ACT LOCAL.

Flourishing communities through active citizenship

Act Local E-book for community legends

Government of **Western Australia**
Department of **Communities**

TOWN TEAM
MOVEMENT

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The **Act Local** program aims to strengthen volunteer-involving organizations (VIOs) and individuals exclusively in the Pilbara and Wheatbelt region.

An **Act Local** 'local', familiar with volunteering in the region, will coordinate resources, networking opportunities, training and funding support for both community groups and individuals alike.

Foster a vibrant volunteer culture

Enhance organizational capacity

Build more connected empowered communities

Improve volunteer retention

Celebrate active citizenship

Inspire and engage individuals

The Act Local - flourishing communities through active citizenship program is run by the Town Team Movement supported by the Department of Communities.

Government of **Western Australia**
Department of **Communities**

TOWN TEAM MOVEMENT

Welcome

This E-book is to introduce you to the *Act Local - flourishing communities through active citizenship* program.

It also provides a small sample of the ideas and resources that are available on the website and Act Local Facebook Groups. One for the Pilbara, one for the Wheatbelt.

There are several resources available via the program website and Facebook groups however your input via our <u>questionnaire</u> is essential in shaping the program for your region.

Questionnaire

Feedback

Region specific resources

How to use this E-book

The following pages contain some short tips and recommendations in the areas of sourcing funds, being grant ready, some apps and programs as well as a few templates.

Icons used in this Ebook

IF NOTHING ELSE..
This image indicates that if nothing appeals to you about the information provided, this might be the one thing you might want to consider.

This highlights a potential lightbulb moment. If you have anything you'd lke to share as a lightbulb moment - reach out via our Facebook group **Act Local**

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TOWN TEAM MOVEMENT

Volunteering or Active Citizenship?

The spirit of volunteerism lies at the heart of thriving neighbourhoods, but there are different ways to think about and communicate it..

Volunteering

- Based on providing service to others
- A thing you do
- Can be seen as 'unpaid work'
- Usually do allocated tasks
- Often through non-profits or formal community groups
- Giving (1 way)

Active Citizenship

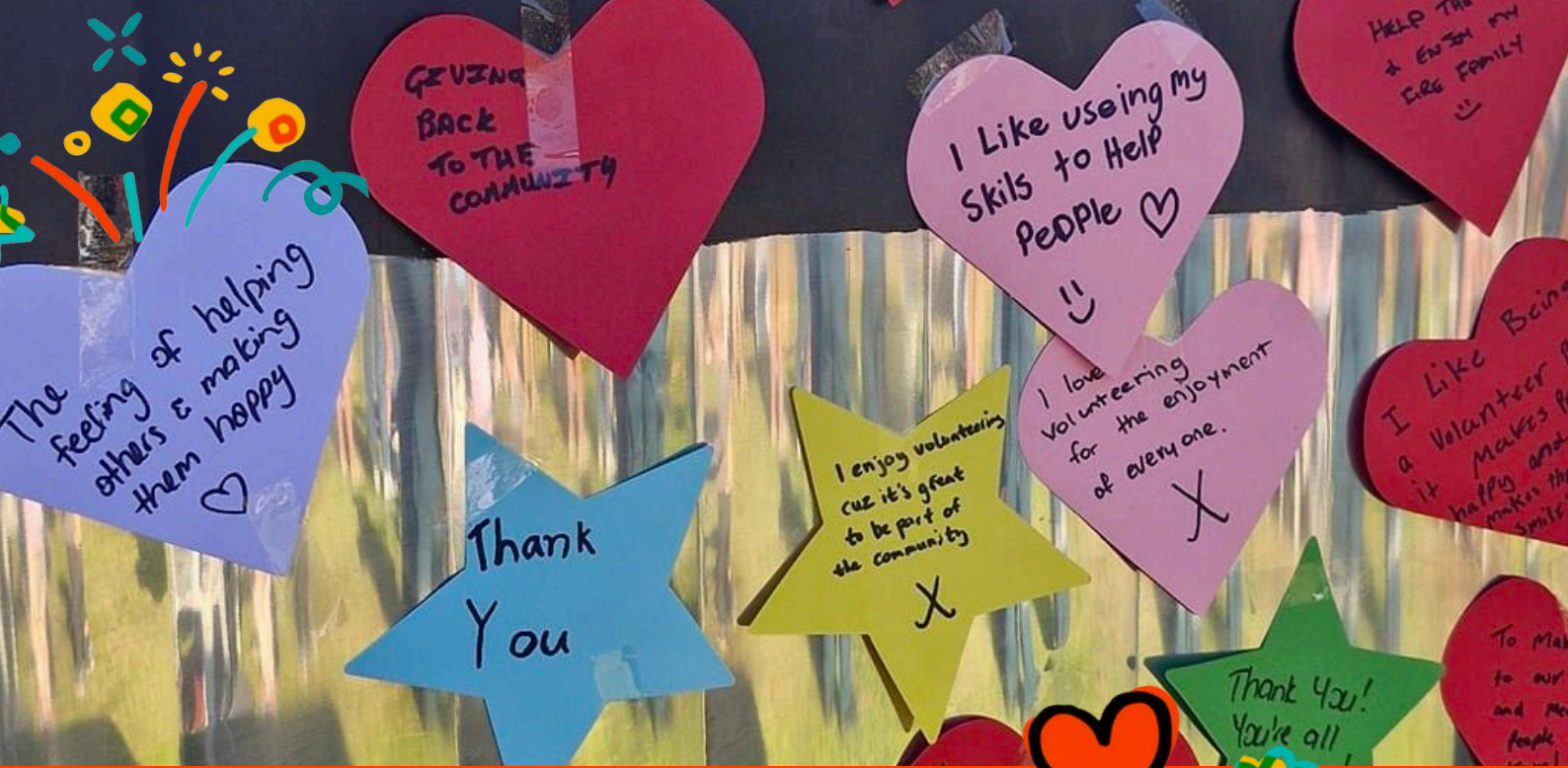- Based on using skills and talents
- A way of behaving
- Hopefully enjoyable
- Based on what people want to do
- Could be formal, informal or very organic
- Giving and receiving (2 way)

