

## **Sustainability Series Tip Sheet**

### **The Logic of Program Design, Part 4 – Program Activities that Achieve Results**

**Activities** are included in the grant application narrative to describe the steps needed to achieve the proposed objectives. The previous tip sheet in our series on program design discussed outcome objectives. Tip sheet number 4 follows up with a discussion of program activities that lead to the program's intended outcome. Well developed activities help to establish stable program characteristics related to the provision of services, resources needed to implement the project, or the physical or organizational setting in which the project takes place. The activities must be included in the grant application narrative to show the administrative and programmatic elements of the project that will provide a strong foundation for tracking the progress of the project's implementation and results.

#### **Provide a clear and succinct narrative describing the following:**

- Describe what services will be provided, where they will be provided and how often they will be provided.
- How many people will be reached? Be specific as to the number of people who will be served over the life of the project.
- If your project requires a planning phase (longer than the usual project start-up time), provide a description of the major activities in both the planning and implementation stages of the project.
- Describe how your project will be responsive to the specific needs of the program participants.
- How will you conduct outreach to promote the program and increase the likelihood of participation by the targeted groups?

#### **Examples of Project Activities**

*Objective: By January 2011, at least 65% of patients will increase their knowledge about viral hepatitis risk factors by participating in a patient education class, as measured by pre and post tests.*

*Activities (this is an abbreviated list and should be included in a narrative format in the proposal):*

- Convene a planning committee to develop materials and strategies for reaching patients
- Research, obtain, review, revise, existing evidence-based patient education materials for this audience, including pre and post test materials
- Pilot test materials on small subset of the population and revise as needed based on feedback
- Develop tool for tracking number of patients reached and evaluating results of training
- Develop posters and outreach materials targeted towards patients entering the clinic lobby
- Include class registration materials at support groups and during patient appointments
- Schedule and implement 2 sessions per week for 8 weeks with 10 patients at each class
- Track pre and post test results and attendance and report to clinic management team

*The National Viral Hepatitis Roundtable is a coalition of public, private, and voluntary organizations dedicated to reducing the incidence of infection, morbidity, and mortality from viral hepatitis in the U.S.*

To support the increased capacity and sustainability of non-profit member organizations, NVHR produces a series of Tip Sheets on a variety of topics. If you have questions or suggestions for a future Tip Sheet topic, please contact [Martha Saly](#).