

Preparing the timeline and workplan

c. Prepare a clear, detailed, and realistic timeline and work plan.

This is important because it shows how your ideas and activities will be implemented. The work plan and timeline should clearly describe what you plan to do in a specified amount of time by outlining how you will accomplish what you say you will do. This section will be strongest if you are clear, detailed, and realistic in your plan, which is one of the key criteria the reviewers will use to assess the applications. Grant Reviewers will look at this section to determine if the activities proposed seem realistic in the time frame outlined.

Keep in mind that the timeframe for the Art Meets Activism Grant is July 2010-July 2011. Applicants will receive grant notification by June 1, and applicants who receive funding will receive the grant check by the end of June. Grantees have one year from receiving grant funds to complete the proposed activities. The activities will be most realistic to the reviewers if they take place within this timeframe.

There are many ways to prepare a timeline and work plan. You can outline it by days, weeks, months, or seasons; you can provide a schedule of activities of the actual event; or you can explain in a narrative format. Whichever format you choose, be sure that you explain clearly what steps you need to take in order to complete the activities, how long each step realistically will take you, and in what time frame you plan to accomplish each step.

When preparing your timeline and work plan, you could consider:

- Consider working with potential collaborators
- Think about the specific social change you want to accomplish
- Consider best methods for gathering participants
- Incorporate the time involved in publicity and outreach
- Ample time for planning
- How long it will actually take to plan and implement
- Ample time for coordination with individuals/community you want to engage
- Time built in for testing and revision of plans, if necessary and applicable
- The schedule of the arts-based daily activities
- Documentation of impact: compiling participant surveys, media, etc.
- Reflection and evaluation
- KFW's final report