

NSG Partner and Coordinator **Orientation Toolkit**



**Neighbourhood
Small Grants**



Introduction

This Toolkit includes resources for the facilitators of a Neighbourhood Small Grants (NSG) Orientation for new Coordinators and Partner Organization staff and board members. These events usually happen once or twice a year, to welcome and orient them to the program.

The Orientation outlines the different parts of the NSG program from the perspective of someone implementing and/or coordinating the program in their local region. It is roughly based on the order in which each aspect of the program happens throughout a granting cycle. It is also based on the [Coordinating NSG Toolkit](#), drawing on the various templates, guides and other documents available for NSG Coordinators and Partner Organizations to customize and use in their programs. It can be helpful to let the participants know this, and how they can access the Toolkit after the Orientation.

Coordinating NSG Toolkit →
[neighbourhoodsmallgrants.ca/
our-resources/resources-for-
partners/](https://neighbourhoodsmallgrants.ca/our-resources/resources-for-partners/)

Table of Contents

Guide to Planning an Orientation Event	3
Making an NSG Event Accessible and Inclusive	13
Resources & Templates for Orientation Facilitator	21
Guide to Handouts & Resources for Orientation Participants	24

1

Guide to Planning an **Orientation Event**

Guide to Planning an Orientation Event

This guide is meant to help you plan an interactive workshop to orient new Program Coordinators and Partner Organization staff to the Neighbourhood Small Grants (NSG) program. Depending on how often new people are entering the program, you could host this Orientation regularly once or twice a year, or whenever there are a number of new participants that require orientation. In addition to this Planning Guide, an Agenda template, Facilitator's Notes template and PowerPoint templates are also available.

Orientations will most likely be facilitated by Regional Network Lead staff. It is also recommended to share the facilitation with an NSG Program Coordinator, in order to provide opportunities for Coordinators to build their awareness of the materials and capacity in facilitation as well as to offer their expertise about how the program operates on the ground.

The Schedule

- An NSG Orientation requires at minimum a full day, but ideally takes place over a day and a half so that there is space for more experiential learning and time for participants to share and network with each other. Providing time for the sharing of skills and knowledge and building connections between participants aligns with the Principles of Grassroots Grantmaking and can make the learning experience richer and more impactful.
- Although a general timeline is provided with approximate times for each section in the [Facilitator's Notes Template](#) ↓ based on a day and a half long workshop, you may want to customize the agenda according to your own needs and preferences and that of the group.
- If you choose to do the Orientation online over video conferencing, then it should be broken up into three-hour sessions with a break in between. In this case you may choose to hold the Orientation over three days, with a brief follow up session a few weeks later.
- You may also choose to do the follow up session on video conferencing even for in-person sessions. This way people have time to digest the information and come back together to further harvest learnings, solidify connections and ask any questions that have come up since the Orientation. For more information on holding a follow up session, please see the "After the Orientation" section at the end of this Guide.

Online polls for setting dates
and times for meetings →

lettucemeet.com
when2meet.com
doodle.com

- To choose a date or dates for the Orientation, create a poll to send to participants to find out what dates and times work best for them. The following websites are free and easy to use: [LettuceMeet](http://lettucemeet.com), [When2meet](http://when2meet.com), [Doodle](http://doodle.com).

Participant Invitation and Preparation

- In addition to the new Coordinators, please invite a few other Coordinators from communities where the program has been established for at least 3-5 years. This will allow them to deepen their own knowledge of the program, but will also enrich the discussion with real examples of how things play out on the ground and the sharing of best practices.
- If the participants in the workshop are from both rural and urban contexts, then it can be helpful to invite representatives from both urban and rural communities with already established NSG programs so they can provide their perspectives and experiences throughout the day.
- If there is space, you can also invite less experienced Coordinators to join in if their schedule allows them so they can brush up on the content and the resources available to them.
- In emails sent out before the Orientation, include resources for the participants to read, watch or listen to ahead of time as well as a few activities to prepare themselves for the Orientation. The Guide to [Handouts & Resources for Orientation Participants \(Section 4\)](#) includes the resources that are suggested and what order to send them in, the corresponding activities you may want to ask them to complete, as well as suggestions of what to include in each email.

