1. **Organization and Reporting**
   1. Name of Grantee
   2. Governing Body for Grantee
   3. Legal Organization (Local Gov. Agency, Non-Profit 501(C)(3), Corp., etc.)
   4. Composition
   5. Authority and Responsibilities
   6. Office Address and Contact Information
2. **Project Management**
   1. Personnel
   2. Job Titles
   3. Credentials and Experience
   4. Percentage of Time devoted to the project activities
   5. Reporting and Authority
   6. Organization Chart
   7. Roles and Responsibilities
   8. Consultants
3. **Project Overview**

Provide a brief description of the project.

1. **Project Goals and Objectives**

List the goals and objectives in outline format (A, B, C, etc. for goals 1, 2, 3, etc. for objectives under each goal).

Define the project goals: statements of desirable future conditions that answer the question. “What is this project trying to accomplish?” **Goals should be directly related to the project statement.** The goals should be clearly stated, realistic, and achievable. The accomplishment of goals should result in the successful completion of the project described in the overview.

State the project’s objectives: more specific statements about how each of the goals will be achieved. **Objectives are measurable and focus on methods that will be used to complete the project described in the overview.** The objectives should be clearly stated, realistic and measurable.

Examples: the grantee will clearly identify the project goals and objectives using tangible measures, e.g., renovate approximately 40,000 square feet of existing industrial building space to accommodate modern commercial enterprise; or preparation and adoption of a master plan document, in accordance with Chapter 132 of the Connecticut General Statutes, to revitalize the commercial district.

1. **Project Schedule**

A project schedule will be prepared to plan and track major project activities and milestones. This will be tied directly with the project overview as well as the project goals and objectives.