

Must fill-out all LIGHT BLUE sections at time of application

- **The Scope of Work should include all of the measurable objectives performed by your agency.**
- **The Scope of Work should include activities that directly benefit the public, such as:**
 - Putting on an art exhibit
 - Performing a concert
 - Providing job training
- **The Scope of Work should not include administrative activities, such as:**
 - Applying for other grants
 - Holding staff meetings
- **The "Proposed" activities should be stated to include the following 3 types of quantifiable data:**
 - **Measurable Activities**
Example 1: Will provide 360 hours per semester (20 hours per week for 18 weeks) of math tutoring....
 - **Measurable Beneficiaries**
Example 1: ...to 25 different students per semester..
 - **Measurable Results**
Example 1: ...90% of tutoring recipients will improve one full letter grade by the end of the semester..
- **Please include your plans for evaluation of your results**

INSTRUCTIONS: Actual Activities section

DARK BLUE sections should be left blank until your grant is approved

If request is approved you will:

- Complete each "Actual Activities" section on a quarterly basis and report to the City of Cookeville within 10 days after quarter end.

SCOPE OF WORK				
Quarter		Proposed Activities		Actual Activities
First Quarter July 1 - Sept. 30 DUE OCT 10	1		1	
	2		2	
	3		3	
	4		4	
	5		5	
Second Quarter Oct. 1 - Dec 31 DUE JAN 10	1		1	
	2		2	
	3		3	
	4		4	
	5		5	
Third Quarter Jan. 1 - Mar 31 DUE APRIL 10	1		1	
	2		2	
	3		3	
	4		4	
	5		5	
Fourth Quarter Apr.1 - June 30 DUE JULY 10	1		1	
	2		2	
	3		3	
	4		4	
	5		5	

EVALUATION METHODS: How you will determine the successful outcomes of your activities?

1	
2	
3	
4	
5	