

Delivering Community Projects

Step 1: Find Out What is Needed in Your Community

Start by talking to friends and family members if there are things that they have seen that need a solution. Talk to neighbours, engage with the local communities groups and local representatives. Once you have an idea of the issues present or potential projects spend some time researching them. What is the history of the issue? Is it a new issue or has it been around for a long time? What realistic step can be taken to address it? Has there being community projects delivered in the past locally, what worked or what did not work?

Step 2: See What You Have the Ability to Do

As a group, its time to ask yourself the tough questions.

- What skills and talents do the group have?
- How many people do you realistically think you be able to get to help you?
- What skills and talents will they have?
- How much time can they devote to the project?
- Is there any existing material to hand that would be useful for the project?

Step 3: Choose a project

List your project ideas. If you have a group of people you're going to work with, allow them to help you rank the ideas from most to least important. Vote on or decide which project you want to do. Make sure it is reasonable, within your means, and that it can actually make an impact. Be honest with yourself and your group when assessing how to make the most impact. Be realistic with your expectations and honest about the best way to reach your end goal.



Delivering Community Projects

Step 4: Develop a Plan

To start, write down exactly what you are hoping to accomplish. This will include a big-picture project as well as the specific smaller tasks that you will need to do in order to get to that main project. You also need to go into the practicalities of the project. How much equipment will you need? How many people will you need to successfully complete each part of the project? How much time can each person commit to the project? How will you organize different volunteers? Remember that you're responsible for the success of the project and one large part of that is that it takes place safely and legally. Do some background work to check out your liabilities and research the potential complications that can arise from the project you're planning.

Step 5: Recruit Your Volunteers

Look at your current group of volunteers, is there enough volunteers to deliver the project or do you need more support. Can you reach out to the local community to recruit more volunteers to deliver the project?

Step 6: Make a Budget

Now that you know your goals, you have to get specific with how much money is going to be needed to make your plan come to life. Make sure you list the type of items that you need – be specific! How many will you need of each item? What is the cost per item? What is the total cost? Don't forget that your budget has to include more than just the physical items involved in your project, all costs need to be factored in. See *Planning your project and applying for funding* document for further details.



Delivering Community Projects

Step 7: Make a Timeline

You should already have a rough idea of how long your project will take, but now you need to narrow it down to the specifics. Pick an end date for your project that will give you enough time to put it together. Make sure that the date is approved by all necessary partners. Make specific schedules for each of your volunteers based on how much time each can contribute. This is important – you don't want to end up having to do everything yourself at the last minute because you assumed that people would be putting in more hours than they actually can! Try to be realistic with your expectations of what can be accomplished every hour. Mark specific goals on your timeline. By a certain date, a certain amount of the project should be completed, etc. Make note of specific things that are critical to success. All projects **must** be completed within 18 months of the initial funding drawdown.

Step 8: Apply for funding through the Community Climate Action Fund

Now that you know what project you want to deliver and who is on the project team. It's time to apply for the community climate action fund, see *Planning your project and applying for funding document* for more information on how to fill out your application.

Step 9: Deliver the Project and reflect

Once you have successfully secured your funding it is now time to deliver the project. Please ensure to keep to the agreed project timelines and that the project is within the agreed budget. Its also important to document the progress of the project by taking pictures, this can be useful to showcase the progress on social media. Once your project is complete, you hopefully have experienced and learned new things. Take some time to reflect and get feedback from the volunteers and participants. What didn't go to plan? Consider how you could have done things differently and avoided problems. What went well? Why were those things successful? These learnings will be critical when you move onto your next community project.

