

# Template/ Example

- **SECTION ONE**

- (The problem) is experienced by (# of people) each year within the state and the nation. (The problem) is defined as \_\_\_\_\_ and is found in (provide populations affected). On a local level, (the problem) affects (# of people and specific population factors). Over the past \_\_\_\_\_ years, the problem has (improved, worsened, stayed the same) and the reason for this is \_\_\_\_\_.

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- **SECTION TWO**

- The causes of this problem are \_\_\_\_\_. The major cause of this problem on the local level appears to be \_\_\_\_\_. The local level problem differs from or is unique from the statewide data or national data in that \_\_\_\_\_.

- **SECTION THREE**

- \_\_\_\_\_ In addition to the impact that the problem has on the individual, the problem costs \_\_\_\_\_ in remediation, services, and prevention. Others affected by this problem are (tell who and in what way). The consequences of not addressing this problem are \_\_\_\_\_ and/or the benefits of addressing this problem are \_\_\_\_\_.

# Template

- **SECTION FOUR**

Several promising strategies have been developed to address the needs/problem (go through the strategies for each target population). At the local level, the problem is being focused on by (give local resources).

- **SECTION FIVE**

- Barriers to services are \_\_\_\_\_.

- **SECTION SIX**

Based on research in the field, consideration of barriers and experience, the most promising approach for this community may be \_\_\_\_\_.

<b>Objective</b>	<b>Result</b>	<b>Evaluation</b>
<i>Program Objective</i>	Changes in morbidity, mortality, and quality of life	<ul style="list-style-type: none"> <li>● What is the outcome?</li> <li>● Is there a change in health status and is it attributed to the program?</li> </ul>
<i>Behavioral Objective</i>	Changes in behavior, behavioral adaptation	<ul style="list-style-type: none"> <li>● What is the impact?</li> <li>● Has a new, healthier behavior been adopted, and can it be attributed to the program?</li> </ul>
<i>Learner Objective</i>	Changes in knowledge, attitude, practices, etc.	<ul style="list-style-type: none"> <li>● Is there the requisite change in knowledge, attitudes, habits, and skills needed for behavior change?</li> </ul>
<i>Process Objective</i>	Adherence to timeline tasks, completion of activities, efficient use of resources	<ul style="list-style-type: none"> <li>● Is the program working?</li> <li>● Are people attending?</li> <li>● Are the methods appropriate?</li> </ul>

# Work Plan

## State Partnership Grant Program to Improve Minority Health

Increase knowledge and awareness through educational program to effect change in target groups' attitudes regarding health care issues in minority populations through promotional and educational programs.

**Outcome Measure:** Increase in leaderships' knowledge about cultural and language barriers that impact the targeted health issues in minority populations

**Objective # 1:** By August 30, 2010 train 100% of the department's management staff, CTG funded projects and identified community-based organizations in culturally and linguistically appropriate services (CLAS) in health care.

**Objective #2:** By August 30, 2010 conduct four best practices workshops focusing on high-risk behaviors in targeted populations that exhibit.

Action Steps	Person Responsible	Process Measure	Start	Finish
<b>Objective #1</b> <b>A. CLAS Trainings</b> 1. Secure list of the department's management staff, CTG funded projects and CBOs identified for service 2. Develop schedule for trainings & advertise 3. Identify trainer (s)/ conduct trainings 4. Collect sign-in/ evaluation sheets 5. Develop and submit report B. CLAS trainings will continue in year two of the grant C. CLAS trainings will continue in year three of the grant D. CLAS trainings will continue in year four of the grant	Program Coordinator Program Coordinator Program Coordinator/ Trainer Program Coordinator Program Coordinator Program Coordinator Program Coordinator Program Coordinator Program Coordinator Administrative Asst Program Coordinator Program Coordinator	25% of staff will receive training All staff will be trained. A web based cultural competency training module is being developed to be launched in March 2009 25% of staff will be trained 25% of staff will be trained 25% of staff will be trained	Sept 06 Sept 07 Sept 08 Sept 09 Sept 2006 Sept 2007 Sept 2008 Sept 2009	Aug 07 Aug 08 Aug 09 Aug 10 Aug 2007 Completed Aug 2008 Aug 2009 Aug 2010
<b>Objective #2 – Best Practices Workshops</b> A. Identify topics/locations/speakers/advertise conduct workshop/ collect evaluations/collect sign-in sheets, write summary B. Conduct best practices workshop – year three of the grant C. Conduct best practices workshop – year four of the grant D. Conduct best practices workshop – year five of the grant				