Accessibility and Inclusion

- Before planning the event, review [Making an NSG Event Accessible and Inclusive \(Section 2\)](#) and consider ways to make the Orientation as accessible and inclusive as possible. This will help in choosing what space to hold the event in, what questions you will ask the participants ahead of time and so on.
- Also, be sure to ask the participants if they have any access needs, require any support, or if there is anything else that might help them feel more welcome and able to participate as fully as possible in the Orientation. Do your best to build rapport with each participants so that they feel comfortable sharing their needs with you.

The Space/Venue

- If you need to use a space outside of your organization, begin by creating a budget for the event, so that you know what you have to spend on a venue rental. Brainstorm and research potential spaces and reserve a few of the best candidates. Make sure to reserve the venue starting from the afternoon before the event date so you can do the set up the day before.
- The space you hold the Orientation in should have room for participants to move around and interact. Other factors to consider include accessibility, location, parking, transit access, nearby hotels if participants are coming from out of town, and a venue that can provide appropriate catering or accepts outside catering. Outside space, natural light and nice views are also great if you can get them! It should also be compatible with the technological components you require for the workshop (see below).
- Do walk-throughs of potential locations, considering the suitability and accessibility features of each space. Keep the reservation of the best location and cancel the others.
- Always include accessibility information about the space in emails to participants ahead of the workshop, so that they are aware of whether and how much they will be able to participate and can bring forward anything that might be missing.

- Have the room set up in such a way that participants can easily break into small groups for activities throughout the training.

Food


- Lunch should be provided on site during any full day in person sessions.
- Ensure that food is available for people with dietary needs or preferences and check in with people about these beforehand.
- Consider providing snacks and beverages during breaks, particularly on a longer day.
- Try to integrate an NSG element into the lunch. This could be, for example, ordering food from a locally owned restaurant or local caterers, or potentially even from a business or organization that has roots in NSG. At past workshops in Vancouver, meals have been catered by [Tayybeh](https://tayybeh.com), a business that has its roots in NSG projects.
- Especially if the workshop takes place in person over multiple days and/or participants are coming from out of town, consider organizing an optional social networking event at the end of the first day. This can be arranged a few hours after the Orientation to give people time to decompress and freshen up or right after the Orientation so the event ends early - you can ask participants for their preferences regarding timing. It can take place at a nearby bar/restaurant or, if the weather is good, it can also happen in a park with a catered meal.

One example of a possible caterer who has roots in NSG →

tayybeh.com

Supplies

- Before the meeting, print any materials you will need, including handouts for participants. You can also print copies of the materials that were sent out ahead of the Orientation for any participants who request it.
- In addition to introductions, it can be helpful to have name tags available for participants, which can also include their gender pronouns (eg. she/her, he/his, they/theirs) if they choose. Always make the disclosure of pronouns optional.

- A flipchart can be helpful to take notes on, and also so that you have large pieces of paper available for small group activities.
- If you choose to do some of the art-making and interactive activities that are suggested in the [Facilitator's Notes Template](#) , you will need to gather the necessary supplies for those.
- Research local NSG-participant owned and BIPOC (Black, Indigenous and People of Colour) led businesses that you can support for purchasing supplies.

Technology

- A laptop with a projector, a screen and internet access are required to show the NSG videos, PowerPoints and any documents you want to share with the group at various points during the Orientation.
- The necessary files should be put on a flashdrive and/or directly onto the computer, in case the wifi is spotty and you cannot access them online.
- If you have more than one facilitator, consider having one be in charge of the technological components, or pass this responsibility between you, for example with one person managing the tech while the other is facilitating.

The Content

- The Orientation session is based on the [Coordinating NSG Toolkit](#). In each section of the Facilitator's Notes template, the most relevant documents from the Toolkit are listed. It can be helpful to refamiliarize yourself with those documents before facilitating the Orientation. Also familiarize yourself with how to access and download the Toolkit so that you can demonstrate this in the Orientation.
- The Orientation is also an opportunity to build engagement with the Toolkit among the participants. As the Toolkit can feel overwhelming for some, especially to begin with, it can be helpful to reference it throughout the Orientation, as well as sharing where to find different sections and important resources.

