

# 8

## Wrap-Up and **Evaluation**

Coordinating NSG Toolkit  
**Module 8 out of 9**

## Introduction to Module 8: Wrap-Up and Evaluation

This module includes information on finishing your Neighbourhood Small Grants (NSG) granting cycle through project wrap-ups, the Wrap-Up Celebration event, and program evaluation. This provides opportunities to foster more connections between people involved in the program, celebrate the gifts they contributed, and gather and consider their feedback. It is also the time when we reflect on how the program can reach an even wider range of people in the next granting cycle, and learn from the successes and challenges of the current year of granting.

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# 8.1

## Project Wrap-Up & Celebration



# 8.1.1

## Guide to Project Wrap-Ups

Although the Neighbourhood Small Grants (NSG) program does not ask for formal evaluations from Project Leaders, it can be helpful to check in with each project in order to harvest stories and conclude the NSG year. Project wrap-ups can happen in a number of ways, including:

- attendance at the Wrap-Up Celebration event, which usually entails bringing a display or doing an oral presentation about the project
- posting a project story on the NSG website or social media
- submitting photos, artwork, a video or a voice recording
- a simple email check in

Even filling out the evaluation survey can be considered a wrap-up. We want to hear back from each of the projects in some way, but to make the program as accessible, inclusive and low-barrier as possible, we can allow for that to take many forms.

You may wish to start both a digital and physical file of stories, photos and other information and items received from Project Leaders during the Wrap-Up process. For instance, these can come in handy when presenting to your board or Partner Organization staff, in your Coordinator's survey, for future promotional materials or to show at information sessions and Neighbourhood Grants Committee Orientations.

A [Project Wrap Ups List Template \(see 8.2.1\)](#) ↓ is available you can use to track project wrap-ups, with a column where you can briefly record the type of wrap-up that was received or other notes, such as that the project was given an extension or was incomplete and returned their funds, or that you did not hear back from the Project Leaders. [Project Follow-Up Templates \(see 8.2.2\)](#) ↓ are available and can be adapted to contact Project Leaders who return their cheques and those that have not yet wrapped up their project for the year.

When people return their cheques, it may be because they cannot do their project as they originally planned it, but with encouragement to do a simpler, smaller-scale project or slightly different project, they may be able to still use their grant. The second template is for projects who have not wrapped up their grants. It can be useful to send this after the Wrap-Up Celebration event to anyone who wasn't able to attend and that you haven't

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yet heard from in another way. In doing so, you can offer them a range of easy ways to wrap up their grants, remind them of the feedback survey, and request that they return their funds if they are not able to complete their project.

If you have tried to be in touch with a project by both email and phone and have not heard back, it can be helpful to record this both here and in the online Grant Management System. If the Project Leaders or group apply again, the NGC may want to ask them to wrap-up their last project before funding them again.



# 8.1.2

## Guide to the Wrap-Up Celebration

Neighbourhood Small Grants (NSG) Wrap-Up Celebrations bring community-minded individuals and organizations together to celebrate the power of simple ideas and small projects to build more connected and vibrant communities. The purpose of the celebrations is to showcase NSG-supported projects, celebrate achievements and inspirations through project stories, and to build and strengthen connections between Project Leaders, NSG program staff, Neighbourhood Grants Committee (NGC) members, funders and/or Partner Organizations. Below are some of the different components you may want to include in your event and some ideas to get you started.

