**WORKPLAN TEMPLATE:**

|  |  |
| --- | --- |
| **Organization Name** |  |
| **Project Start Date** |  |
| **Project End Date** |  |
| **How many months from start to finish?** |  |

Please use this workplan to describe what you will do and how you will do it. Choose 5–8 high-level milestones that are specific, realistic, and actionable. Please make sure milestones align with the [grant request budget](https://www.seattle.gov/documents/Departments/Neighborhoods/NMF/Food%20Equity%20Fund/FEF_Budget_Template.xlsx) and responses to the [narrative questions](https://www.seattle.gov/documents/Departments/Neighborhoods/NMF/Food%20Equity%20Fund/Attachment1_Narrative.docx). Refer to page10-11 of the [Guidelines](https://www.seattle.gov/documents/Departments/Neighborhoods/NMF/Food%20Equity%20Fund/FEF-Guidelines.pdf) for further information and examples.

|  |  |  |
| --- | --- | --- |
| **Milestone: What will you accomplish?** | **How will you accomplish it?** | **Timeline (start – finish)** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |

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**LEADERSHIP BIOGRAPHIES TEMPLATE**

Please provide us with a brief biography or background information of the leaders and/or team members working directly on the project.

|  |  |  |
| --- | --- | --- |
| Name | Position/Role | Short Biography (3 – 5 sentences) |
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