



Sample Project Activity Timeline

This document is intended as an example for how to fill out the Project Activities and Timeline form of the application, found in Appendix B 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 Activity Timeline (two pages)		
Instructions: List the activities that you plan to conduct to accomplish your project goal(s) and outcome(s). 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 support the high level project summary 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	September 2021	N/A
Schedule nutrition education classes	September 2021	N/A
Schedule cooking demonstration events	September 2021	N/A
Order materials/supplies for nutrition education classes	October 2021	N/A
Order supplies for cooking demonstrations	October 2021	N/A
Advertise nutrition ed. classes through fliers at FDPIR distribution center and local activity center	October 2021	600
Advertise cooking demo events through fliers at FDPIR distribution center and local activity center	October 2021	800
Host nutrition ed. classes. Record attendance and collect feedback.	2 per month; November 2021 – September 2022	400 (20 per class)
Purchase food for cooking demos	1 week before each class	N/A
Host cooking demo events. Record attendance and collect feedback.	1 per month; November 2021 – August 2022	150 (15 per demo)
Finish recipe selection for calendar/finalize calendar design with graphic designer	June 2022	N/A
Send calendar for printing	July 2022	N/A
Distribute calendars to participants at FDPIR distribution center	September 2022	800