



What is coaching? The Rural Center team will provide project coaching to teams who may need assistance with project idea generation, capacity building, resource and partnership identification, and assistance with project development. **Coaching will be provided only to teams who have been referred to the Rural Center by Golden LEAF. For more information on how to request coaching, please visit <https://www.goldenleaf.org/cbqi-contact/>.**

May - September 2022

- Coaches will:
 - Reach out to project team, referred by Golden LEAF, and schedule the first meeting before the end of May.
 - Work with assigned project team(s) to determine a team point person, gather contact information for team members and discuss communication tools (i.e. google drive, drop box, etc.) to use that will keep all team members updated and engaged in the process.
 - Review the team's proposed project with them and any feedback received from Golden LEAF to ensure the proposed plan is viable. Assist with revisions as necessary.
 - Assist team with a stakeholder scan to ensure adequate representation in project development.
 - Set a recurring schedule, including dates and times, for two meetings per month. One meeting is with the assigned Rural Center coach (at least one hour), and the other meeting is just for project team members to plan and prepare without the coach. It is important for project teams to touch base and meet outside of Rural Center coaching meetings to discuss next steps and take action on items recommended by their assigned coach.
 - Ensure project team has access to resources, such as the Rural Center County Data profiles, The Rural Center Data Almanac, and others as appropriate.
 - Assist teams in having a project implementation plan, evaluation plan, and identifying additional funders to invest in proposed project.
 - Task the team with reviewing the application template once it becomes available and provide appropriate assistance, which includes encouraging project teams to communicate with Golden LEAF any questions or informational needs on the application process.



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