

**PRACTICAL RESOURCE**

Municipal & County Project Priority Worksheet

Choose priorities based on need, impact, readiness, and feasibility.

DESIGNED FOR

Mayors, aldermen, supervisors, administrators, clerks, department heads, and local partners

Use this resource to organize the information, decisions, and documentation needed before the next funding or project conversation.

Important: This tool is for planning and educational purposes. Funding requirements differ by program. Always follow the current notice of funding opportunity, award terms, and applicable local, state, and federal requirements.

1. Community project inventory

List priorities before deciding which grant to pursue.

Priority / project idea	Department or owner	Estimated cost	Desired timing

What themes appear across the inventory?

Which priorities are already included in an adopted plan, budget, assessment, or board directive?

2. Priority scoring matrix

Score each factor from 1 (low) to 5 (high). Use evidence and readiness - not only enthusiasm.

Project	Need	Impact	Urgency	Readiness	Feasibility	Total / 25

Scoring guide: Need = evidence of the problem. Impact = scale and significance of benefit. Urgency = consequence of delay. Readiness = scope, approvals, data, and estimates. Feasibility = realistic cost, timeline, capacity, and sustainability.

3. Top-priority project profile

Selected project and why it ranks first

Primary community need and evidence

Proposed scope and intended results

Estimated cost, match, and recurring obligations

Key approvals, partners, and risks

4. Ninety-day development plan

Timeframe	Action	Responsible person	Evidence of completion
Days 1-30			
Days 31-60			
Days 61-90			

Leadership discussion prompts

	Is this a true priority or only an available grant?
	Will the organization operate and maintain the project after funding?
	Who has authority to make timely decisions?
	What local contribution can be committed?
	What will success look like one year after implementation?
	What would make leadership pause or stop the project?