Coordinating NSG Toolkit →

[neighbourhoodsmallgrants.ca/
our-resources/resources-for-
partners/](https://neighbourhoodsmallgrants.ca/our-resources/resources-for-partners/)

- Whenever possible, please reiterate that each NSG area does things a bit differently. Encourage participants to see this Orientation and this Toolkit as a starting point, and something they can and should customize or take what they need from and leave the rest. The Orientation and Toolkit are not meant to represent a top-down or cookie cutter approach. As you will discuss throughout the Orientation, this doesn't work in community development. However, as many people are used to working in contexts where there is less flexibility and autonomy this may be difficult for some people to fully take in, and you may need to state it repeatedly in different ways. Rather than any specific process or practice, it is the Principles of Grassroots Grant-making that are at the heart of the NSG program and as the principles tell us, NSG is a placed-based program in which local decisions are best and where we live infuses the work. The goal of the Toolkit and Orientation is to help with some of the administrative and coordination work of the program, so that local program staff and volunteers can focus on the work that really matters: the relationship building.
- Because the NSG program changes over time, please go through the Agenda and Facilitator's Notes Template and update them to current concepts and practices. At the same time, you are encouraged to customize them to suit your own facilitation style and the needs of the particular group participating in the Orientation.
- This Orientation was written for regular granting cycles. If the current or upcoming granting cycle may still be impacted by the COVID-19 pandemic or any other large-scale social factors, please customize the content of the Orientation accordingly.
- If you are co-facilitating, you can also divide the content up between you, perhaps making a note by each section of who will do each part.
- If you wish, you can also copy some of the information from the Facilitator's Notes Template or make your own notes in the PowerPoints and use this instead of or alongside the Facilitator's Notes while you facilitate the workshop. There is a section along the bottom of each slide in the PowerPoints where you can add speaker's notes, and only you will be able to see them - the participants will only see the slide itself.

The Activities

- The Facilitator’s Notes Template also lists a number of options of activities for many of the sections. As you go through the guide, you can choose which of these you would like to use and remove the others, or keep them all in case you may want to pivot due to factors on the day of the workshop, such as time constraints or the needs of the group. Please note that because there are options for activities, the activities are not included in the PowerPoints, but can be added if you like.
- Try to vary the ways that you facilitate the activities, particularly the ones that involve discussion questions. Use these as an opportunity to get people up and moving a bit. For example you could:
 - ▶ Count people off into numbered groups and have all of the people who get assigned a specific number find a place to work together.
 - ▶ Break people up into groups of two or three and give them the option of taking a little walk (if that is physically accessible for everyone in the group) or sitting outside together if the weather permits while they discuss the questions.
 - ▶ Move the chairs and tables to the side and have everyone mill around the room, making eye contact with each other as they pass, sending each other warmth and acknowledgement. Remind them that connecting with neighbours and building community can be as simple as acknowledging people through eye contact or a smile. At a certain point, tell people to stop and turn to someone near them to form pairs and then find a spot to work together.
 - ▶ Have the group brainstorm “popcorn” style while doing the above activity where they mill around the room making eye contact.
 - ▶ Put the questions onto flipchart paper and attach them to the walls. Give everyone a pile of sticky notes and have them write their answers on them and post them up on the appropriate question sheets. Once all of the sticky notes are put up, have the group walk around to each of the question sheets and have people read out the responses. If appropriate, you can have the participants group the sticky notes together into themes.

- Always give people the option of sitting out of these kinds of activities, as they may be challenging for some physically, mentally or emotionally. You can also take a moment here or there just to allow people to get up and stretch and move around briefly in between longer breaks.
- If your time for an activity is limited, break participants up into smaller groups or pairs, so that it will take less time for everyone to share their thoughts.

