

Worksheet 1: Developing a Project Justification

Program Goal: Assist Native American, Alaskan Native and Native Hawaiian communities in improving core library services for their communities. Information needs and approaches to meeting them are evolving at an unprecedented pace in all communities, and to operate within this environment effectively for the benefit of their users, libraries must be able to both strengthen existing services and move quickly to adopt new and emerging technologies.

Program Objectives: Check one or more Goal and objective.

- ☐ Goal 1: Improve digital services to support needs for education, workforce development, economic and business development, health information, critical thinking skills, and digital literacy skills.
 - Objective 1.1: Support the establishment and refinement of digital infrastructure, platforms, and technology.
 - Objective 1.2: Support preservation and access to information and resources through digitization.
- ☐ Goal 2: Improve educational programs related to specific topics and content areas of interest to library patrons and community-based users.
 - Objective 2.1: Support the identification of the needs and interests of learners.
 - Objective 2.2: Support the development and implementation of classes, events, teaching tools, resources, and other educational services.
 - Objective 2.3: Support the evaluative assessment of library-based approaches to teaching and facilitation.
- ☐ Goal 3: Enhance the preservation and revitalization of Indigenous cultures and languages.
 - Objective 3.1: Support the development of efficient strategic partnerships within, across, and outside Native communities.
 - Objective 3.2: Support the preservation of content of unique and specific value to Native communities.
 - Objective 3.3: Support the sharing of content within and/or beyond Indigenous communities.

Narrative:

- What need, problem, or challenge will your project address, and how was it identified?
 - Note: A great place to share needs assessments.
- What or who will benefit from your project?
- How will your project advance your community's library services?
- How will your project address the goal of the NAE/NH program and the program objectives you have chosen?

We will address the problem of _____

We know this is a problem because _____

Our project will benefit _____

Our project will strengthen library services in our community by _____

Our project addresses the goal(s) ____ and objective(s) ____ by _____

Worksheet 2: Creating a Project Work Plan

- What specific activities will you carry out?
 - When and in what sequence will your activities occur?
- Who will plan, implement, and manage your project?
- What time, financial, personnel, and other resources will you need to carry out the activities?
- What are the risks to the project and are they accounted for in the work plan?
- How will you track your progress toward achieving your intended results?

| Activity | Personnel Resources (Who will do the work for this activity?) | Non-Personnel Resources (What supplies, equipment, travel, etc. will you need for this activity?) | Estimated Cost in \$ | Estimated Time (Hours, Weeks, or Months?) |
|-------------|--|--|----------------------|---|
| Activity 1: | | | | |
| | | | | |
| | | | | |
| Activity 2: | | | | |
| | | | | |
| | | | | |
| Activity 3: | | | | |
| | | | | |
| | | | | |

Worksheet 3: Defining and Measuring Results

- What are your project's intended results and how will they address the need, problem, or challenge you have identified?
- How will the knowledge, skills, behaviors, capabilities and/or attitudes of the target audience or beneficiaries change as a result of your project?
- What tangible or intangible products will result from your project?
- How will you sustain the benefit(s) of your project beyond the end of the grant?
 - How and with whom will you share your project's results?

Our project's intended results will be _____

The intended results will address the problem we are trying to solve by _____

We will create (products) _____

We will sustain the benefits of our project beyond the grant end-date by _____

We will share project results with _____
