

IDENTIFYING PROJECT RESOURCES

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Consider the resources you will need to carry out each activity. Resources include people (including partners) and equipment, supplies, and printing.

Some resources that are often overlooked include:

- Recognition incentives
- Special events
- Postage
- Advertising
- Outside contracts
- Stipends and tuition
- Travel funds

PROJECT SUSTAINABILITY

How are you going to sustain the project after the grant period? Your reviewers will be looking for the answer to this question.

HOW DO I DEVELOP A PROJECT PLAN?

Depending on the scope of your project, you may need to develop a project plan. It is important to consider the benefits the college will receive as a result of your project.

Projects closely aligned with Austin Community College District's Strategic Plan are much more likely to receive internal support. Considering the following questions will help you determine how your project lines up with Austin Community College District's mission and vision.

What is the impact on your department or the college?

Will your project serve additional students? If so, how many?

Will your project reach out to new markets? If so, which ones, and how many students might result?

Will your project improve student success? If so, how?

Does your project bring external resources for something the college was going to do anyway? (cost avoidance/cost reduction?)

What is the relationship of your project to other goals and activities at the college?

WHAT ARE IN-KIND AND MATCHING FUNDS?

Strong proposals include resources from internal resources, as well as from any outside partners. Resources include facilities, people, and in-kind services that will be used to make the project a success.

Are you and your partners bringing resources to the table? What resources do you bring?

The table below can be completed and become the basis for building your budget.

Project Breakdown Structure								
Activity	Personnel	Equipment	Travel	Supplies	Printing	Other Costs	Grant Funded	Non-grant funded