



# Community Project: Idea to Action Planning Kit

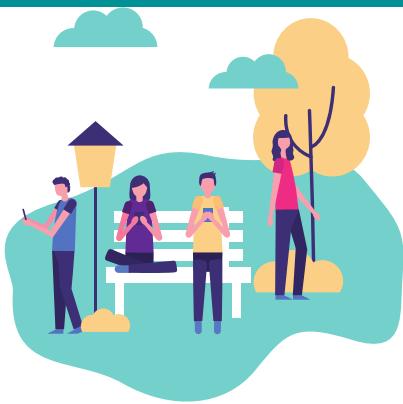


# **Table of Contents**

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- 01 — Introduction**
- 02 — Asset Based Community Development**
- 03 — Where to start?**
- 04 — Developing your Idea**
- 05 — Project Life Cycle**
- 06 — Project Planning**
- 07 — The Project Plan**
- 08 — Measuring Progress**
- 09 — Funding Sources**





# Introduction

People just like you in your community have incredible ideas whether its to start a new group or to get a local project or initiative started, the challenge can sometimes be where to start. We often don't know what the first step is, who we should speak to or if anyone would be interested in our idea.

The Community Project: Idea to Action Planning Kit is designed to help you take the first step. It will help you to bring your idea to life. It will give you handy tips, guide you through planning process, help you to consider how to get others involved and give you some tools to use. The tools and tips are written in user friendly language to help you apply them to your project or initiative.

We have provided links to where you may be able to find funding to help you move your idea into action.

We always recommend you share your idea with others and invite people to join your team (often called core team). Of course, this helps spread the work load and it supports the design and sustainability of the project to have the input and contribution of others. Collaborating and getting involved in our community is a positive way to address local concerns, capitalise on an opportunity and helps create a community that encourages learning and working together.

We hope you find this toolkit helpful.

## *The Jeder Institute - Community Building Team*

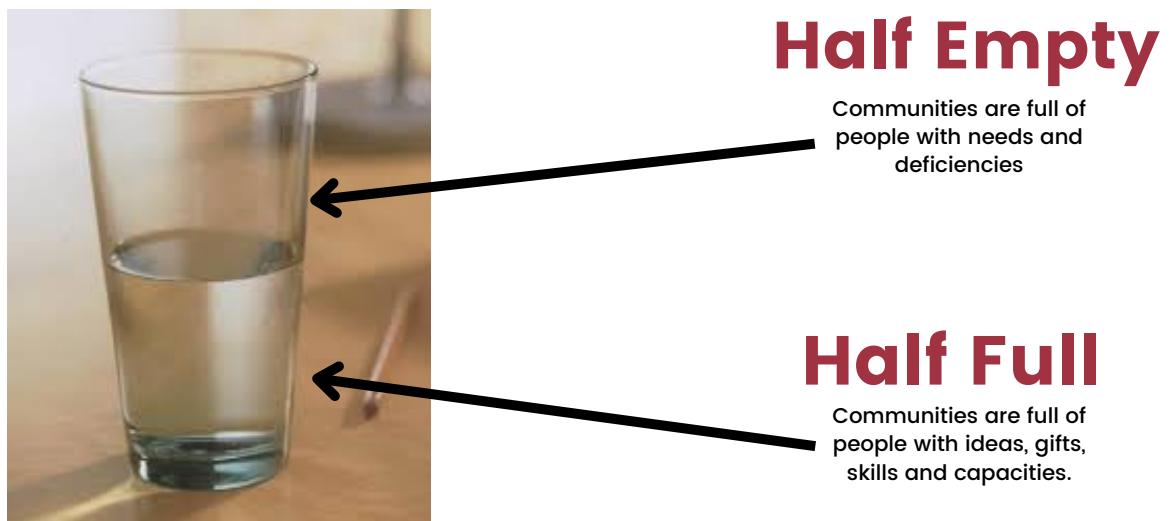
This toolkit is intended as a guide only and it is up to you to decide how you will use the toolkit.



# Asset Based Community Development

Asset-based Community Development (ABCD) is a globally adopted approach that recognises and builds on the strengths, gifts, talents and resources of individuals and communities to create strong, inclusive and sustainable communities. ABCD is a way of strengthening community relationships and connection (social capital), developing local leadership and activating people for community change.

ABCD starts with what's strong (glass half full) rather than what's wrong (glass half empty) in our community.



