How to start a community project in just 10 steps!

Step 1. Idea!

Do you have an idea for a project?

Great!

There are simple steps you can follow to give your project the best chance of success.

Step 2. Research

What gap in the community does your idea fill? Is there a need?

Is your project already offered somewhere nearby?

In some cases, advocating for changes or joining within existing projects might be the best way to achieve your goals – rather than starting a new project.

Nothing currently available? Time to lead your own project

Step 3. Recruit your team

Have you talked with your family, friends, neighbours and similar groups in the area?

What groups, businesses, or organisations might be able to help you?

A partnership or team will give you more energy and support.
If you get a team be sure to clearly define who is responsible for each task.

Having a team also helps to show that there is community support for your idea.

Step 4. Now some detail

Do you need funding to support your project? Many projects can be run with surprisingly little funds.

You may find that donations of goods, services, venues and people's time are the most valuable resources for your project

If you are considering applying for grants, try linking in with other organisations or groups to help you apply and manage the money.

Step 5. Location, location, location!

Do you need a venue for your project?

You can approach your local council, sports or hobby club for causal room hire

Use the great outdoors or think outside the box for other options

How will people get there? Have you thought about access to public transport?

How often will you need it and what time will best suit the people you want to come?

Step 6. What if something goes wrong?

All projects have risks.

Identifying all the risks, you can be confident that your team is ready to handle any problems that arise. Plan ahead!

Have you thought about insurance or incorporation? If you are not ready, look into partnerships to help you with these.

Do you need permits or special permissions for your project? Talk to your local community development council worker

Do you need a working with children's check or food handling certificate? These can often be done online.

Step 7. Get the word out

There are lots of options to tell people about your project. Consider which will work best for your audience and idea.

Step 8. Growing your project

How can you improve your project and keep it going?

Consider whether your team would benefit from training, such as:

- project management

- grant writing

- marketing or promotion.

Or maybe something specific to your project like art or exercise skills.

Step 9. Measure your success

How did your project go?
It's a good idea to ask people who took part in your project for feedback and ideas for improvements.

You can use this information to improve your project and tell your story

To help get more funding, support or community members involved!

Step 10. More information

Links to help you are below.
Many of these resources and templates can be found free online.

Don't forget there is always someone you can talk to at your local council, neighbourhood house or relevant club for help. Good luck!

Now it's your turn! Start at Step 1… what's your idea to improve your local community?