Regional travel options (RTO) GRANT scope of work template

*[RTO staff requires the use of this RTO Grant Scope of Work Template to be considered for RTO grant funding. Please save a copy of this document and use it to develop your proposed scope. During the grant application process, you will be instructed to upload your completed version of this document to Zoomgrants. Please use the information entered in this document as a reference when responding to the grant application questions. Applicants are welcome to provide additional details or information in this document if it is useful for your own project planning, but RTO staff requires that, at the minimum, the applicant provides the information requested below. All text in italics consists of instructions that can be deleted as the scope is developed.]*

PROJECT TITLE:

Project Description:

*[Provide a brief description of the project/program* *that answers the question if a stranger asked you ‘What is your project/program?”]*

Project Goals and Expected Outcomes:

*[Identify the project/program goals and outcomes.]*

Goals:

*[Identify a few big picture goals for your project/program. Goals answer the question “What do you want you project/program to do?” in a larger sense.]*

Outcomes:

*[Outcomes are the specific, measurable end results the project or program will create when you accomplish the goals.* *Outcome answer the question ‘What is the desired result of what you want to do?’ or ‘How will you know you have accomplished the goals’? and should align with your stated goals above. It may be helpful to organize Goals and Outcomes into a table rather than having them in distinct sections. You are more than welcome to do so if that helps organize your work, but it is not at all required. The outcomes listed here should tie directly to work completed with RTO grant funding, not broader outcomes of your larger organization.]*

Evaluation Plan:

*[How will you learn from you project/ program to inform future work? Using the goals and outcomes identified above, identify the information, and methodology you plan to use to collect the information, to learn and measure success. This information can be quantitative and/or qualitative, depending on the context of your project/program (i.e., annual survey; # of participants, community stories, etc.)]*

Project Staff:

*[List the staff members that will support the project or program. The total FTE should match the FTE listed in your budget.]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Staff Name | Title | Project Role | Experience (yrs) | FTE |
| Name | Title | Project Manager | 10 | 0.5 |
| Name | Title | Project Assistant | 4 | 1.0 |

Project Tasks

*[Please limit to 5 tasks. You may include sub-tasks to provide more detail on specific activities within each task. You will be required to report on each task individually.]*

Task 1:

Task Description:

*[Identify the activities associated with the task. Be as specific as possible. The tasks and deliverables should be directly associated with the proposed budget – do not include descriptions of work or deliverables that RTO funds will not pay for. RTO staff recognizes that staff time and resources are required for project management and administrative duties to support the grant. However, please do not assign a task to project management alone. Incorporate project management needs into the work program and budget for other tasks. RTO staff makes this request to keep identified tasks, deliverables and resources aligned with project goals and outcomes.]*

Project Goals/Outcomes Fulfilled by Task:

*[Identify which of the project goals and subsequent outcomes listed above will be fulfilled by completion of this task. The goals and outcomes identified within each task should be the same as the ones identified at the beginning of this template, not new. The aim here to ensure that as you build out the tasks in your scope of work, they are serving the Goals and Outcomes of the project/program.]*

Deliverables:

*[List what products will be delivered to RTO staff via ZoomGrants reporting attachments as evidence of the task completion (i.e. survey report; action plan; curriculum). All deliverables should directly serve the goals and outcomes of the project/program.]*

Task 2:

**Task Description:**

Task Description:

Project Goals/Outcomes Fulfilled by Task:

Deliverables:

Task 3:

Task Description:

Project Goals/Outcomes Fulfilled by Task:

Deliverables:

Task 4:

Task Description:

Project Goals/Outcomes Fulfilled by Task:

Deliverables:

Task 5:

Task Description:

Project Goals/Outcomes Fulfilled by Task:

Deliverables:

Project Schedule

*[Identify the estimated timeframe for each task listed in the scope. When composing the project schedule, refer to the estimated total expenses by year that are requested in the RTO Grant Budget Template. Does the proposed schedule align with the yearly breakdown in your budget?]*

|  |  |  |
| --- | --- | --- |
| Task | Task Title | Schedule |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |