PROJECT DESIGN TOOLKIT – PROJECT EXAMPLES

When developing your funding proposal, consider these activity examples:

Category 1: Healthy Social Environments
Desired outcome: Community connections are built between neighborhoods and community groups through healthy activities. Examples: Projects that promote and increase opportunities for people to be active in groups.
- Organize walking, biking, running or other clubs or events
- Connect to existing bicycle maintenance, safety education and recycle programs
- Funds for programs that increase participation in neighborhood associations (marketing, meeting events, etc.)

Category 2: Healthy Physical Environments
Desired outcome: Neighborhoods collaborate to improve the places that support community connections and health. Examples: Projects that result in physical changes in the neighborhood.
- Community gardens
- Tree planting
- Park and trail improvements
- Adding secure bicycle storage to buildings
- Preference for projects that combine collaboration between neighborhoods (especially those that have a challenge or opportunity along a shared border)
- Art projects (murals, sculpture, signage, etc.)

Category 3: Healthy School Partnerships
Desired outcome: School-neighborhood collaborations support physical activity programs to address issues of childhood obesity. Examples: Projects that support collaboration with schools or school-based programs.
- Connect to existing structured, organized after school, weekend, or summer vacation activities
- Organize walking to school buses and pedestrian/bicycling safety education and awareness
- Encourage neighborhoods to join PTSA and PTSA to join Neighborhood, designate a liaison, place a neighborhood contact on school site council

Category 4: Combined Healthy Social/Physical Environments
- Projects that promote or increase physical activity opportunities while encouraging physical changes in the neighborhood
- Establish or support "friends of" parks or trail groups
- Assess neighborhood walkability and use results to create a neighborhood action plan and/or include in neighborhood planning, annual traffic safety program and TIP priorities, etc.

For a list of hundreds of local partners and projects related to healthy communities:

www.whatcomcounts.org   click on "Local Resources"

City of Bellingham Website Information:

Neighborhood Services:
http://www.cob.org/services/neighborhoods/resources/index.aspx

Public Works Department:
http://www.cob.org/contact/pw.aspx

Parks and Recreation Department:
http://www.cob.org/contact/parks.aspx

Street Tree Specifications:
http://www.cob.org/documents/planning/permit-center/forms/parks/approved-street-trees.pdf

Street Tree Permit Application:
http://www.cob.org/documents/planning/permit-center/forms/planning/222-street-tree-permit-app.pdf

Safe Routes to School Program:
http://www.cob.org/services/transportation/safe-routes.aspx

Other Community Resources:

Bellingham Public Schools: http://www.bham.wednet.edu/contactus.htm

Communities in Schools of Whatcom County: www.whatcom.ciswa.org

WSU Whatcom County Extension: http://whatcom.wsu.edu/ag/gardening/cfg/

City of Bellingham Neighborhood Association Insurance Policy (participating associations only):
The Unity Group, (360) 734-8025

Project Idea:

To be most successful, neighborhood project idea(s) should conform with the 2009 Small and Simple/Healthy Neighborhoods Initiative project criteria and outcomes. Study the following four project categories and project examples. Remember, these are EXAMPLES, not a limited set of projects.

1.   Healthy Social Environments – encourage people to
   - be active in groups, such as neighborhood association or interest groups
   - organize and participate in walking, biking and running
   - connect to existing bicycle maintenance, safety education and recycle programs
   - increase participation in neighborhood associations through marketing, events and meetings

2.   Healthy Physical Environments – make physical changes in the neighborhood, such as
   - community gardens
   - tree planting
   - park and trail improvements
   - adding secure bicycle storage to buildings
   - arts projects

3.   Healthy School Partnerships – collaborate with schools to
   - support/participate in school programs after school, weekend and vacation
   - organize walking to school buses and bike/ped safety education
   - encourage joint membership in both PTSA and Neighborhood Association
   - place a neighborhood contact on school site council

4.   Combined Healthy Social and Physical Environments – encourage
   - projects that promote both physical change in neighborhood and healthy activity
   - "friends of" parks or trails
   - neighborhood walkability plan and implementation of improvements

Which project category best fits your activity?

What other group or organization will you invite to collaborate with you for this project?

What evidence is there that this organization would be willing to partner with you?

What barriers might there be to this collaboration? How would you overcome them?

What further information do you need re: collaboration before selecting this project and partner?

"Is the project possible with the partners involved?"

- Is it a real need or desire by many people in your neighborhood?
- Can you complete the project in the allowable time?
- What phases will the project have and how long will each be? (research, planning and implementation – what steps involved? evaluation, reporting)
- Do you have sufficient money in your Association budget to fund costs up front? (Remember, this is a reimbursement grant)
- Can you recruit enough people (and the right people) to plan and implement the project?
- Does the project require specialized knowledge for implementation? How will you obtain this knowledge and when?
- Do you have a project chair/manager who will commit to carrying through the project?
- How will you track project process and maintain financial accountability?
- What city approvals and permits will be required for the project?
- Who do you need to talk to for advice and approval before and during the project?

2. Ask these same questions of the organizational partner you want to collaborate with – or ask them to answer these questions for themselves and then discuss with you.

3. Also discuss with your prospective partner about how to divide up the work tasks, how available they are for meetings and at what frequency. When organizations or groups of people who have not worked together collaborate on a project, it is wise to consider not only the project *tasks*, but the project *processes* you will use—so that you can avoid getting into a project and discovering that the two groups have very different operational modes that make it hard to work together.

This can be a problem even within one's own organization, but because the members of one's organization usually have interests in common, they can usually work through their differences of style or goals or modes of operating. These process issues are much harder to resolve *between* two groups, so it is advisable to talk through expectations about how to work together *before* embarking on collaborative projects.

Category:
Project Title:

Who will be your partners?

What will be the project outcomes and what simple methods will you use to measure them?

What learning/information is needed <u>before</u> you start this project? How long with that take?

How large will this project be, in terms of number of people needed for implementation?

Do you have the volunteers required to do this project successfully?
- Chair and co-chair?   - Needed number of volunteers (how many)?

- Technical knowledge?

How long do you estimate this project will take to complete?

What funding can your Association provide for this project?

PROJECT:

DESIRED COMPLETION DATE:

DROP-DEAD DATE:

Note: Try using "reverse planning" to outline your project schedule, starting with the final project activities first.

WHAT	WHEN	WHO
7. Final project activities		
6. Late-phase activities		
5. Mid-phase activities		
4. Early-phase activities		
3. Project start-up activities		
2. Complete/submit grant proposal		
1. Commence research/writing		

PROJECT DESIGN TOOLKIT – PROJECT SUPPORT WORKSHEET

PROJECT:

Name and contact information for group(s) you will collaborate with in your project:

City departments or community partners needed for advice, support and approval. Referring to the Toolkit, note the resources and contact information you think you will need for your project.

Vendors needed for cost estimates on materials needed for your project. Make your own list.