### Scheduling, Registration, and Format:

- **Availability:** Do your best to hold the event based on Project Leaders' and NGC members' availability. This often means evenings or weekends.
- **Online scheduling platforms:** If you like, you can send out a poll with several options to find out when the best date and time is for the largest number of Project Leaders and NGC members. The following websites are free and easy to use: [LettuceMeet](#) [When2meet](#) [Doodle](#)
- **Save the date:** It is useful to add “save the dates” to materials sent to Project Leaders as soon as possible, as well as to provide them to the NGC and Partner Organization staff. These can just include the date and time, with announcement of the details of the celebrations being sent out at a later time. This will allow adequate time for people to make arrangements to come and increase attendance.
- **Invitations and registration:** Many communities use [Eventbrite](#) to send out free tickets so they have a sense of how many people are coming to the event, or have people RSVP by email. [Templates for invitations are available \(see 8.3.3\) ↓](#).
- **Format:** Ideally Celebration events occur in person, but if needed, the event can be held online through video conferencing (for example, [Zoom](#)). If it is only offered on video, this may prove to be a barrier to those with limited access to technology, but you could choose to hold two events, one in person and one online, if that would help increase attendance and accessibility.
- **Length:** The event should be between 1.5-2 hours in length.

Online polls for setting dates and times for meetings →

[lettucemeet.com](#)  
[when2meet.com](#)  
[doodle.com](#)

Many communities use Eventbrite to send out free ticket →


[eventbrite.ca](#)

Video Meetings →

[zoom.us](#)

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## Set up and Roles:

- **Food:** Consider offering food as an incentive for coming and to help warm the space. Make sure to have a range of different food available, including for those with dietary needs and preferences. Coffee, tea, juice and easy finger food can be provided, or even a sit down meal depending on the type of event you are planning.
- **Accessibility:** Always include accessibility information in your invitations to the event. For example, try to hold the event in an accessible space that is friendly for wheelchairs, other mobility devices and strollers and encourage people not to wear scents as many people are sensitive to them. More information on making your event accessible and inclusive can be found in the [“Making an NSG Event Accessible and Inclusive Template” \(see 8.3.1\)](#) .
- **Schedule of activities:** It can be helpful to have a written schedule to provide invitees in advance and to have posted in the room during the event. This way, people have a sense of the flow of the event and will be less likely to miss something important.
- **Room setup:** Give some thought as to the best room set up to facilitate the activities in your event, including tables and chairs. You may want to consider your audio/visual needs including a microphone and places to plug in laptops for project displays. Give yourself ample time to prepare the room(s) before people arrive.
- **MCs:** Consider having an MC or two that can lead the event. The MC role can be performed by NGC members or Project Leaders, with the Coordinator offering support as needed.
- **Staffing:** Ask NGC members and Partner Organization staff to play different roles at the event, including help with planning, MCing, set up and take down, staffing a welcome table, and facilitating an icebreaker or other activities, serving food and beverages, assisting Project Leaders with their displays, or taking care of any audio or visual equipment. Assigning these roles in advance during the event planning can be helpful, although of course some changes may be necessary on the day of the event.

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## Welcome:

- **Door greeters:** Consider having someone at the door to greet people, provide name tags and answer questions as people arrive.
- **Acknowledgement of territory:** Begin the event with an acknowledgement of the First Nation(s) on whose territory the event is held or invite someone from a local Nation to do a welcome/opening to the event. Remember to look into local protocol around acknowledgements and honoraria for someone doing a welcome/opening. If you are a non-Indigenous person, you may also want to consider using this as an opportunity to reflect on the relationships between the local NSG program and Partner Organizations and Indigenous communities in your area, and name some of the history, connections and work being done towards reconciliation. You can learn whose territory your NSG program takes place on here: [Interactive Map | British Columbia Assembly of First Nations](#) or [First Peoples' Map of B.C.](#)
- **Welcome talks:** You may then want to have the MC and/or Coordinator and/or Partner Organization staff do short welcome talks. This can include reminding people of their online NSG feedback surveys to fill out. You may even want to have some paper copies available for people to fill out on the spot. These surveys will be used to create the annual evaluation report and your local data will also be compiled and given back to you to use for reflection and learning.
- **Housekeeping:** The MC can point out the program staff and NGC members so that Project Leaders know where to find them if they have questions or want to connect, and housekeeping matters such as food, bathrooms, and name tags.

