**Workshop Plan (**funder)

**Title:**

**Target Audience:**

**Length:** hours/ day X \_\_\_\_\_\_\_\_days =

**Times:**

**Workshop Goal**-

**Learning Objectives:**

* Participants will learn about
* Participants will learn how to
* Participants will learn how to
* Participants will be more aware of

**Description:**

\_\_\_\_ weeks in duration, \_\_\_\_ sessions will be held on the following days, \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_ evenings between \_\_\_\_\_pm and \_\_\_\_pm.

Lunch will/will not be provided.

**Available Budget: $\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| Expenditure | Details | Amt $ |
| Facilitator-  | Facilitation-\_\_ workshops X \_\_ hours= \_\_hrs @ $\_\_/hr**Preparation**-shopping, prep handouts, gather supplies. \_\_hrs/wkshp=\_\_\_hrs @$20/hr | $$ $ |
| Venue  | classroom space, kitchen \_\_\_ wrkshps X $\_\_\_\_/ day | $ |
| Advertising | Posters, flyers, mail outs | $ |
| Project supplies | Materials and supplies-  | $ |
| Travel, vehicle use | Travel to  | $ |
| Food, | \_\_\_\_ wrkshps X $\_\_\_/wrkshp | $ |
| Administration  | Record keeping, reporting, financial management $70 X 10 weeks | $ |
| **Total project cost** | **$** |