## ABCD Principles:

- Everyone has gifts
- ABCD works when everyone draws upon those gifts
- Identifies & activates the assets of individuals, especially marginalised people
- Builds mutually supportive relationships among communities members,
- Gives community members the power to create change; people-led efforts

## ABCD research discovered:

- In every story, neighbours know about the local assets.
- Successful neighbourhood action is the result of assets that were not connected being connected.
- To connect assets there must be a connector, i.e. individuals, or community group

**TIP! We encourage you to adopt an ABCD approach for your project or initiative.**



“When people discover what they have, they find power. When people join together in new connections and relationships they build power. When people become more productive together, they exercise their power to address problems and realize dreams.”

— Mike Green, ABCD in Action

## Find your team



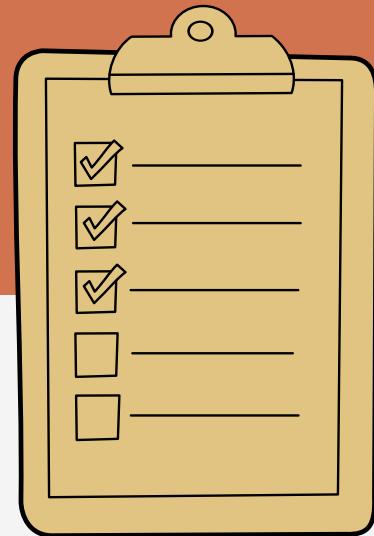
# Where to start?

Starting a project can be overwhelming & intimidating, so we've broken it down into some simple steps for you to start. Taking time & collaborating with others can lead to more successful & sustainable results.

### STEP 1

#### Identify what will change as a result of your idea.

e.g. People will learn new skills; Landfill will be reduced; People will connect reducing loneliness.



### STEP 2

#### Build relationships with others in your community.

Share your idea with others you never know who might be interested in getting involved..

### STEP 3

#### Do your background research.

- Is there a similar project in the community?
- Has it been tried before?
- Is anyone else talking about a project or initiative like yours?
- Do you need statistical data?

### STEP 4

#### Create an Asset Map

- What is available locally that could be activated for your project? People, places, resources, business, organisations, local culture that may assist or be part of the project.

### STEP 5

Your Idea should be taking shape by now & your concept clearer. You are now ready to move to on to develop your project plan.

**"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has."**

**Margaret Mead**



# Developing an Idea: Pre-planning

Use the following 'Pre Planning' worksheet to help think through the idea & gather information.

This worksheet will help identify the potential of the GREAT IDEA.

## GREAT IDEA!

Does the idea have a "project name"? Is it catchy & memorable? How would you describe the idea?

What will change as a result of our idea? What is the benefit to the community?

## WHAT DO WE ALREADY HAVE?

What assets (resources) do we already have in our community that could support the project?

Who have we identified can help? Do we have support for our great idea in the community?

Do we have partners? Are there organisations/community groups or people we can partner with?

## WHAT SHOULD BE CONSIDERED TO ENSURE SUCCESS?

Does the idea respond to a community priority or need?

Is there a similar project in the community? Has it been tried before?

Is anyone else talking about a project or initiative like yours?