Online polls for setting dates and times for meetings →

[bcafn.ca/first-nations-bc/interactive-map](https://bcafn.ca/first-nations-bc/interactive-map)

[maps.fpcc.ca/](https://maps.fpcc.ca/)



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## Project Stories:

- **Oral presentations:** Wrap-Up Celebration events are a way for Project Leaders to share the stories of their projects. It is unfortunately not usually possible for stories of all funded projects to be orally presented within the few hours of a celebration event. However, Coordinators may consider selecting a few projects to showcase the diversity of projects funded. Oral presentations should be less than five minutes and do not need to be a “professional” speech or presentation. The main purpose of the story sharing is for Project Leaders to reflect on their experiences and learnings.
- **Project displays:** Other projects can be encouraged to bring a display that showcases their projects, such as a storyboard, photo album or computer slideshow, which can be set up in a trade show or fair type environment. Attendees can then move around the space, interacting with each other’s displays and mingling with one another. You will want to supply things like tape or other kinds of materials to affix things to the walls and extension cords and power bars so that people can plug in their laptops.
- **Active project demonstrations:** You can also consider inviting a few Project Leaders to more actively demonstrate their projects as one of the event activities, for example by playing background music, doing a performance or live artmaking, hosting games or group activities, hosting an arts and crafts table, serving food samples from their project and so on.
- **Other story-harvesting techniques:** Another way you can have Project Leaders share their story at the event include providing sheets for people to write or draw about a prompt such as “how our project built community and connection in our neighborhood”. They can include these with their visual displays and turn them in at the end of the celebration with the chance to win a doorprize. You can invite people to ask questions of other Project Leaders and enter them for a doorprize ([see the Icebreaker Template in Section 8.3.4](#) ↓), create “storylines” where people can write out how their projects built community and hang them on a clothesline, or host a station where people can record their stories orally or on video.

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- **Slideshow of projects:** Some NSG areas also put together a slideshow from a variety of current and/or past projects to be shown before the oral storytelling presentations or in the background of the event. This can even include photos from projects that weren't able to attend the Celebration and will help you to gather more "wrap-ups" from projects.

## **Making Connections and Acknowledgements:**

- **Allow for networking:** Celebrations are also about networking and sharing of information and so adequate time needs to be built within the event schedule to allow for this. You can facilitate discussion by providing name tags, doing icebreaker activities, or asking everyone to take a few moments to speak with the two or three people closest to them about their project.
- **Be mindful of noise levels:** Many celebrations include music as background entertainment. If you choose to provide music, be sure to also offer quiet time for networking and conversations.
- **Acknowledging Neighbourhood Grants Committee (NGC) members:** The NGC volunteers are one of the most valuable assets of the program and as such, it is important to acknowledge them at the Wrap-Up Celebration event. Oftentimes, Coordinators provide small gifts at the event as well as acknowledging the NGC members verbally and asking for a round of applause on their behalf. A list of ideas for acknowledging the NGC members is available (see 8.1.3).
- **Inviting and acknowledging NSG supporters:** Project Leaders often receive financial and material contributions from local businesses and community organizations. Wrap-Up celebrations are a good time to acknowledge these valuable NSG supporters. If they are able to attend, it provides them with a chance to learn more about the program and the projects they've supported, which might increase their willingness to continue that support.
- **Inviting local officials:** Partner Organizations may want to invite elected officials including MLAs, MPs and Mayor and City Council members, to celebration events. This is a great way to introduce government officials to the many NSG projects that

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their constituents are involved in. If there is time, you can consider giving them the option to speak briefly at the event. Below are some guidelines on how to formally address, write to or speak with elected officials.

### Provincial Officials - Members of the Legislature

Address: Ms. Jane Doe, MLA  
Salutation: Dear Ms. Doe  
Conversation: Ms. Doe

### Municipal Officials -Mayor and Council

Address: His Worship John Doe and Council/  
Mayor Doe and Council  
Salutation: Dear Mayor Doe and Council

### Municipal Officials - Mayor

Address: Their Worship Mx. John Doe  
Salutation: Dear Mayor Doe  
Conversation: "Mayor Doe" first, then "Mx. Doe"  
Note: Mx. is a gender neutral salutation

