

# Four Steps to Success



Many years of experience helping communities get projects off the ground have resulted in this, our **Four Steps to Success** guide.

It will help you check that you have covered all aspects of what

can be a complicated process, and may save you time, effort and money in the long run.

You may be surprised to see that finding funding is not the first challenge - other, vital, processes should be considered first.

There are no guarantees that every project will be successful, but following these steps will help.

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# Identify

## First stage information – identify

- **what** you want to happen
- **who** will benefit
- **whether** there are similar projects already running successfully elsewhere
- **when** it needs to happen – timescales
- **where** it will happen – finding a potential venue/premises
- **who** to approach for advice and who to involve at the very first stage
- **how** to gain and develop support in the community – methods of communication, consultation and publicity
- the **right people** to form a working group and their roles and responsibilities
- **suitable** meeting place for the working group and admin arrangements

# Developing the Idea

## Next stage information – develop the idea

- Prepare **plan of action**
- Find enthusiastic people **willing** to help
- Check suitability of chosen venue/**premises**
- Identify potential **partner organisations/** groups/statutory or voluntary
- Identify particular **skills/knowledge** and the need for any professional input e.g. architect
- Check **regulations** – health & safety, planning, need for licences, police checks etc.
- If you are **paying staff** – consider the implications e.g. wages/National Insurance/tax/conditions of employment
- **How much** will the project cost i.e. a realistic budget
- Identify potential sources of **funding** – who to contact
- **Bidding** – if appropriate write a formal bid
- Keep wider **community** informed

# Implementation

## The work begins – the idea starts to become a reality

- **Review** the Working Group responsibilities – clear and agreed rules and demarcation – review on a regular basis
- Keep wider **community** informed and review communications, consultation and publicity activities
- Keep an eye on **project progress** particularly timescales and budget
- Be **prepared** to modify the project if it doesn't go exactly to plan
- Key funders will expect a regular progress **report**. Think about how you will monitor your project and assess its impact

# Longer Term

## The longer term – sustaining the project

- **Be aware** of ongoing costs including maintenance of building/s and update cash flow accordingly
- **Funding** - review existing/explore new sources
- **Review** responsibilities/roles of your core management group
- **Identify** the need to keep people involved and consider bringing new people in
- **Review** training needs and research services offered by training providers accordingly
- **Keep** wider community and key funders informed
- **Be prepared** to review and adapt as circumstances and the people involved change
- **Encourage** creative thinking – explore ways of becoming self sufficient

### And then consider.....

Is the project developing to the stage where it needs to be formalised?



Key Contacts

Source: Gloucestershire Community Toolkit Contacts Directory

**Gloucestershire County Council**  
01452 425702 [www.gloscc.gov.uk](http://www.gloscc.gov.uk)

**Gloucestershire's district councils**

Cheltenham Borough Council	01242 262626	<a href="http://www.cheltenham.gov.uk">www.cheltenham.gov.uk</a>
Cotswold District Council	01285 643643	<a href="http://www.cotswold.gov.uk">www.cotswold.gov.uk</a>
Forest of Dean District Council	01594 810000	<a href="http://www.fweb.org.uk/fddc">www.fweb.org.uk/fddc</a>
Gloucester City Council	01452 522232	<a href="http://www.glos-city.gov.uk">www.glos-city.gov.uk</a>
Stroud District Council	01453 766321	<a href="http://www.stroud.gov.uk">www.stroud.gov.uk</a>
Tewkesbury Borough Council	01684 295010	<a href="http://www.tewkesburybc.gov.uk">www.tewkesburybc.gov.uk</a>

**Gloucestershire Federation of Women's Institutes**  
01452 523966 [www.gfwi.org.uk](http://www.gfwi.org.uk)

**Gloucestershire Market Towns Forum**  
01452 425573 [www.town2town.org.uk](http://www.town2town.org.uk)

**Gloucestershire Neighbourhood Projects Network (GNPN)**  
01452 541295 [www.neighbourhoodprojectsnetwork.co.uk](http://www.neighbourhoodprojectsnetwork.co.uk)

**Gloucestershire Rural Community Council**  
01452 528491 [www.grcc.org.uk](http://www.grcc.org.uk)