The feeling of helping feeling of helping others & making them happy ♡

GIVING BACK TO THE COMMUNITY

I Like useing my Skils to Help PeOple ♡ !!

HELP THE + ENJIM MY LIRE FAMILY :)

Thank You

I enjoy volunteering cuz it's great to be part of the community X

I love volunteering for the enjoyment of every one. X

I Like Being a Volunteer it Makes me happy and makes the spills

Thank You! You're all

To Ma to our and me people

"I like using my skills to help people"

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Ok, now here's the good stuff ..

The following pages include tips in the areas of fundraising, grants and project templates. We've ideas for attracting new active citizens and appreciating existing ones. All of these and more are also available on our website **actlocal.com.au**

VIOs:
Volunteer Involving Organsations

IF NOTHING ELSE..

Join the **Act Local Facebook group.**

The Group will provide a regular update of grants, opportunities, training, networking, promotional stories etc.

IF NOTHING ELSE..

Fill in the **questionnaire** and tell us about your challenges, your wins and opportunities for new active citizens to join you.

So the resources we provide will be based on what you need, not what we think you need.

IF NOTHING ELSE..

Register your Volunteer Involving Organsation (VIO) in our Act Local Directory via our website.

Listed VIOs will be promoted to inspire new and existing active citizens. The search function will list VIOs by location, interests and available opportunities - no listing = no new active citizens.
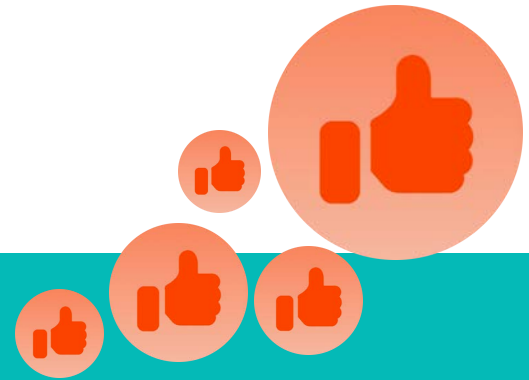
SHOW YOU THE MONEY!!

Let's face it raffles, selling chocolate? It's a hard way to raise funds. I would hand money over to my local school fundraising committee NOT to sell raffle tickets to friends, family and strangers.

If raffles are for you... then that's our tip # 0.5

1. Memberships

If you can get the volume of memberships, just a small fee of $10-$50 per person or family can make a big difference to your funds.

50 people @ $10 = $500!

Many people don't have the opportunity to donate their time, but a donation of a $10 membership is something they might consider.

2. What a bargain!

Register for a stall at your local market and collect donations from your group of popular items you can sell for <$10. Books are very popular and bundle up small items such as craft pieces into clear zip bags to provide items worth $5 or $10.

IF NOTHING ELSE..

Make sure everything is marked with a price as most people don't like asking "how much?".

3. Containers for change

Registering your group for a **Containers for Change** account is a really simple way to raise funds and takes minutes to set up.

Once you have the QR code as an image, create a social media post and pin it as a featured post on your socials. This can then be shared by your team to their own feeds or reposted to your group feed regularly.

CONTAINERS FOR CHANGE

4. Who's the expert?

Have anyone in your group that's a bit of an expert and would donate their time for an hour? Maybe their small business involves accounting, photography, wellness activities. It can always be a great lead generator for their business and they are donating their time for a great cause.

