

that goal and how achievement of that goal will be measured or defined. The Project Description may also include information about the staff who will work on the project, their experience and qualifications to perform the activities that will be funded.

V. Project Timeline/Budget Timeline

Using your Project Description, provide the reader with a timeline that shows the chronological order in which the activities listed under each goal heading will be undertaken and/or completed. Also include information about how/when funds that are awarded will be spent to support each activity.

Example:

- Activity #1 (Enroll participants)
 - ✓ Start designing enrollment marketing materials on October 1, 2011
 - ✓ Spend \$X to create enrollment marketing tool by November 1, 2011
 - ✓ X% of enrollment goal by January 31, 2012
 - ✓ X% enrollment goal by March 31, 2012
- Activity # 2 (Deliver Training Program)
 - ✓ First training class to commence on December 1, 2011
 - ✓ Conduct one four-week training class per month beginning on the first of each month commencing December 1, 2011.
 - ✓ Spend \$X on incentives for participants by September 30, 2012 (\$X per four-week course cadre)
 - ✓ X% of enrollment goal complete training class by September 30, 2012

VI. Budget

Provide the reader with a table with categories of expenditures that will be funded by the requested grant, how much funding will be required for each category, and how much of that funding will come from the grant request.

Example:

Expenditure Category	Byrne/JAG fund request	Funds from other sources	Total
Salaries	\$120,000	\$65,000	\$185,000
Equipment	\$80,000	\$28,000	\$108,000
Rent/Mortgage	\$37,000	\$41,000	\$78,000
Utilities	\$12,000	\$13,000	\$25,000
Transportation	\$1,000	\$3,000	\$4,000
Totals	\$250,000	150,000	\$400,000