After the Orientation

- At the end of the event, you can consider giving people some time to fill out a feedback survey either on paper or through a [Survey Monkey](#) link on their phones. A template called [NSG Orientation Participant Feedback Form Template](#) ⬇️ is available. You can also give them the link to fill out after the event as well (this should be sent by email within 48 hours of the event), as some people may want some time to consider their feedback, need to leave early or promptly at the end of the event and so on. Once the forms have been filled out, you can enter the answers into an Excel spreadsheet for analysis. This can be provided to the organizing team to discuss in their debriefing after the event and to consider in planning the next Orientation. At the same time, you can include the Resources for Coordinators document and a link to the Coordinating NSG Toolkit.
- A template called [NSG Partner and Coordinator Orientation Organizers' Debriefing Template](#) ⬇️ is available for the organizers of the Orientation to use to debrief after the workshop has taken place. It can be customized to capture successes, learnings and what you hope to add, change or address in future Orientations. If you choose to hold a debrief meeting, try to do so soon after the Orientation so that the session is still fresh in people's minds. Have someone take minutes, so that feedback can be captured for future Orientations and consider sharing some food to celebrate the work you've all done. You can also choose to do the debrief over email, with each person making some notes on the debrief template and sharing them with the group, and someone collating the feedback to be referred to when the next Orientation is organized.

An online survey platform →
[surveymonkey.com](https://www.surveymonkey.com)

- In some cases, you may choose to hold a short (1-2.5 hour) follow up session through video conferencing in the month after the Orientation. As previously mentioned these can be particularly helpful if the original sessions were also held over video, but can be helpful even for in person sessions. Ask participants to send questions or ideas for the follow up session ahead of time, as well as look to see if there is any feedback from the survey that can be addressed in the session. Also provide time for a question and answer session, a bit more networking and some brainstorming/ problem solving time for anything that has come up since the Orientation.

2

Making an NSG Event **Accessible and Inclusive**

Making an NSG Event Accessible and Inclusive

“Beloved community is formed not by the eradication of difference, but by its affirmation...”

BELL HOOKS

The NSG program is committed to everyone feeling welcome at and supported to participate in our events. When all voices are heard and all ideas considered, we can create positive change for our communities, increase people’s sense of belonging and create opportunities to form connections across differences.

When planning an NSG event, it is important to start planning for inclusion and accessibility early on. As you plan the event, think about who might not be able to participate or might not feel comfortable participating. Always include accessibility information about the event space in all promotional materials or invitations, so that people know whether they are able to attend. And whenever possible, give the people you are inviting opportunities to tell you what their needs are and how the event could be more welcoming and easier for them to participate in next time.

Remember that there are no “one size fits all” solutions. Commitment to having a wide range of people participate in an event and have a positive experience doing so can mean an ongoing process of learning (and unlearning!), reflecting on successes and challenges, and seeking feedback. The following are some ideas for how to make your project inclusive and accessible, but please note that this is not a complete list and should be a living document that is regularly updated.

A First Nations Welcome and/or Acknowledgment of the Territory

- **Territory Acknowledgment:** Start the event by naming the First Nation(s) on whose territory the program is taking place. If you are a non-Indigenous person, you may also want to use this as an opportunity to reflect on the relationships between the local NSG program/ Partner Organizations and First Nations communities in your area, and name some of the history, connections and work being done towards reconciliation. You can learn whose land your work takes place on here: [Interactive Map | British Columbia Assembly of First Nations](#) or [First Peoples’ Map of B.C.](#)
- **Welcome:** If possible, invite someone from the First Nations on whose territory the event takes place to do a welcome to the event. This is particularly important at a larger event. Contact Indigenous community members from the territory the event will take place on and inquire about who might be available to do a welcome and the protocol around honorariums and gifts. Invite these guests to stay for the whole event if they choose to.

Learn whose land your work takes place on →

bcafn.ca/first-nations-bc/interactive-map

maps.fpcc.ca

- **Learning:** If you are not Indigenous, work to increase your understanding of colonization and reflect on the relationship of your work and the work of the NSG program in your area to Indigenous people and communities. Educating yourself can reduce the burden on Indigenous people to educate non-Indigenous people and create opportunities for cross-cultural learning.

Here are a few resources that might be helpful:

- First Peoples: A Guide to Newcomers was designed for immigrant communities in Vancouver, but can help create more awareness and understanding for all non-Indigenous people and has information that is relevant across BC (*however, make sure to also learn about and connect with the local First Nations where you live*) → vancouver.ca/files/cov/First-Peoples-A-Guide-for-Newcomers.pdf
- Take the time, if you haven't already, to learn about the work of the Truth and Reconciliation Commission of Canada → nctr.ca
- Reconciliation Canada is an organization that promotes dialogue and relationship building among Indigenous peoples and non-Indigenous people → reconciliationcanada.ca
- Indigenous Canada, is a free online course available through the University of Alberta → ualberta.ca/admissions-programs/online-courses/indigenous-canada/index.html

Physical Spaces:

- Whenever possible, hold your events in a space that is wheelchair accessible, including elevators, corridors, and doors, washrooms (with grip bars), and entrances close to accessibility parking. This will also ensure that the space is accessible to strollers and other mobility devices.
- Be aware of tripping hazards such as cables, try to avoid fluorescent lighting if you can and provide a space where people can go to be away from crowds and noise during the event.
- Try to have multiple seating options available so that there is something suitable to everyone (e.g. people with bigger bodies, people who cannot sit on the ground, people who might need a cushioned seat because of pain). Set up chairs so that someone using a mobility device does not need to sit on the outside away from everyone else or disrupt the event to be able to join the group, and is not blocked from reaching parts of the room, such as the food table.
- Consider how close your event will be to transit and parking.

Language/Communication

- Try to create invitations, promotional and other kinds of materials and signage in multiple languages. Ask others involved in the program to help with translations in languages they speak/write. Offer honoraria for this work.
- Some events offer “whisper translation” where someone sits near a small group of people who do not speak the main language being used, and quietly translates to them.
- Ask people to keep their mouths visible when speaking, as many people rely on lip reading.
- Where possible, offer closed captions or sign language interpretation.
- If you’re posting to social media, consider captioning videos (apps are available to do this for you), and writing descriptions for photos so that people who are visually impaired can use a screen reader device to

learn what the post is about. Capitalizing each word in hashtags can help a screen reader read them as well.

- Offer an opportunity for participants to receive large print versions or audio recordings of any handouts if that would be helpful.
- Be careful about the language you use to describe people, and be open to being corrected. We all make mistakes and are always learning, plus language changes and evolves!
- Avoid using words that describe a group of people in a demeaning way. For example, don't use "blind" as a word to describe people who don't understand something, or "gay" or "lame" to describe something negative.

Food

- If you can, say on your invitations and registration info that you will try to accommodate dietary restrictions. Give people a way to let you know of their dietary restrictions in advance. Not being able to eat with everyone else is no fun.
- Consider menus that include vegan, vegetarian, gluten free, nut free, halal, kosher, raw and sugar free options.
- Try to clearly label food that will be shared, including notes about any common allergens (for example, peanuts or gluten).
- Have someone available to assist those who cannot serve food to themselves (e.g. if shaking prevents being able to pour from a jug or they can't stand long enough to serve themselves).

Other Allergies and Sensitivities

- Encourage event participants to reduce the use of scented products such as colognes or perfumes as some people are sensitive to these. If you are doing an activity that has scented products involved, try to minimize this or let people know as part of your accessibility info in your promotional materials.

Gender

- Try to avoid language that erases non-binary people (e.g. “ladies and gentlemen”) and do not assume someone’s gender from how they look (e.g. calling someone sir or ma’am before you know their gender identity).
- If events include an opening circle where everyone shares their name, give people the option of sharing their gender pronouns (e.g. they/ them, she/hers, he/him). Ask that if people do share that they share the pronouns that they typically use rather than saying something like, “I don’t care what people call me”, as although this can sometimes be meant to be inclusive, it can minimize the importance of pronouns and the impact of being misgendered, particularly for trans and nonbinary people. Pronouns can also be optionally shared on name tags, which might feel safer for some. It is important for this to be optional as some people may not understand what this means (it can be good to have resources to provide if that is the case) and some people may not feel safe providing their pronouns. Here is a useful resource on [Understanding Pronouns](#).
- Try to hold events in a space where washrooms are available for people of all genders (for example, some spaces have a single stall bathroom in addition to women’s and men’s bathrooms) and advertise this on your promotional material (for example, “gender neutral bathrooms available”). If needed, you can relabel bathrooms without gender categories (e.g. “Washroom - contains 1 urinal and 2 stalls”) or in a more inclusive way (e.g. “Women’s Washroom - Trans and Non-Binary People Welcome!”)
- If your project is for people of a certain gender, such as a single moms’ group, define this by people’s self-identity (for example, “all self-identified women welcome”).

Learn more about pronouns
and why they matter →

lgbtlifecenter.org/pronouns

Family-Friendly

- When possible and appropriate, try to make events family and kid friendly. This can include, for example, having children's activities available as well as food and drink appropriate for children.
- If possible, offer childcare (onsite where parents can see their children or with professional childminders from a local organization) or funding for them to get their own if needed.

Other

- If your project may happen again in the future or grow over time, try to notice who is and isn't participating. How might you make people feel more comfortable coming in the future? There is no exact recipe for this - building relationships and community is a process.
- Try to build in multiple ways for people to provide feedback, including ways to do so anonymously. For example, there can be a feedback jar or box for people to slip notes into at events and meetings and/or an online survey sent out after.
- Do your best to be open to feedback when it's given. Sometimes when we're trying to be inclusive and someone points out a way that we weren't successful, we can feel defensive. If this happens for you, take a deep breath and do your best to hear what the person has to say. Remember that none of us is perfect and we don't have to be! These are things we will learn about for our whole lives. Try to empathize with how much courage it can take for people to provide feedback. Although it may not feel that way at the moment, they are offering a gift - a chance for the community to learn and grow together.
- If you are needing to speak up about a way that you're seeing a lack of inclusion happen in your event or the community more generally, this can be very difficult, especially if you're speaking up against a kind of oppression or marginalization that you yourself face. Try to get support from outside of the group or from people within it with shared experience or who you think will be allies. Consider what format it feels safest to give that feedback in - in person in the larger group or one on one with someone, in writing and so on. Try to ask for what you need from others to make this easier and decide how much you wish to and have capacity to engage.

- When you're doing group activities (e.g. a game that requires you to read or move around), always provide an alternative or make participation optional so that those who cannot participate or would prefer not to do not feel left out or put on the spot.
- If you provide opportunities for people to share in a group, always give them an opportunity to pass, as for some people speaking in a group can be difficult.
- Consider both the emotional and physical safety implications for participants when planning your project. Build in appropriate safety measures as needed.
- In workshops or meetings, consider creating a safer space agreement between participants around things like confidentiality, respectful language, and sharing speaking time.

Here are a few more resources that might be useful:

- Information on building inclusive communities, from the Community Toolbox, a project of the Center for Community Health and Development at the University of Kansas → ctb.ku.edu/en/table-of-contents/culture/cultural-competence/inclusive-communities/main
- NSG events often use Eventbrite for registration of events, and their blog has some good information → eventbrite.ca
eventbrite.com/blog/66754-2how-to-creat-an-accessible-event-listing-ds00
eventbrite.com/blog/event-accessibility-on-sight-ds00
- The City of Vancouver has an Accessible Events Checklist and Resources → vancouver.ca/people-programs/accessible-events-checklist-and-resources.aspx

3

Resources & Templates for Orientation Facilitator



Resources & Templates for Orientation Facilitator



- [NSG Orientation Agenda Template](#)

This template is a suggested agenda for an NSG Orientation, based on a day and a half workshop.
- [NSG Coordinator Orientation Facilitator's Notes Template](#)

This document provides a template for the Orientation facilitator to customize and use to guide the content of the session. It includes speaking notes, interactive activities (often with multiple options to choose from), and lists the corresponding PowerPoint slides and Toolkit documents that go with each section.
- [Section 1 PowerPoint - Program Overview](#)

This Powerpoint corresponds to the first section of the Orientation Facilitator's Notes Template, which provides an overview of the program and its background, including definitions, the history of NSG, Asset-Based Community Development, Grassroots Grantmaking, the Principles of Grassroots Grantmaking and so on.
- [Section 2 PowerPoint - Recruiting and Orienting the NGC and Promotions](#)

This PowerPoint corresponds to the second section of the Orientation Facilitator's Notes Template, which includes information on recruiting and orienting the Neighbourhood Granting Committee (NGC) and promoting the grants.
- [Section 3 PowerPoint - Granting Decisions, Applicant/ Project Leader Support, Evaluation and Wrap-Up](#)

This PowerPoint corresponds to the third section of the Orientation Facilitator's Notes Template, which includes information on making granting decisions, orienting and supporting applicants and Project Leaders, wrapping up a granting cycle and evaluating an NSG program.

