

## Scope of Work Template

### Instructions:

- Insert your organization's objectives.
- Insert your organization's proposed activities for all objectives. The activities should clearly support the organization in attaining the objective.
- Include baseline measurements for all activities (current county status/data).
- Three objective templates have been provided, however, utilize as many pages as needed to include all objectives. You can copy/paste if more objectives are proposed.
- Utilize as many pages as needed to include all activities for each objective.
- Be sure to include the required activities and deliverables:
  - Development and submission of at least one (1) success story annually
  - Promotion and integration of *CDPH's Youth Cannabis Education and Prevention Media Campaign* materials and resources
  - Submission of semi-annual progress reports and quarterly or monthly invoices
  - Evaluation reporting
  - Meetings with CDPH
- Be sure that your deliverables span the full grant period.
- Number pages sequentially in the lower right corner.

## Scope of Work Template

SAMPLE

[Date] – [Date]

**Objective # 1:** By August 31, 2024, (insert your organization name here) will conduct (insert number) of activities for each SMART (Specific, Measurable, Achievable, Realistic, Time-bound) objective.

<b>Major Functions, Tasks, and Activities</b>	<b>Responsible Staff</b>	<b>Timeline</b>	<b>Performance Measure and/or Deliverables</b>
<p>In this column, list all activities to be performed to achieve the objective. Please quantify the activity (e.g. <i>three</i> presentations) and provide adequate detail to describe actionable steps and expected outcomes.</p> <p><i>Example:</i></p> <p>1.1 Partner with local high schools to identify youth interested in community engagement</p> <p>1.2 Conduct six meetings with local youth to identify youth priorities and concerns related to substance use</p>	<p>List the position(s) responsible for completing this activity. The identified responsible staff should align with the positions identified in the budget.</p> <p><i>Example:</i></p> <p>1.1 Program Coordinator, Program Director</p> <p>1.2 Program Coordinator</p>	<p>Identify start/end months of the activity.</p> <p><i>Example:</i></p> <p>1.1 August 2023 – August 2024</p> <p>1.2 September 2023 – June 2024</p>	<p>Identify the deliverables that will be submitted to document progress, such as collected data, agendas, educational materials, etc.</p> <p><i>Example:</i></p> <p>1.1 List of partner schools</p> <p>1.2 Meeting agendas, meeting notes</p>

Scope of Work

[Date] – [Date]

**Objective #1:** By [Date], (Insert your organization name here) will [Insert activity and quantity] that will [Insert outcome].

Activities	Responsible Staff	Timeline	Deliverables

Scope of Work

[Date] – [Date]

**Objective #2:** By [Date], (Insert your organization name here) will [Insert activity and quantity] that will [Insert outcome].

Activities	Responsible Staff	Timeline	Deliverables

Scope of Work

[Date] – [Date]

**Objective #3:** By [Date], (Insert your organization name here) will [Insert activity and quantity] that will [Insert outcome].

Activities	Responsible Staff	Timeline	Deliverables