

STANDARD TASK ANALYSIS FORM

6/1/2011

Duty/Task: A-7 Identify funding mechanisms (e.g., loans, memberships, grants)									
STEPS (Required to Perform Task)	PERFORMANCE STANDARDS (Observable & Measurable Criteria)	TOOLS, EQUIPMENT, SUPPLIES & MATERIALS (Needed)	REQUIRED KNOWLEDGE AND SKILLS (Math, Science, & Language)	SAFETY (Concerns)	WORKER BEHAVIORS (Important to Worker Success)	DECISIONS (Identify Decisions that Must be Made by the Worker)	CUES (Identify the Data Needed for Making Correct Decisions)	ERRORS (Indicate What May Result if Incorrect Decisions are Made)	
1 Determine the purpose for funding and the amount needed	1 Determined purpose and amount of money needed by consulting budget and infrastructure needs	1 Budget, blueprints, market research, business plan, marketing plan	1 Math skills, knowledge of operation, mission/vision of farm organization, computer skills, leadership skills, decision-making skills, market awareness knowledge	1 N/A	1 Proactive, organized, detail oriented, analytical, self-motivated, creative	1 What is the purpose for the needed funding? How much funding do I need? How urgent is this funding?	1 Past experience, background information on various funding mechanisms, your company's history, budget, timeline	1 Inadequate funding, wrong goals identified, missed funding opportunities	
2 Determine the appropriate funding mechanism(s) to research	2 Determined appropriate, specific funding mechanism(s) by considering amount of money needed and the purpose of the project	2 Budget, blueprints, market research, business plan, marketing plan, computer, Internet access	2 Market awareness knowledge, knowledge of legal and policy issues	2 N/A	2 Detail oriented, good manager of time, deadline oriented, thorough, innovative, analytical	2 What are the best sources for funding? What is the timeline for each source's application process? Is my business plan compatible? Should I be considering loans, grants, and/or fundraising opportunities?	2 Past experience, your company's history, budget, timeline	2 Inadequate funding, wrong goals identified, missed funding opportunities, inappropriate/incomplete application, wasted time	
3 Research specific funding mechanisms (e.g., foundations, government, nonprofits) that support the needs and criteria for funding	3 Researched (e.g., online, periodicals, university extension, industry professionals) various applicable organizations and requested information/documentation	3 Budget, blueprints, market research, business plan, marketing plan, computer, Internet access, background/references on possible funding source(s), professional contact information, periodicals	3 Research skills, market awareness knowledge, math skills, computer/Internet skills, knowledge of applicable industry resources/publications	3 N/A	3 Computer literate, highly organized, innovative, detail oriented, patient, persistent, resilient, responsive, resolute, communicator, self-motivated	3 How do I know what specific funding mechanisms apply to the project? What are the best sources of information to learn about available funding (e.g., government websites, industry related nonprofits)? Are there any non-traditional ways to seek funding? Are there any other sources I can use?	3 Past experience, your company's history, budget, timeline, level of computer/Internet skills	3 Missed funding opportunities, poor application information provided, negative financial impact on your business, wasted time/money	
4 Select appropriate funding source(s)	4 Selected application(s) for appropriate funding mechanism(s)	4 Computer, Internet access, periodicals, professional contact information, funding criteria, professional advice information	4 Market awareness, math skills, financial management skills, knowledge of current economic conditions, time management skills, communication skills	4 N/A	4 Adaptable, flexible, organized, deadline oriented, innovative, ethical, analytical, problem solver	4 Have I selected the best source(s) (e.g., grant, loan, non-traditional)? Am I aware of all timeline/requirements for applying to each source? Is there more than one source that could be used?	4 Past experience, timeline, research results, market awareness, complete understanding of goals for project	4 Missed funding opportunities, poor application information provided, negative financial impact on your business, wasted time/money	
Analyst: Susan Pavilkey			Specific Relevant References:						
Expert Workers:									
Adam Welly									
Jaime Moore									