

**Sample Project Activities and Timeline**

This document is intended as an example for how to fill out the Project Activities and Timeline form of the application, found in Attachment A of the RFA. Fill in each line of the Project Activity Description column with a brief description of the activity to be completed. Next, indicate when the proposed event will happen in the Timeline column. Be sure to indicate if an event will repeat over several weeks or months. Finally, when applicable, estimate the number of participants each activity will reach in the final column.

DISCLAIMER: The activities described below are intended as examples only and do not reflect activities that would necessarily receive funding, nor is this document intended as an accurate timeline of events.

SECTION 6: Project Activities and Timeline (two pages)		
Instructions: List the activities that you plan to use to accomplish your project goal or goals. Provide a timeline for each activity (e.g., when you expect the activity to occur), and estimate the number of participants you expect to reach. The items listed here should match activities documented in SECTION 4: Application Project Summary .		
Project Activity Description	Timeline: When will this happen? (month(s)/year)	Number of participants you expect to reach?
Meet with graphic designer for calendar	July 2019	N/A
Schedule nutrition ed. classes	July 2019	N/A
Schedule food tasting events	July 2019	N/A
Order materials/supplies for nutrition ed. classes	August 2019	N/A
Order supplies for tasting events	August 2019	N/A
Advertise nutrition ed. classes through fliers at FDPIR distribution center and local activity center	August 2019	600
Advertise food tasting events through fliers at FDPIR distribution center and local activity center	August 2019	800
Host nutrition ed. classes. Record attendance and collect feedback.	2 per month; September 2019 – June 2020	400 (20 per class)
Purchase food for tasting events	1 week before each class	N/A
Host food tasting events. Record attendance and collect feedback.	1 per month; September 2019 – June 2020	150 (15 per class)
Finish recipe selection for calendar/finalize calendar design with graphic designer	September 2019	N/A
Send calendar for printing	October 2019	N/A
Distribute calendars to participants at FDPIR distribution center	January 2020	800