cultural communities (e.g. Black, Indigenous, Latine/Latinx, Asian American), LGBTQIA+ folx, people with disabilities, and/or veterans).* (2,500 characters, including spaces)

Include information about the following:

Communication and engagement methods

- **Methods:** Describe the various communication methods your organization will use to reach target populations.
- **Informing residents:** Tell us how residents or community members will be engaged on an ongoing basis to inform them of existing services.
- **Engagement formats:** Will you conduct both in-person and virtual engagements to meet audience needs? Explain how you will accommodate different engagement formats.
- **Supporting barriers:** Describe how you will support those facing barriers to education and employment.
- **Language services:** Explain if language or translation services are planned and how they will be implemented.
- **Media partnerships:** Are you partnering with diverse media outlets to deliver messages to target populations? Describe these partnerships.

Community partnerships

- **Trusted community organizations:** Describe how your organization is partnering with (other) community organizations that already have established trust within these communities.
- **Communities served:** Tell us about the communities your partners serve or represent.
- **Optional letters of support (up to three, .pdf and .doc file types, maximum file size 2 GB):** Letters of support are not required but encouraged and can be uploaded separately on the online portion of the application. Letters may be written by collaborators, community partners, program participants, or similar entities/individuals who can speak to the value of the proposed work and your organization's capacity to achieve its goals.

Performance and evaluation (up to 10 points)

Provide a description of the positive impact that this project is expected to generate for the community.*

(750 characters, including spaces)

- What changes will result from this project? Describe performance measures and how services will repair harm caused by cannabis prohibition.
- What qualitative and quantitative data will be collected to measure project success?
- How will performance data be used to improve project outcomes?

Evidence of good standing (unscored)

Instructions: The potential grantee must certify that the organization has a status of “In Good Standing” with the Minnesota secretary of state as required by Minnesota Statutes, section 16B.981, subdivision 2(3) and as part of the response to this Office of Cannabis Management Grant Request for Proposal.

Is your organization (for-profit or nonprofit) registered with the Minnesota secretary of state and has a status of “In Good Standing”?

- ☐ Yes
- ☐ No

Performance capacity (unscored)

Instructions: Please respond to these performance capacity questions as required by Minnesota Statutes, section 16B.981, subdivision 2 (1) and as part of the response to this grant request for proposal.

1. Please describe your history of performing the work that will be funded by the grant:
This includes describing your organization’s current staffing, current budget and other relevant expertise.

2. Have you been awarded or have an active grant from the Office of Cannabis Management (OCM) in the past five years?

- ☐ Yes
- ☐ No