- [Sample NSG Applications Template with Teaching Notes](#)

During the Orientation, you will ask participants to simulate an NSG granting decision-making meeting, using sample applications provided as a handout, all based on real past applications received in the program. This template includes teaching notes, so that you can ensure that the group has noticed the most important questions, concerns and strengths related to each sample application. One without teaching notes is available in the Handouts and Resources section to provide to the participants.

- [NSG Orientation Participant Feedback Form Template](#)

This template can be adapted to create a feedback form for participants at an NSG Orientation.

- [NSG Orientation Organizers' Debriefing Template](#)

This document is a template for the organizers of an NSG Orientation to use to debrief after the workshop has taken place. It can be customized to capture successes, learnings and what you hope to add, change or address at future Orientations.

4

Guide to Handouts & **Resources for Orientation Participants**

Guide to Handouts & Resources for Orientation Participants

This document outlines the resources that you may want to send out to participants before and after the Orientation as well as ones you will need for activities during the Orientation and a few others you may want to consider printing to provide as handouts.


Resources to send out before Orientation

In preparation for an Orientation for new partners and coordinators, consider sending some of the following reading and activities to participants ahead of time in several emails over the course of the 3-4 weeks prior to the session. What is sent can be tailored to the specific participants of a particular Orientation, but below are some suggestions. For the documents that are templates, please take some time to customize and update them before use.

First email *(sent out 3-4 weeks prior to Orientation)*

The first email can include a save the date notice and any information on the details of the Orientation that are currently available as well as the documents below. You may also wish to ask participants to respond with information about dietary needs or preferences, any access needs they might have (for example, a scent-free environment or wheelchair accessible space) and anything that would help them to feel welcome and supported and like they can participate in the Orientation as fully as possible.

Consider providing an incentive to encourage participants to read and engage with these materials ahead of the Orientation, such as being entered for a small prize for completing and submitting an activity.

For this first email, the activity could be submitting the answer to one of the questions for reflection included in the [Benefits of Neighbourliness](#)  document:

- How does the concept of neighbourhood work in your community?
- What are the names of the different “neighbourhoods” in your community?
- Are there areas where place-based community is stronger than in others?
- What barriers do you see to having people connect with the people who live closest to them?
- What might improve in your community if people were more connected with their neighbours?



Resources to send out with your first email

- [Neighbourhood Small Grants Definitions](#)

This document introduces some of the more commonly used terms in the NSG program.

- [What is Grassroots Grantmaking?](#)

This is an excerpt from A Short Course on Grassroots Grantmaking by Janis Foster Richardson and E. Gabriel Works of Grassroots Grantmakers. It gives an overview of how, by shifting focus from service provision to engaging people as active citizens in the communities where they live, Grassroots Grantmaking programs “generate surprising benefits for small amounts of money.”

- [The Coordinator’s Guide to the Principles of Grassroots Grantmaking](#)

These principles guide our mission of harnessing local skills and experiences to make neighbourhoods better places to live. They are the heart of the NSG program and guide all of the work that we do. This document goes through the principles and how they might be integrated into the Coordination of the NSG program.

- [The Benefits of Neighbourliness](#)

This document introduces the concept of place-based community building, which is central to grassroots grantmaking and the NSG program.

Second email *(sent out 2-3 weeks prior to orientation):*

The second email can include finalized details about the Orientation, as well as the documents below and the following activity based on the “Mapping Your Community” document:

After you read the [Mapping Your Community](#) ↓ document, please prepare a paragraph or two describing your neighbourhood, town, city or region in terms of strengths and resources. This could include the region’s economic and environmental assets, points of pride, local spaces and places, characteristics of the community and so on. What makes your community a vibrant place to live and resilient in the face of change or difficulty? What potential or opportunities could be supported by the NSG program?

Please also take a look at the questions in the “Mapping Your Community” document and make some notes on each. This may require a bit of research, but don’t feel like you have to get too in-depth at this point (unless you want to), as we will explore these questions more at the Orientation and will encourage you to revisit these questions again as you begin the upcoming granting cycle. In particular, please look at the [census profile](#) about the makeup of your community.”

Census Profile →
www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E

Consider providing an incentive to encourage participants to read and engage with these materials ahead of the Orientation, such as being entered for a small prize for completing and submitting the above activity.



