



How to Write S.M.A.R.T. Funding Objectives Worksheet

1. **Be Specific.** Write a specific description of what you'd like to be able to do with our funding. Break it down to individual, concrete objectives. Use action words.

Example: We will acquire and implement new software to track and report our program's effectiveness.

2. **Make it Measurable.** Tell us how you will measure the above action/activity/what you want to do so that you can see the results.

Example: Administer pre- and post-program participant surveys on line.

3. **What do you want to Achieve? What do you Anticipate the results will be if you are funded?** If you are funded, tell us what you hope to Achieve or what you Anticipate the results of your work activity will be.

Example: Last year only 28% of our participants responded to the survey; we expect a 50% increase in our participant response rate due to new software and on-line survey.

4. **Tell us the Resources you will need.** Tell us about the resources (time, money, staff, partnerships) you

will need to achieve this objective that are in addition to our funding.

Example: Partnership with an outside organization to help with software implementation and training.

5. **Tell us your Timeline.** What is the projected timeline you have in mind to achieve this program objective?

Example: Activity will begin in late spring and be completed by fall of 2016 in time to collect summer program participant feedback.

6. Now, combine all of the above information together into a 1-2 sentence paragraph.

Combined Example: Program Objective #1 - By Fall of 2016, our participant survey response rate will increase from 28% to over 50% as a result of acquiring and implementing new software, staff training, a partnership with our software vendor and the resulting convenience of an on line survey for our program participants.

7. Test your combined paragraph.
- Is it specific?
 - Is it measurable?
 - Is it achievable and include the results you anticipate?
 - Does it include mention of the resources you think you will need to achieve it?
 - Does it have a projected timeline?
8. If you answered yes to each of the test questions, you're done. Copy and paste your combined paragraph into your application as one of your program objectives. Repeat for each program objective (no more than three) that you have for the program funding you've requested.