Schedule a 30 / 60 min 'Lunchtime lesson' or "Post work wisdom" for people to learn quick and simple tips. Create a humanitix account for registration and payment.

Topics:

Social Media Savvy:
Mastering the Art of Connection and Content

Marketing Magic with Canva:
Simple designs with big impact

Simple Online Apps: thank us later

Taxing Times:
A Community Group's Guide

Chaos to Calm:
Simple Ways to Destress

Beginner's Guide:
Snapping for social media

IF NOTHING ELSE..

Make the sessions short, simple but offer value for money for the $s you charge. Make sure you get feedback and quotes from those attending you can use for future promotions.

There are so many opportunities to gain some funds by cooking a sausage, slapping between a piece of bread, regardless of where you put your onions.

If the larger events at popular DIY stores are too much of a commitment of time and volunteers, consider partnering with other groups and sharing the profits or tap friends and family to join for just an hour or so.

If you register your interest and availability with your local LGA or upcoming event organisers they may prefer to use you for upcoming events. Having a reliable group available saves them time and effort.

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GRANT READY- OUR TOP 5

Register

Register for grant opportunities with agencies like Lotterywest and sites like Grant Connect. You can register for updates and receive email alerts for relevant grants The Act Local website and Facebook group also contains links and suggested grant opportunities.

GrantConnect grants.gov.au

Competance & Capacity

Competency (noun)
the ability to do something successfully or efficiently

Grants often ask the applicant about the capacity and competence of those involved in executing the grant. Have each of your volunteers write a short summary (dot point are useful) of their skills and experience. Include past or present jobs and duration. Include previous relevant experience with examples.

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IF NOTHING ELSE..
Take the time to complete and Save your Act Local Grant ready template. It takes 5 mins and WILL save you hours!!

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Make a wishlist

If you collect suggestions on activities and projects, equipment you need etc , consider setting up a very simple and free account with **CANNY.** It collects ideas and votes on ideas from anyone with the link to your page.

canny   **https://canny.io/**

CANNY is free cloud-based simple program, no existing website required. Anyone with the link can post ideas or vote on existing posts. Admin can also change status of posts into "planned", "in progress" or "completed" .

IF NOTHING ELSE..

ALWAYS write your application in a word document first. Most grants provide a copy of the application form which you can download and use. NEVER write a grant application into the online form without a copy. Having the application saved in a word means you can also always reuse some parts of it for future applications.

JUST PEEL THE CARROTS!!

One of the most successful groups we 've seen in attracting and retaining volunteers has a very simple recruitment strategy.

Its called, **'Peel the carrots!!'**

Taking on responsibilities of secretary, treasurer or any long term commitment is too much for most of us with busy lives. But ask for help for a short simple task like 'peel the carrots' and thats often do-able.

MICRO VOLUNTEERING < Less than 3 hours

EVENT VOLUNTEERING < one off event

Providing opportunities for micro volunteering has been shown to be successful in attracting those who want to become an active citizen without the expectations of a long term commitment

What 'Peel the carrots' opportunities can you offer?

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GRANT READY TEMPLATE

Print out this and complete for grant submissions and website listing or click **this link** to downlod an electronic version on the ACt Local website

Group name _____

ABN _____

Tax File number _____

Email _____

Website link _____

Facebook link _____

Facebook tag (@) _____

Instagram link _____

Instagram tag (@) _____

Bank Account Name _____

BSB _____   **Account Number** _____

25-word introduction of your group
The X community group is for those interested in X and where people come together to do Y

_____

50 words introduction of your group
Our community group is a welcoming space for individuals to ...
We focus on A, support B, and create C. Whether through events, discussions, or volunteer efforts, we aim to D

_____

_____

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PROJECT READY TEMPLATE

This template helps to clarify what a particular project is about so everyone is on the same page regarding intent and planning. Print out the template or click this link to source it via the Act Local website

Project Name	
Project Manager name	
Any Collaborations (LGAs, other groups etc)	
Project Start date (estimated)	
Purpose (Why is the project important?)	
Agreed Outcomes (What do you want to achieve)	
Process (How will you achieve it)	
In Scope (What is included)	
Out of Scope (What is not included)	
Risks (identify any project risks)	
Address Risks identified	
Comments	

What is the Town Team Movement?

Empowering people. Creating connected communities. Making better places. Supporting local volunteers.

Plenty of people talk about these things. We're living and breathing it every day!

Town Team Movement is a social enterprise – a non-profit company on a mission. We are building a movement of positive 'doers'.

Our key activities include:

Inspire, support, connect and promote
TOWN TEAMS

Provide innovative and engaging
CONSULTING SERVICES

Our vision:
Thriving, connected, empowered communities

Work with
POSITIVE PARTNERS

Deliver in-person and online
EDUCATION AND TRAINING

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Act Local Pilbara

Act Local Wheatbelt

WWW

actlocal.com.au