



Sample Project Activities and Timeline

This document is intended as an example for how to fill out the Project Activities and Timeline form of 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 it 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	August 2018	N/A
Schedule nutrition ed. classes	August 2018	N/A
Schedule food tasting events	August 2018	N/A
Finish recipe selection for calendar/finalize calendar design with graphic designer	September 2018	N/A
Order materials/supplies for nutrition ed. classes	September 2018	N/A
Order supplies for tasting events	September 2018	N/A
Advertise nutrition ed. classes through fliers at FDPIR distribution center and local activity center.	September 2018	600
Advertise food tasting events through fliers at FDPIR distribution center and local activity center.	September 2018	800
Send calendar for printing	October 2018	N/A
Host nutrition ed. classes. Record attendance and collect feedback.	2 per month; October 2018 – July 2019	400 (20 per class)
Purchase food for tasting events. Record attendance and collect feedback.	1 week before each class	N/A
Host food tasting events	1 per month; October 2018 – July 2019	150 (15 per class)
Distribute calendars to participants at FDPIR distribution center	January 2019	800