### Municipal Officials -Councillor

Address: Councillor Jane Doe  
Salutation: Dear Councillor Doe or Dear Mrs. Doe  
Conversation: "Councillor" or "Councillor Doe" first, then "Mrs. Doe"

## Other Potential Activities and Presentations:

- **Children's activities:** Consider offering children's activities so that the event is family friendly. This could, for example, include an area with toys, games and colouring supplies.
- **Icebreakers:** An icebreaker can be a great way for the Project Leaders to meet one another and make it easier for people to start conversations about their projects. Icebreakers can also include a door prize of something made and bought locally as an incentive. Icebreaker templates are available for use.
- **NSG Videos:** One of the best ways to see what the grants are all about is through stories. If there is time, one or two of these inspiring videos can be shown during the event. They are available [NSG Toolkit Videos here](#).

NSG Video →

[youtube.com/  
playlist?list=PleWryyIhnl7z3\\_  
agYmhkIt3xmoyobfaW\\_](https://www.youtube.com/playlist?list=PleWryyIhnl7z3_agYmhkIt3xmoyobfaW_)

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GUIDE TO ACKNOWLEDGING NEIGHBOURHOOD GRANTS COMMITTEE

## Guide to Acknowledging Neighbourhood Grants Committee

The volunteers who sit on the Neighbourhood Grants Committee (NGC) are one of the most valuable assets of the Neighbourhood Small Grants (NSG) program. They are the local experts who help promote the grants, distribute the funding in their communities, help bring the Project Leaders together at the Orientation and Wrap-Up Celebrations, and assist the Coordinator in gathering stories from the projects.

During each granting cycle, time and budget should be put aside to acknowledge their time and energy and to celebrate their contribution to the program. Often this is done at the Wrap-Up Celebration event, but may also occur throughout the process.

Here are some examples of ways to appreciate the NGC in creative and meaningful ways that reflect the principles of NSG:

- Offer food from local restaurants or businesses at decision-making meetings as a way to show appreciation of their participation on the Committee as well as act as an incentive for coming.
- Verbally acknowledge them at the Wrap-Up event either personally, or by having a leader in the Partner Organization or community (such as an Executive Director, CEO, Board Chair or local official) do so. Including personal details about each member can make this feel more special.
- Purchase locally made gifts for them from local businesses, artisans or even from NSG projects that included creating a product (for example, food projects that made preserves, or arts and craft projects that produced something beautiful and/or useful). A gift certificate for a local market, store, service or restaurant, something bought from a local business that started as an NSG Project or books on community building can also be meaningful choices.
- Gifts can be personalized in some way or can include multiple options for them to choose from. Alternatively, a gift bag of various small items can provide a little something for everyone.

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### GUIDE TO ACKNOWLEDGING NEIGHBOURHOOD GRANTS COMMITTEE

- Some granting areas have ordered specially-made NSG gifts, such as t-shirts, mugs, water bottles or aprons with the NSG logo and/or that of their Partner Organization.
- Gifts can also share a theme that is of significance to that year of grants. For example, if many of the grants were focused on pollinators, gifts could be purchased from a local beekeeper, or if there were a lot of garden related projects, plants or preserves might make a good gift.
- Personalized cards can be a nice touch, including ones handmade from project photos or by a local artist. Consider writing a little note in them that speaks to the strengths of each member and acknowledges the particular contributions they made to the program.
- Have them pose for a group photo and provide framed copies for each member.
- Take them out for a brunch or dinner at a local restaurant or host an event at your Partner Organization where they can enjoy each other's company, tell stories from the program, and reminisce about their favourite projects.
- Plan a "reunion" where you all meet up at one of the project events together and surprise them with a small token of appreciation, such as an item with your organization's name and logo on it.
- Facilitate appreciations among the Committee by asking each to anonymously write a short note acknowledging the strengths and gifts of each member and putting these into envelopes that each person will receive at the end of the granting cycle.
- Consider an extra appreciation for those leaving the Committee after completing their term, such as a bouquet of flowers and/or a verbal acknowledgement at the Wrap-Up Celebration.

