# Equity Project Planning Worksheet

The purpose of this worksheet is to help you design a sustainability or climate change project with equity from the start. The following prompts will guide you through a preliminary process of identifying opportunities and analysis for your focus on equity. USDN members can use this worksheet for their participation in the USDN Annual Meeting Equity Workshop and to support USDN grant fund application processes. At the Equity Workshop, members have the opportunity for consultant review to further refine the project plan.

Tips for completion:

1. Complete the **USDN Equity Foundations** series before completing the worksheet.
2. Engage your Equity Foundations team or project team in responding to the questions.
3. It’s ok to iterate. Don’t worry about getting it perfect. The first time through allow yourself to start with what you know and write down the questions for things you would like to explore further.
4. Review the accompanying supplemental **Guide to Applying an Equity Lens** provided for examples and additional considerations for each section.

**\*\*\*For those attending the Annual Meeting Equity Workshop, focus your response on #1. Complete the other sections as you are able, but focus more on identifying what questions you have if you are not able to respond to the prompts.\*\*\***

1. Project Purpose:Describe your project in concrete terms (what is the goal? What will you actually do? Why did you choose this project?) Try to describe your project in terms of your goal for eliminating racial inequities ***and*** for improving overall community conditions.

1. Desired Results, Outcomes, and Data Evidence: What specific outcome is your project aiming to achieve? Will achieving this outcome address a specific identified racial inequity? How? What is the historical and current data disaggregated by race that informed the development of your project goal and desired outcome? What does the data tell you about barriers or gaps?

1. Collaboration and Engagement: How will your project engage and collaborate with others? Who will be your internal and external partners supporting development and implementation of the project? Who may be hard to reach and/or highly impacted, and how will you include them in project development and implementation? How can you develop and/or expand cross-sector partnerships that will achieve systemic change?
2. Strategies: What strategies and tools will you use in your project and how will they advance racial equity (Tools include Equity Atlas, Empowerment Congress, Race Matters, Racial Equity Tools, and others)? How will you ensure that your equity goals carry through program implementation? How could your strategies be more than one-offs, for example by changing a practice or policy that allows institutional racism to persist?

1. Communication, education, and capacity building: How will you communicate about your project? Who are your target audiences and what are your key messages for each audience? What are your strategies for building the capacity of your own team and organization to advance racial equity? What are your strategies for building the capacity of your key external partners to advance racial equity? Who will provide education about racial equity for your project?
2. Evaluation: How will you know whether your project is successful? What are the milestones and measures that will tell you if you are making progress? How will your track progress in implementation so you can make mid-project corrections?