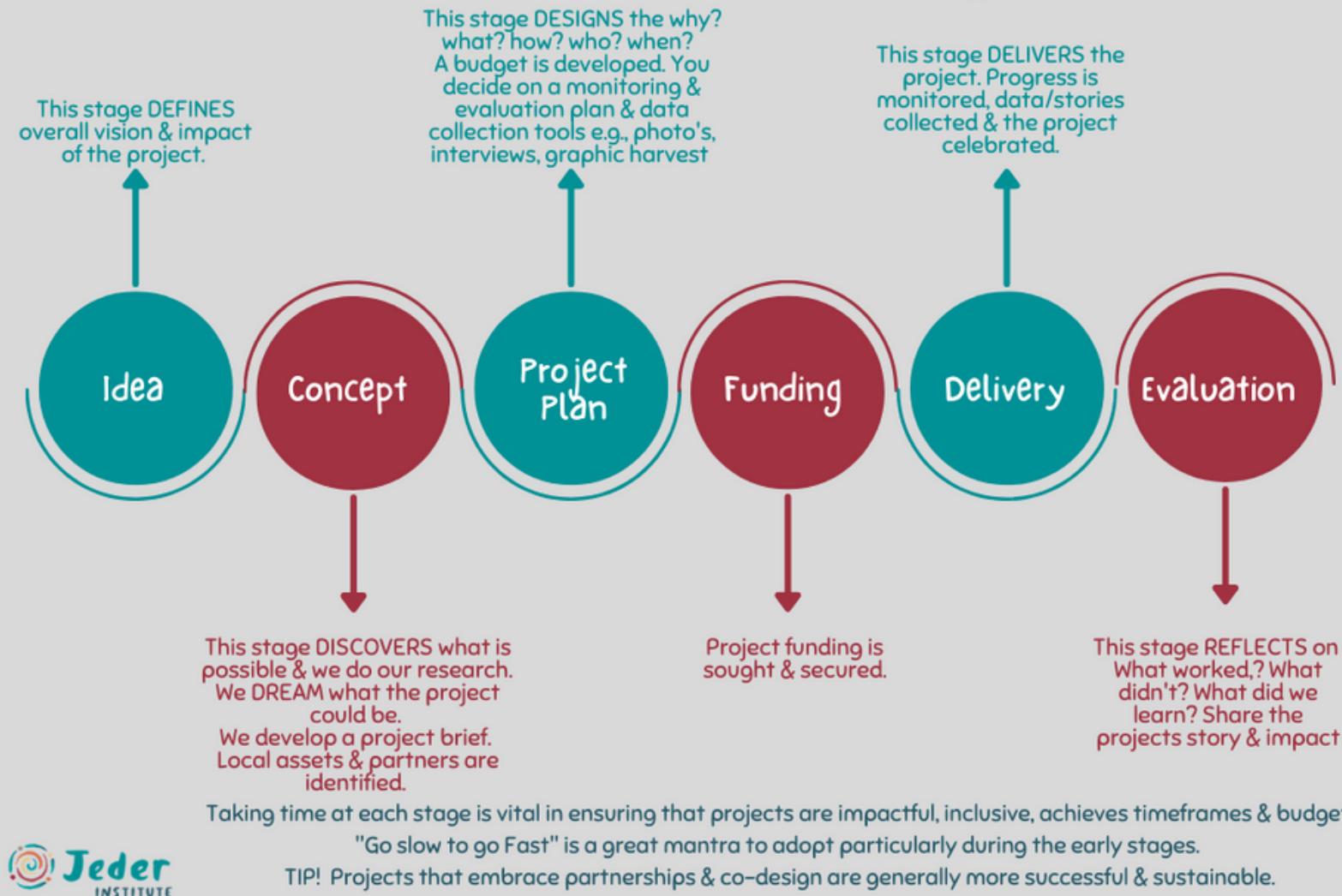
Do we have enough time? Will we need funding? Do we need statistical data?

## Next WISE STEPS!

What are our next WISE STEPS to move our great idea to action? Who will do what and when?

- 1
- 2
- 3
- 4
- 5
- 6

# Life Cycle of a Project



"Co-design is a design-led process that uses creative and participatory methods. There is no one-size-fits-all approach." KA McKercher



## 4 Principles of Codesign

### • Share Power

Acknowledging and addressing differences in power to ensure we share power in decision-making, design, delivery and evaluation

### • Prioritise relationships

Co-design isn't possible without relationships and developing trust between collaborators

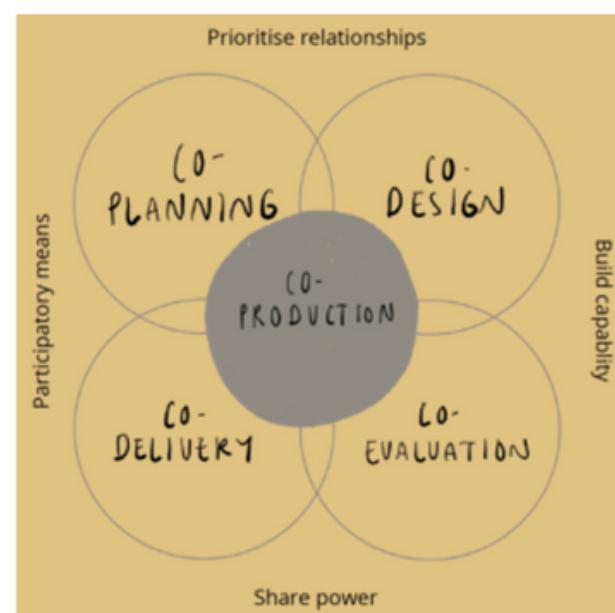
### • Participatory means

Provides many ways for people to explore, contribute and express their ideas through participatory processes

### • Build capability

Support and encourage people to embrace new ways of being, sharing and doing, learn from others, and have their voices heard.

