

APPENDIX D. CAPITAL IMPROVEMENT/EQUIPMENT PURCHASE

1. Mission and objectives

Describe the overall mission and objectives of your organization.

2. Current services and population served.

Explain the current services provided by your organization and the population served (i.g. age, low-income, geographic area, etc.)

3. Project Description and Approach

Provide a brief description of your project explaining what you plan to do/purchase. Please reference items listed in the timeline and budget.

4. Significance and Need

Describe the significance of this project and the need in your community.

5. Project outcomes and Impact

Explain the expected project outcomes and expected impact in your community.

6. Target population and geographic area

Describe the target population and geographic area that will benefit from this project. Also include how many people you expect to benefit from this project.

7. Estimated time period of project impact

Explain how long you expect it will take to see the impact of this project.

8. Project evaluation

Describe your plan for how you will evaluate in the impact of this project.