Your Social Action Project
Quick Guide to Getting Started

communityfirst oxfordshire
Helping communities help themselves

Project Stage	Tasks	CFO	√
Identify and Define your idea	• Discuss it with friends. • *Do you need other people? Do you need funding?* • *Do you need expert advice?*		
Get Advice and help	• Identify and contact other people who can help you (see useful links https://www.communityfirstoxon.org/health-transport-ageing/transport/useful-links/)	**Yes**	
Get other people involved **Communicating with others**	• Hold an event • Communications strategy - gather email addresses of people who are interested (N.B. GDPR) and get in touch, publicise events • Creating and distribute simple surveys • Feedback form • Skills audit - find out what skills people already have , what others are needed and where these can be sought.	**Yes**	

Setting up a Steering Group	• Most community action needs two or more people to make it happen. It is motivating to work with others as well as enabling you to share the work.
	• Decide how formal the group needs to be (if at all).
	   o *Does it need a constitution or terms of reference?*
	   o *Will it need a bank account?*
	   o *Can another organisation hold funds on your behalf e.g. the parish council or community association?*
	• In taking the decision on how to set up, be aware of liability if you enter into any contracts and any other risks. If there are significant risks, consider forming a legal entity or putting your activity under the umbrella of another organisation that has insurance and limited liability.
	   o Constitution
	   o Terms of reference
	   o Management committees
		Yes	

Plan how to proceed	• Develop a project plan • Consider costs • Identify sources of funding	**Yes**	
Implement Action	• Undertake tasks following project plan • Delegate tasks to Working Groups	**Yes**	
Maintain momentum	• Communicate regularly with the wider community e.g. via Parish magazines and Social media		
Monitoring Progress	• Take time to monitor project progress • Change tasks and scheduling if needed	**Yes**	