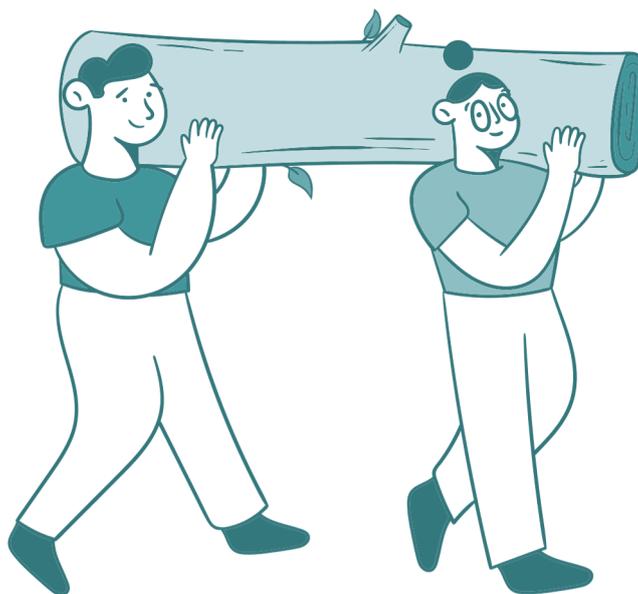


# Let's plan your project!

This guide helps you plan a project that will start during Neighbours Aotearoa and continue on all year round (like a pātaka kai or a new community space). If you are planning a one-off activity or event, please read our guide “Let’s plan your activity!”



## Organising together: “You don’t have to do it all yourself”

Whatever your project might be, it will be absolutely vital to have a support team (or at least one other person) working alongside you. By organising together, you can tap into different skills and resources in your neighbourhood and reduce the load on yourself. Drop a note in a few letterboxes introducing yourself and the idea, share your plan on your local Facebook community page or noticeboard. You will be surprised how many people will be interested in contributing!

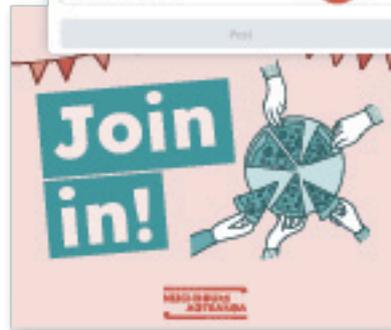


### A place to meet:

You can bring people together in so many places—yours or a neighbour's home, a park, your street berm, playgrounds, community centres, marae, or a cafe to list a few. Utilise your neighbourhood and the spaces it offers.

### Spreading the word:

Bringing your neighbourhood together is the goal so people need to know about it. You can drop an invite or note in the letterbox, put a poster up in high foot traffic areas or write a post on your local Facebook community page. To make this easy, you can use our editable template posters, invitations, flyers and social media tiles!



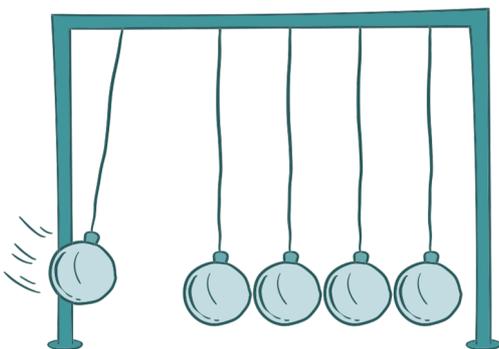


## Planning

Think about who might be coming along and if any special requirements need to be considered—eg: wheelchair access, dietary requirements or something for the little ones. Encourage everyone to bring something along—kai, music, equipment, seating, kid’s activities. Again make sure you’re organising together.

## On the day:

Have fun and enjoy making and strengthening your connections!



## Keeping it going:

From the get-go, think about how you will maintain the energy and momentum.

- Do you plan to be there every day/week/month that the project is running or do you need to enlist others into a roster?
- How will you communicate (email, phone, text, whatsapp etc)?
- Are there ongoing costs (eg venue hire, materials) involved and how will you continue to cover those?
- Does the project itself require frequent maintenance to survive (like a garden or community compost)—how will you keep it alive?
- What is the social good that the project offers and how will you keep it relevant for the community (ie you may need to keep recruiting people and publicising the project regularly to make sure the community continues to be involved and get the benefit of the work you’re putting in).



### Supporting your neighbourhood:

Neighbours Aotearoa wants to support you along the way. Here are a few things that might help:

- See if you have a [Neighbours Aotearoa Connector](#) in your area. They can guide you at a local level to make your project as successful as possible.
- We've collated various community grants and funding opportunities—see if your project qualifies for financial support.
- Need kai inspiration? [Here's a wide and diverse range of recipes](#) gifted to the Neighbours Aotearoa community by neighbourhoods across the motu.
- From time to time, we have Neighbours Aotearoa merchandise available. Reach out to our team to see what's currently on offer! [kiaora@neighboursaotearoa.nz](mailto:kiaora@neighboursaotearoa.nz)
- It helps us a lot if you remember to [register your project](#).



**It's all about sharing, growing and celebrating.**