

STRENGTHEN FAMILIES LOCALLY



Priority Project Work Plan Template

This template is optional to help you develop a work plan to describe how your project will utilize Strengthen Families Locally funding. Work plans help communicate to the community what the value of this project is to their Child Welfare Prevention efforts. (Proposals to the community may take other formats.)

Please include the following elements that you have information about:

1. Brief description of the agency that will be carrying out this project, and its interest and focus in serving families. If there are partners, a work group, or volunteers who will be supporting or carrying out the project, describe them here as well.
2. Activities:
 - a. How does this project address the **Community Prevention Plan** for this community, and/or community needs identified in the planning process? (Plans are posted in the Community Highlights section of the [SFL Website](#).) How does this project address **child welfare prevention** and build **family protective factors**?
 - b. What specific **populations** will you serve?
 - c. What kinds of **Direct Services** (services to families) does this project include?
 - d. What kinds of **Community Capacity Building** (training, coordinating, systems engagement) does this project include?
 - e. What kinds of **special considerations** are needed to complete this project? (Recruitment and retention, cultural relevance, family supports, staff or consultants, etc.)
3. A brief timeline for project implementation. Keep in mind that current funding allows for activities extending to Sept. 30, 2024.
4. Budget: include categories aligning with activities (personnel, supplies, travel, contracted services). You can use the Excel document, "Project Budget Template." Other categories can be added.
5. Program evaluation: Briefly describe your strategy for evaluating success in this project. The [Protective Factors Survey](#) is available for projects to use and agencies to collect data, and evaluation interviews are also available to help measure success.
6. Collaboration and partnerships: Briefly identify any other resources or support that you will need and/or receive from community partners to carry out this project.



Washington State Department of
CHILDREN, YOUTH & FAMILIES

June 23, 2023

Partnerships, Prevention, and Services division

<https://www.dcyf.wa.gov/services/child-development-supports/sfwa/sf-locally>