

7

Project Leader Resources

Coordinating NSG Toolkit
Module 7 out of 9

Introduction to Module 7: Project Leader Resources

This module has a range of resources you can provide to Project Leaders to support them in organizing their Neighbourhood Small Grants (NSG) projects. Here are some things to consider around these resources:

- Please customize them to your local NSG area and update each year as needed.
- The majority of the resources are compiled together in the Project Leader Manual. You can provide Project Leaders with the full larger document or you can pull out each resource from the Manual and create individual handouts. Do you think it's better for the Project Leaders to have one larger reference document, or do you think they are more likely to read the individual handouts? Or, are more people likely to read the content if it is sent out both ways — first as a Manual and then over time, as individual handouts?
- If you choose to offer the resources as individual handouts, you can decide if you wish to provide them all at once or spread out over time.
- You can provide these all by email or provide some as paper copies at the Project Leader Orientation event, either for anyone who wants them or for specific Project Leaders who do not have an email address, computer and/or printer.
- Feel free to be creative and continue developing or adding to these over time. There may also be Neighbourhood Grants Committee (NGC) members and Project Leaders who would like to help updating and creating these kinds of resources.

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Project Leader Manual



7.1 **Project Leader Manual**

This resource is intended for Coordinators to share with Project Leaders. It includes information on the bigger picture of the NSG program, as well as guidelines and tips for organizing, promoting, and documenting NSG projects.

Coordinators can create individual handouts from each section within the Manual if you think Project Leaders would benefit from having them.



Project Leader: Resources & Templates

7.2.1 Expense Tracking Sheet Template

This template can be given to Project Leaders to keep track of how the money they received in their grant is being spent. Because NSG is a trust based program this does not need to be turned in and is just for their own purposes.

7.2.2 Media Release Form Template

This template can be used at events to have participants provide permission for documentation through media like photos and videos. If someone is attending with children, they can be asked to sign on their behalf as well.

7.2.3 Asking for Donations and Support Template

This template is for use in approaching local businesses and organizations for support of and/or donations toward a project.

7.2.4 NSG Google Group Guidelines Template

Some NSG communities use Google Groups as a way to keep all of the Project Leaders, Partner Organization staff and NGC members connected with one another throughout the year. If you decide to create a Google Group, this template includes guidelines that you can adapt to send out to participants on how to use it.

7.2.5 Infographics to Support NSG Planning and Project Promotion

These infographics can be printed out and referred to when planning and executing your NSG project.

[Land Acknowledgment Infographic](#)

[Event Planning Logistics Infographic](#)

[Inclusive Event Planning Infographic](#)

[Inclusive Event Promotion Infographic](#)

[Social Media Promotion Infographic](#)