## Project Wrap-Up: Resources & Templates



### 8.2.1 Project Wrap-Ups List Template

This template can be used to track project wrap-ups, with a column where you can briefly record the type of wrap-up that was received or other notes, such as that the project was given an extension or was incomplete and returned their funds, or that you did not hear back from the Project Leaders.

### 8.2.2 Project Follow-Up Templates

These templates can be adapted to contact Project Leaders who return their cheques and those that have not yet wrapped up their project for the year.

## Project Celebration: Resources & Templates



### **8.3.1 Making an NSG Event Accessible and Inclusive Template**

The NSG program is committed to everyone feeling welcome at and supported to participate in our events. This template includes some ideas for how to make your event inclusive and accessible.

### **8.3.2 Inclusive Event Planning for Coordinators Infographic**

This infographic summarizes a few of the main components of organizing an NSG event, such as the Wrap-Up Celebration, that is inclusive of a wide range of people.

### **8.3.3 Wrap-Up Celebration Invitation Templates**

This template can be used to create invitations to your NSG Wrap-Up Celebration event. Many communities use Eventbrite to send out free tickets so they have a sense of how many people are coming to the event, or have people RSVP by email.

### **8.3.4 Icebreaker Templates for Wrap-Up Celebration Events**

An icebreaker is an activity or game used to warm people up and get them to interact with each other. These icebreaker templates are designed to be used at NSG Wrap-Up events.

# 8.4

## Project Evaluation





# 8.4.1

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COORDINATOR'S GUIDE TO NSG PROGRAM EVALUATION

## Coordinator's Guide to NSG Program Evaluation

At the end of each granting cycle, we take time to look back over the year and evaluate our successes, challenges, achievements and areas for future growth. There are a number of ways that this is done at a larger level for the Neighbourhood Small Grants (NSG) program as a whole, as well as ways that you can do this on a local level.

### Feedback Surveys and Yearly Evaluation Report

Vancouver Foundation and the NSG Regional Networks gather data every year through surveys sent out to the NSG Coordinators, Neighbourhood Grants Committee (NGC) members and Project Leaders. These surveys are based on the Principles of Grassroots Grantmaking, as found in the ["NSG Principle Focused Evaluation Framework"](#) (see 8.4.2). You are welcome to submit specific questions you would like to be asked as part of these surveys, to customize it to your program's needs.

The Coordinator in each NSG area will need to send these surveys out to their local Project Leaders and NGC and provide reminders to fill them out. Sometimes a small draw prize has been offered as an incentive for participation. The results of these surveys are compiled and your local data will be sent back to you so that participant feedback can be considered for future grant cycles and you can get an overall sense of how your program is doing. This may also be useful in doing presentations to your boards, City Councils and so on.

The data is also compiled into a yearly report on the entire program. This report usually includes recommendations based on the data and is distributed widely amongst NSG stakeholders and the community. You can find the 2019 report here: [www.neighbourhoodsmallgrants.ca/wp-content/uploads/2020/12/2019-Final-Report-NSG.pdf](http://www.neighbourhoodsmallgrants.ca/wp-content/uploads/2020/12/2019-Final-Report-NSG.pdf)

2019 Report →

[neighbourhoodsmallgrants.ca/wp-content/uploads/2020/12/2019-Final-Report-NSG.pdf](http://neighbourhoodsmallgrants.ca/wp-content/uploads/2020/12/2019-Final-Report-NSG.pdf)

### Financial Reports

A Financial Report needs to be completed by each community after each granting cycle. This will be sent to you by Vancouver Foundation or your Regional Network. It is sometimes completed by the Coordinator, and at other times by the Partner Organization and/or funder.

### Grant Statistics and Demographics Data

Local programs are also encouraged to look at the quantitative reports that can be generated through the online Grant Management System. Statistics from the grants in your area and compiled demographic data from the applications are available.