Resources to send out with your second email

- [Mapping Your Community](#)

NSG is based on an Asset Based Community Development model that focuses on community strengths and resources. A portion of our time together at the Orientation session will be dedicated to mapping the assets of our communities.

- [A Guide to NSG Decision-Making](#)

At the Orientation, we will be dedicating some time to learning about the work of the Neighbourhood Small Grants Committee (NSG). With support from the NSG Program Coordinator, the NSG reviews the applications submitted and chooses which ones receive funding based on the program principles, goals and guidelines.

Together, we will be reviewing a handful of sample applications to simulate a granting meeting. Everyone will take on the role of a Committee member and make granting decisions together. To help in this process, please read this guide to the granting decision-making process.

- [Podcasts and Videos](#)

This document is a list of resources for participants to watch and listen in preparation for the Orientation. Participants are asked to engage with at least 6 of these resources.

Third email *(sent out 1-2 weeks prior to orientation):*

The third email can serve as a reminder of the upcoming Orientation and the finalized details.

**Resources to send out with your third email**

- [How an NSG Program Works Template](#)
This document outlines some of the activities involved in coordinating an NSG Program throughout a granting cycle.
- [NSG Coordination Checklist Template](#)
This checklist outlines some of the main steps involved in coordinating the NSG program throughout a granting cycle. It can be used to provide an overview of the work, in planning, or to keep track of the activities as you complete them.
- [Guide to Knowledge Exchange and Skill Sharing](#)
This document outlines a few of the ways in which we put our principles “we learn together” and “everyone has gifts” into action by staying connected, and sharing knowledge and skills with each other.

Handouts for use during the Orientation

These include a number of resources that you will need for activities during the Orientation and a few others you may want to consider printing to provide as handouts.

Tamarack Institute →
tamarackcommunity.ca

You can [download all of these documents in a zip file here](#) ↓.

- **ABCD at a Glance:** This resource from the [Tamarack Institute](#) introduces Asset Based Community Development (ABCD).
- **ABCD Three Circle Handout Template:** This handout can be used by participants to begin applying an Asset Based Community Development (ABCD) framework to their own communities.
- **Principles of Grassroots Grantmaking:** The Principles of Grassroots Grantmaking guide our mission of harnessing local skills and experiences to make neighbourhoods better places to live. They are at the heart of the NSG program. As such they can be helpful to send out beforehand and/or to provide as a handout at the Orientation. This document is a quick summary version of the principles.
- **20 things you can do when you know someone's gift:** This resource from the Tamarack Institute includes a list of ways we can celebrate and support the gifts of others.
- **Tips for Working With Neighborhoods:** This resource from the Tamarack Institute compares the ways we usually work with organizations with the ways we work with neighbourhoods/neighbours.
- **NSG Coordination Checklist Template:** This checklist outlines some of the main steps involved in coordinating the NSG program throughout a granting cycle. It can be sent out ahead of time and/or provided as a handout during the Orientation for participants to follow along with.
- **Strategic Outreach Handout Template:** This handout can be used by participants to begin mapping their communities and developing a strategic promotions plan for their NSG program.
- **Granting Guideline Checklist Template:** During the Orientation, participants will be asked to simulate an NSG granting decision-making meeting by looking through sample applications. This handout can assist them in remembering the granting guidelines as they do so.
- **Sample NSG Applications Template Handout:** This is a template of sample applications based on real past applications received in the program that can be used to simulate an NSG granting decision-making meeting during the Orientation.

Coordinating NSG Toolkit →
[neighbourhoodsmallgrants.ca/
our-resources/resources-for-
partners/](https://neighbourhoodsmallgrants.ca/our-resources/resources-for-partners/)

Resources to send out after Orientation

After the Orientation, consider sending a follow up email that includes the Resources for Coordinators Template (please update, add to and check the links on this template before sending it out) as well as a link to the [Coordinating NSG Toolkit](#). If you choose, you can do this at the same time as you send out the Participant Feedback Form and if you're having a follow up session, you can include the details of this as well.



- [Resources for NSG Coordinators Template](#)

This list of resources has been put together for Coordinators, to help them explore the NSG program; the bigger picture frameworks that guide the program; issues of equity, inclusivity, and accessibility; and working with Neighbourhood Grants Committees.

Neighbourhood Small Grants
www.neighbourhoodsmallgrants.ca
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