State the “big steps” a program will take to attain its goal. They can be used to determine a program’s status at any given point in time, and they can be measured during the project period  
**S.M.A.R.T.**, that is,

**Tip Sheet: Glossary of Terms**

**Goals**  
 Are general, “big picture” statements of outcomes a program intends to accomplish to fulfill its mission.

**Measures of Success** are standards that a program sets for itself to measure progress in achieving program goals. Measures of success should be significant and truly gauge success in attaining the goal. They should contain a numeric value or observable behavior.  
**Outcome Evaluation Questions:** Does the data provided adequately address the stated needs? Is the data used to plan evidence driven program and to develop/revise the project? Is the data used to reduce the disparity?

Objectives...	Activities...	Data/Evaluation...	Timeframe for Assessing Progress	Team Members Responsible
<p><b>specific</b> (identify who, what, and where),            ➤ <b>measurable</b> (identify how many by when),            ➤ <b>achievable</b> (can be attained),            ➤ <b>realistic</b> (can be attained given time and resources available),            ➤ <b>timeframed</b> (identify when).  <b>They should not include more than one expectation.</b></p>	<p>Are what a program does, or its specific tasks, to meet its objectives and ultimately fulfill its goal. Examples include educating the public about the importance of sealants for prevention of decay through the distribution of printed materials, using outreach workers to enroll children for screening, and training health professionals about screening technology.</p>	<p>Are pieces of information that can be used to assess program activities or outcomes. Assessment data is more focused – did the activity contribute significantly to the desired outcome? = = evidence for the conclusion = = which components of the activity contributed to the desired outcome – which did not?</p>		

# Objectives

- *More specific than goals. They state how the goals will be achieved in a certain timeframe.*

- **SMART Method**

S = Specific

**answers the question**

what, with whom

M= Measurable

How do we change occurred & gives units

A= Achievable

Is this possible & in the time frame

R=Relevant

how does it contribute to the goal

T= Timed

accomplished when or what's the deadline

# The five key elements of the proposal are:

- PROBLEM / NEED STATEMENT:** The reason for developing a project.
- OBJECTIVES:** The outcome (s) the project will achieve.
- METHODS:** The innovative ways to achieve the outcome (s).
- BUDGET:** Specific information detailing how funds and resources will be used to achieve the anticipated outcome (s).
- EVALUATION:** The proof the project is making progress and how project success will be measured.



# Problem or Need Statement

Drives the proposal and should...

- **Convey** an understanding of the universal problem in how you describe and approach your local problem or need,
- **Refrain** from describing a big problem while giving a small solution and vice versa,
- **Address** the larger problem in your smaller context,
- **Describe** the local focus,
- **Explain** how, when funded, the project helps the target population and the local community, and
- **Appeal** to emotion by using quotes from those who are impacted.

## “Problem or Need Statement” should answer the following...

- **“WHO SAYS?”** Cite experts, provide hard and soft data, studies, performance reports, and media.
- **“SO WHAT?”** Show local and target population impact if your project is not funded.
- **“WHY HERE?”** Clearly illustrate why filling **this need** in your locale should receive funding instead of other potential locales and projects.
- **“WHY SHOULD ANYONE CARE?”** Make “them” care! Explain long term costs to society tied to local communities’ and target population status. Put a