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The demographic information that is collected on grant application forms and can be compiled in these reports includes age range, gender, how long someone has lived in their community, what languages they feel comfortable using, what kind of housing they live in (homeowner, renter, living in a high rise building, co-op, shelter or other housing arrangement), whether someone was born in Canada and whether they identify as Indigenous. This data is aggregated for confidentiality, or in other words, it won't be connected to the person's name or project.

This can help show, for example, if there are geographical areas, age groups, or communities the program is not engaging as successfully. This can guide your outreach efforts in future years. For example, if you didn't have many youth receive grants, you may want to target schools and youth centres during your next year's promotions.

## **Mapping Your Community**

In addition to reflecting on the grant statistics and demographic data, go back to the asset and demographic mapping work you did with the [“Guide to Mapping Your Community” \(see 1.6\)](#). How well did your program utilize and build the assets of your community? How might you continue to do this next year? How well did your NSG program reflect the diversity of your community? Who was missing that you might want to make an extra effort to engage next year?

## **Story Harvesting**

Much of the impact of grassroots grantmaking is difficult to capture quantitatively, in numbers and statistics. It is most easily shared and understood through stories. As such, harvesting stories from the projects is key to evaluating the successes, learnings and challenges of each granting cycle. Working with projects to harvest their stories is a role that can be shared by the Coordinator and the NGC. See the [“Guide to Story Harvesting” \(see 5.3.3\)](#) for a list of ideas to get you started.

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## NSG Principle-Focused Evaluation Framework

The annual Neighbourhood Small Grants (NSG) evaluation report is created with the data collected through surveys that are sent out to the Program Coordinators, Neighbourhood Grants Committee (NGC) members and Project Leaders. They will be provided to you by Vancouver Foundation or your NSG Regional Network. These surveys are based on the following framework. The Principles of Grassroots Grantmaking, described below, are the heart of NSG, and they guide our work throughout every step of the process, including how we evaluate the successes, challenges, learnings and areas for future growth in the program.

Principles of Grassroots Grantmaking	Description	Conditions and Factors
Everyone has Gifts	Use an asset-based community development approach to draw upon existing strengths and build strong communities.	<ul style="list-style-type: none"><li>• Using and showcasing of local resources—time, physical spaces, knowledge including cultural and traditional, experiences, skills, local businesses, non-profits, informal and formal groups in the community</li><li>• Problem solving capacity of NGC members and project leaders</li><li>• Continued involvement with the NSG program (eg. From project leader to NGC members or even a Coordinator or vice versa and the number of years that people participated in the program)</li></ul>
Small is Powerful	Support individual or informal group-led projects with budgets of \$500 or below.	<ul style="list-style-type: none"><li>• Sense of place</li><li>• Sense of self confidence and leadership</li><li>• Leveraging resources for NSG projects</li><li>• Starting and sustaining local traditions</li><li>• Any unintended outcomes and/or ripple effects created as a result of participating in the program</li></ul>

# 8.4.2

<b>Local Decisions</b>	Ensure that decisions about projects are made locally.	<ul style="list-style-type: none"><li>• NGC as a reflection of the diversity of the community</li><li>• Reflections of the decision-making process from Coordinators and NGC members</li><li>• Motivation behind getting involved in NSG as a project leader and NGC members</li></ul>
<b>Where We Live Matters</b>	Take a place-based approach to building community.	<ul style="list-style-type: none"><li>• Examples of people and place connections</li><li>• People contributing to local issues</li><li>• Creation of new resources</li><li>• People working towards common goals in their geographic area</li></ul>
<b>We learn Together</b>	Provide community members opportunities with decision-making abilities and access to knowledge and resources to strengthen their community development skills and experiences.	<ul style="list-style-type: none"><li>• Reciprocal and participatory learning at all levels (Project leaders, Committee members, partner organizations and VF)</li><li>• Reflections on capacity building opportunities offered to Program Coordinators, NGC members and Project Leaders</li><li>• New skills, information, perspectives and unintentional experiential learnings at all levels</li></ul>
<b>Everyone is Invited</b>	Promote accessibility and inclusion for all people across boundaries such as age, ethnicity, income level, cultural affiliation, gender, ability and sexual orientation within your community.	<ul style="list-style-type: none"><li>• Project Leaders, NGC and projects as a reflection of the diversity of the community (Demographics)</li><li>• Outreach and invitation of people into the program as NGC members, project leaders and participants</li><li>• Minimize barriers for participation of all involved in the program (Project Leaders, participants and NGC members)</li></ul>

# 8.4.3

## Guide to Story Harvesting

“Words are how we think; stories are how we link.”

