

PASSION TO PURPOSE COMMUNITY SERVICE GRANTS

PROJECT SUCCESS GUIDE

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YOU'VE APPLIED FOR THE GRANT. NOW WHAT?

You're ready to start planning your project more formally and start making some important purchases. This guide can help support your project tracking and planning as you work through this project.

You have the energy, and the will, but sometimes there are things that get in the way of what you want to accomplish. Our recommendation is identifying these BARRIERS early on and turning them into OPPORTUNITIES to realign yourself.

The following exercise will help to explore possible barriers to completing your project, as well as what opportunities are available to overcome those barriers. We've listed a few and you can use this space to list more that are more relevant to you.

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PROJECT BARRIERS

These are related to the project itself and might be a hurdle to getting your project off the ground

- Limited access to transportation
- Lack cultural understanding
- Lack of public spaces or public resources
- Safety concerns
- Lack of funding
- Lack of access to resources & support systems
- No interest from the community
- Reduced access to technology or tools
- Opposition from community members or groups

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OPPORTUNITIES

Draw a line from the barrier to the opportunity and explore what steps you can take to overcome that barrier

- Explore venues that are closer to my home and easily accessibly by Public transit

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TEAM PLANNING

You have an amazing group of people who have banded together to help you with this project. Each person's role should bring out their genius, (offerings and gifts) to make sure that everyone is getting as much out of this project as they are putting in. Focus on what their skill sets are and work together to assign the appropriate roles for each person.

TEAM MEMBER:

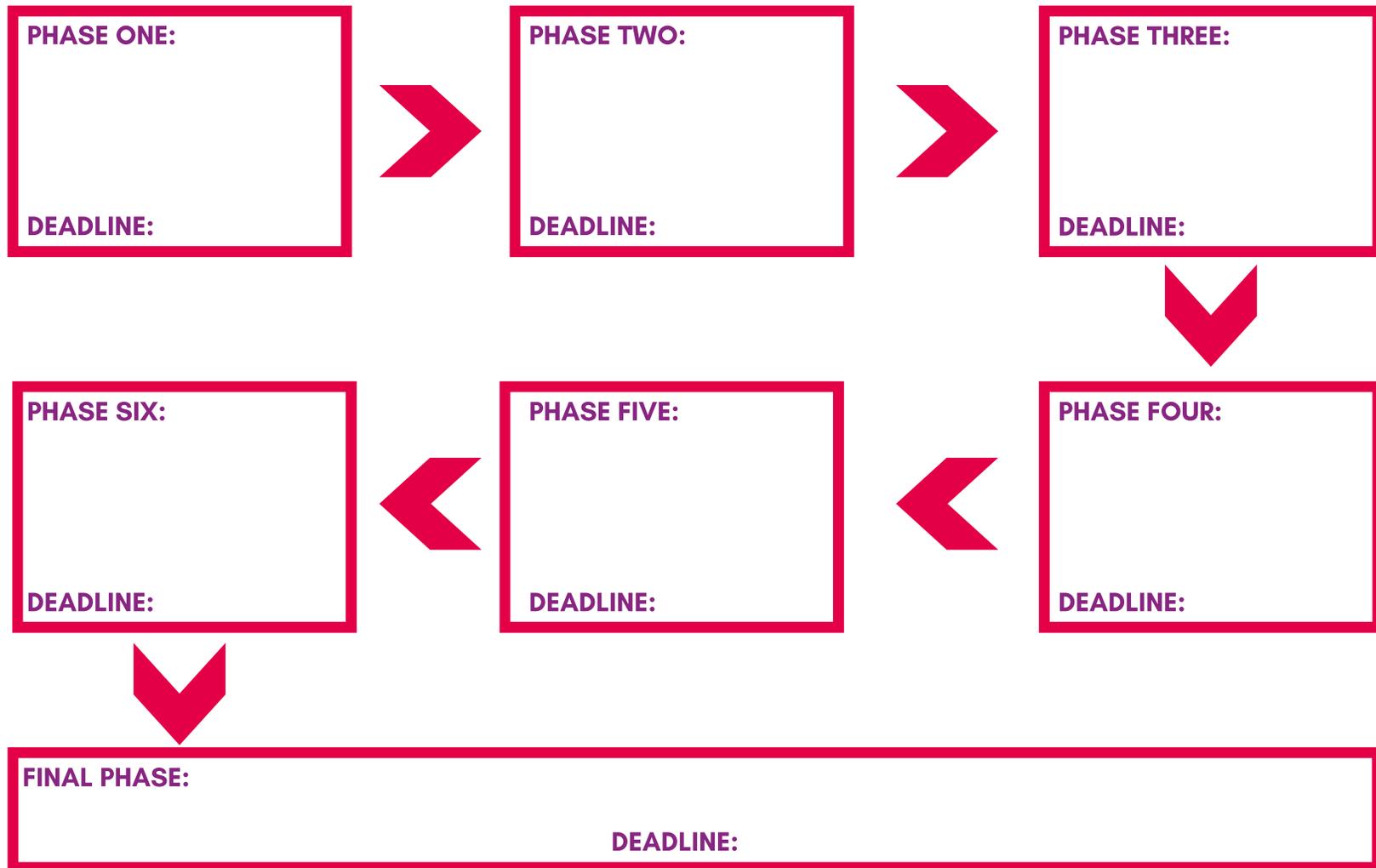
ROLE:

SKILLS:

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TIMELINE PLANNING

You know who is doing what, but when does it need to get done? Use this timeline map to figure out when each phase of your project needs to get done.



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TASK PLANNING

Each phase will have its set of tasks that need to get done in order of priority and need. You can use this simple task tracker to keep tabs on your tasks and who might need more support doing their tasks.

Task	Priority	Start Date	Due Date	Team Member	Check in Status - 01	Check in Status - 02	Done	Notes

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BUDGET PLANNING

Time to get to the money! This budget tracker can help you keep an eye on how much money you have allocated to each item and how much you have leftover.

Item	Team Member In Charge	Projected Amount	Actual Spend	Balance	Notes

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SHARE AND DECLARE!!!

Congratulations!!! You had a solution in mind and you brought together your peers to put it into action! You are leading the change in your community and laying that foundation for growth.

It's time to recognize, share and celebrate the efforts you and your team have made in your community through your service initiative.

POST PROJECT SELF REFLECTION

You can use this space to reflect of your lessons learned, what work and didn't as well what you could do differently next time.

Use the questions below as a guideline for discussion with your team to evaluate your process and outcomes of your project.

- What happened? Talk about the project using the 5W and H: who, what, when, where, why, how many, etc...
- What worked well?
- What didn't work? Share your thoughts challenges that came up and opportunities that helped reimagine your project.
- What are your lessons learned? Talk about any conclusions you have come to based on what worked and what didn't.
- What can you do differently next time?

LET THE WORLD KNOW WHAT YOU DID & INSPIRE CHANGE

Post a photo or video on social media using #Passiontopurpose, #dukeofed, #theawardcanada, #Leaderstoday, to tell the world about the project you launched to be the change in your community. Inspire other youth to think about ways in which they can be **CHANGEMAKERS**, like you!



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TO
PURPOSE →

