

using **SMART** goals to create your grant application

SPECIFIC

When setting a goal for this mini-grant, be specific about what you want to accomplish with the grant funding. Think about this as the mission statement for your goal. For example, your goal could be "Provide a sit down breakfast that is healthy and hearty to 100 kids from XXX apartment complex and provide food boxes for their families on April 11/12, 2020." This isn't a detailed list of how you're going to meet a goal, but it should include an answer to the popular 'w' questions:

who? Consider who needs to be involved to achieve the goal (your family, your school club, a nonprofit to be the end recipient of this funding.).

what? Think about exactly what you are trying to accomplish and don't be afraid to get very detailed. How much will your project cost? What supplies/resources do you need to make this happen and how will you get them?

when? You'll get more specific about this question under the "time-bound" section of defining S.M.A.R.T. goals, but you should at least set a time frame. You know that you have 5 days to come up with the idea and 5 days to implement your plan of action.

where? This step is your immediate community - near where you live and/or go to school. We want you help those in need around you and for you to see the impact you are making.

which? Determine any obstacles or requirements. This question helps you decide if your goal is realistic. For example, if the goal is to deliver meal boxes to low-income residents, but you do not drive, that might be an issue or if you want to provide rental assistance to a certain apartment complex, you will need to contact the leasing office for a list of actual rent amounts and the date when rent is due.

why? Why did you choose this specific project? Why is it meaningful to you?

MEASURABLE

How will you know if your project is successful? What metrics are you going to use to determine if you meet your goal? This makes your project more tangible because it provides a way to measure the impact. For example, if your innovative idea is to provide breakfast to at-risk youth in your community, consider some measurables to be: the number of youth that you serve in a certain number of days, the ages of the kids served, and the nutritional value of the meal you serve.

ACHIEVABLE

Your goal should be important to you and attainable. Goals are meant to inspire motivation, not discouragement. Think about how to accomplish your project and if you have the tools/skills needed. If you don't currently possess those tools/skills, consider what it would take to attain them. Let's use the breakfast example. If you plan to serve breakfast to at-risk youth, think through what you plan to serve, where you will purchase the food, how you will get the food to the kids, and how will you distribute it equitably while maintaining proper social distancing.

RELEVANT

Relevance refers to focusing on something that makes sense with the broader issue of the COVID-10 crisis. For example, if the goal is to serve breakfast, it should be done in an area where kids do not have access to nutritious food on a regular basis, but especially now, when schools are closed and kids cannot receive free breakfast and lunches.

TIME-BOUND

We are working with a sense of urgency to immediately help people suffering from the economic crisis as a result of the COVID-19 pandemic. Set an efficient timetable for each step of your project.