CHRISTINA BALDWIN

Share Your Story →

[neighbourhoodsmallgrants.ca/stories/share-your-story](https://neighbourhoodsmallgrants.ca/stories/share-your-story)

Much of the impact of Neighbourhood Small Grants (NSG) is difficult to capture quantitatively, in numbers and statistics. It is most easily shared and understood through stories. As such, harvesting stories from the projects is key to evaluating the successes, learnings and challenges of each granting cycle. Working with projects to harvest their stories is a role that can be shared by the Coordinator and the Neighbourhood Grants Committee (NGC).

This can be an ongoing process that begins at the time granting decisions are made through the program evaluation at the end of the granting cycle and beyond. You may even be able to harvest stories from a project long after it was funded, as it continues to evolve and expand. Here are some examples of ways Project Leaders can be encouraged to share their NSG stories:

### The NSG Website

Project Leaders can be asked to post on the NSG website on the [Share Your Story page](#). Nearing the end of the grant cycle you can choose to send out an invitation to everyone to post on the website, approach specific projects and ask them directly if they are willing to make a post about their project, or request this of any projects that are unable to make it to the Wrap-Up Celebration. These posts can include photos and videos. If they can't find their community on the drop-down list, ask them to choose “BC-wide” to upload their story. Ask Project Leaders to let you know once their story is uploaded so that you can take a look.

### Social Media

You can also encourage Project Leaders to post on your local or regional social media accounts or on their own and tag or mention #VFNSG, @VancouverFdn and local hashtags or social media accounts.

### Photos and Videos

Photos and videos from events are a very effective way of capturing the “story” of the project. Within the [Project Leader Manual \(see 7.1\)](#) ↓, Project Leaders will have access to the “Documenting Your Project” template that includes tips and ideas on how they can get consent from participants to be recorded. You can also hire a professional photographer to take photos of some of the projects in your area. Vancouver Foundation or your Regional Network may be able to offer some funding for you to do so. This is a great way to get high quality photos to use in future promotional materials.

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## **Attending Events**

Attending events yourself and speaking with participants is another way to harvest stories, either just for your own use or with the Project Leaders permission, you can write up a bit about the project and/or take your own photos and videos. NSG members can also be asked to attend events and do a little write up after. Some NSG areas assign a certain number of projects for each NSG member to attend and report back about.

## **Local Media or Newsletters**

If you are able to connect Project Leaders with local media to be interviewed, or can do this for your own newsletter or that of another local organization, this can be an excellent way of drawing out particularly impactful stories.

## **Creative Documentation**

Sharing stories is another way Project Leaders can share their unique gifts. Many do creative documentation including interviewing their project participants, recording a podcast, creating an interactive activity at their events such as putting up sheets of paper with questions like “How do you think this project will make our neighbourhood better?”, or doing an artwork about the project.

## **Photovoice**

Photovoice is an image-based storytelling approach that was developed by Dr. Caroline Wang at the University of Michigan, School of Public Health with the intention of empowering community members to tell their own stories using photography. Instead of relying on traditional reports and surveys, which often create barriers for participants to share back, this method allows us to truly see participant experiences that are created and interpreted by them.

# 8.4.3

To use Photovoice with Project Leaders, we would have them choose some photos from their project and then facilitate discussion around simple questions such as:

- What is your project about?
- How did your project make you feel?
- What was a surprise during the project?
- What did you struggle with most?
- How did this project make your community feel?
- What have you learned about your community?
- What brought you to NSG?

Click here to learn more about the method →

[participedia.net/  
method/5016](https://participedia.net/method/5016)