Adapted from "Beyond Sticky Notes" KA McKercher



### Through Codesign:

- Community become partners
- We discover individual's motivation to act
- It takes time

# Project Planning

The 5-D Cycle Of Appreciative Inquiry is a step-by-step cycle that can be used to guide changemakers through each phase and lead to more effective results. This process is known as the ‘5-D Cycle’ – Define, Discover, Dream, Design, Deliver. The process does not have to be linear, sometimes you need to go back to an earlier step to gain project clarity.



# The Project Plan

A project plan sets out a map for the project and helps the project team keep on track. If you have completed the Project Pre-planning exercise and worked through the Define, Discover and Dream stages of the 5-D Cycle outlined on page 6 your team should be ready to codesign the project plan.

A Project Plan will generally include the following elements:

- **Project Name** - Provide a succinct title for the project
- **Project Aims** - Overall aim of the project
- **Project Benefits** - Outline the anticipated benefits of the project
- **Project Deliverables** - What you will deliver throughout or at the end of the project?
- **Budget** - Provide a detailed budget. Obtain quotes for each budget line and include as appendices to your project plan.
- **Timeline** - Include a step-by-step timeline that includes important milestones or deadlines throughout the project
- **Resources** - Detail the resources required to undertake the project e.g. people, tools, equipment, materials, venue etc.
- **Risks** - All projects have risk. Identify the potential risks for the project and outline mitigation strategies. You may like to use a risk matrix.
- **Communication Plan** - what, when, and how will you share project updates with the community and other stakeholders. Are there any stakeholder requirements you need to include e.g. progress reports?
- **Monitoring and Evaluation Plan** - Provide performance measures that can use to evaluate the project. Identify the information you need to collect, and how you can collect it.
- **Harvest Plan** - What artefacts are you going collect throughout the project to demonstrate the impact of the project e.g. photo's, video's, artwork, graphic harvests etc.

Enjoy working with the project core team to codesign the plan.

**Tip!! Never work alone. When we collaborate with others it spreads the load, we learn from each other and build sustainability into the project.**



# Measuring Progress

It's important we are clear on the purpose of our project before we get started. What is the change we want to see happen? Performance goals (or outcome measures) are a good way to measure and monitor the progress of your project. Reporting performance can include details such as the activities accomplished, indicators identified, and data collected.

You can use the following template to share the projects progress.

Our team at the Jeder Institute can support your project team to develop a monitoring & evaluation framework.



Activity	Key Indicator	Data Collected/ Outcome
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Add a few details  
describing the related  
activities

Your Key Performance  
Indicator goes here

- What results did you obtain from your project?
- Write them here.

Add a few details  
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# Funding Sources



There are multiple grant opportunities available to community projects and the following is a snapshot of what is available.

Possible funding sources include:

- Federal Government Grant Connect <https://www.grants.gov.au/>
- State Government Grants
  - Victoria - <https://www.vic.gov.au/grants>
  - NSW - <https://www.nsw.gov.au/grants-and-funding>
  - QLD - <https://www.grants.services.qld.gov.au>
  - Tasmania - <https://www.communities.tas.gov.au/csr/Grants>
  - SA - <https://www.grantassist.sa.gov.au/>
  - WA - <https://www.wa.gov.au/organisation/department-of-communities/department-of-communities-grants-programs>
  - NT - <https://grantsnt.nt.gov.au/>
- Banks – e.g. Bendigo Bank
- Corporates – e.g. [Australia Post](#)
- Foundation for Rural and Regional Renewal <https://www.frrr.org.au/>
- Community Foundations
- [Community Enterprise Foundation](#)
- Our Community's [Funding Centre](#) provides a grants database with information from government, corporate, philanthropic and community foundations. There is a cost to subscribe. <https://www.fundingcentre.com.au/>

## Grant Tips

### 01. Be Prepared



Have a well developed project plan including a budget. Make sure you outline the WHY? the WHAT? & the HOW? of your project.

### 02. Be Collaborative



Make sure you have included others in the development & design of your project. Who are you partnering with? Who will be involved? How have you engaged with others to ensure the project's success?

### 03. Be Proactive



Speak to the funder before you submit your grant application, explain the project vision, & ask questions. Understand the focus of the funding & ensure that your project responds to the funder's focus.

# Acknowledgements

We would like to acknowledge the following people & organisations whose work has either guided or contributed to the development of our Community Projects: Idea to Action Planning Kit

- ABCD Institute
- Jodi Kretzmann and John McKnight
- David Cooperider
- KA McKercher, Beyond Sticky Notes
- Michelle Dunscombe & Dee Brooks, Jeder Institute
- Mike Green, ABCD for Inclusion

**We thank you for your contribution and care for  
your community & wish you every success with  
your project.**

## Contact

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