

## HOW TO GUIDE: TURN YOUR IDEA INTO A REALITY!!

**Do you have a fantastic idea but are not sure how to make it a reality? A little bit of careful thought, planning and preparation will help you to make sure that the reality lives up to the expectation.**

### Is there a genuine need?

Do a little bit of research; do you actually understand the problem or issues correctly? A great place to start is to ask yourself the following questions; what are you hoping to change or improve and what would success look like for your project?

### Share your idea

Speak to others who might be interested or who might have a different perspective to you. Talking through our ideas and thoughts can really help them to take shape.

- Can you explain your idea in 30 seconds?
- Is it clear to others what you want to do and why?
- Has it been done before?
- Have a quick search online - has anyone done something similar?
- What can you learn from their project?
- Would they be willing to talk you through their experience?

### Find support

Find out what help there is locally to support you with your project, how can they help and support you? For example, Community First Yorkshire, local and district councils and local community groups may have additional insight, knowledge or resources that can help you with all stages of your project.

### Make a plan

Writing down a plan will help to clarify your idea, and may also help you to convince others to support the project. Your plan should as a minimum cover the following areas:

1. What you are doing?
2. Why are you doing it?
3. How you will do it?
4. When will you do it?
5. How long will it take?
6. Who will do it?
7. What will you need to do it?



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## 7. What will you need to do it?

- Money: how much will it cost and where will this money come from?
- Resources
- Training
- Permissions
- People / volunteers
- Tools

In your plan you may also like to make a note of what will happen when the project ends, what will change, what will the impact of the project be? If you will need to apply for funding for your project this can help funders to understand what you are doing, why and why they should give you money.

Depending on the size of your project, the plan may only have one word answers for each section or it may be paragraphs with detailed budgets, responsibilities and timescales. But writing down a plan will help shape your ideas, highlight any potential difficulties and also help keep you on track.

## Share your plans

Who will the project impact? If this is a big project, have you spoken to your community? Do you need to consult with them, find out what their ideas are and how they feel about the project and the changes it could make? This is not necessary for all projects but it is for bigger ideas that impact on people's lives. You may then need to make changes to or tweak your original ideas.

Community First Yorkshire can support you to with community consultation ideas for your project.

## Getting a team together

Who will support you with your project? Some projects can be achieved by just one person but for your project to be successful do you need to pull together a team of people who bring particular skills or experience? Do you need to organise volunteers to help with the project, or do you just need a sympathetic and understanding ear, someone who will cheer you on? What will your support team for the project look like?

## Promoting your project

Do you need or want to let people know about the project? If you do, then what is your message or ask? Do you need funds, time, donations, good, or resources, volunteers, or input, thoughts and ideas? Then think about how you can use social media, local poster campaigns, or direct asks to local schools, GPs, business etc. to communicate your plans and ideas to people.

Community First Yorkshire can support you with ideas on how to reach people and sharing your project.



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## Further information, support and inspiration

[Developing a Project](#) for bigger or more involved projects you may find our detailed guide to developing a project helpful.

[Developing an effective action plan](#): this blog from Creatly contains an easy Guide to Developing an Effective Action Plan and free downloadable action plan templates.

[Simple ideas for planning social action in your community](#) this free downloadable handbook from The Young Foundation contains a collection of prompts, ideas and frameworks to help you think about opportunities for social action in your community.

Community First Yorkshire can support you with developing your project either on a one to one or group training basis, helping you to research the right funder for your project, support you with planning a funding strategy, and provide advice about any funding applications you would like to submit.

For further information please contact our community support team on 01904 704177 or

[Info@communityfirstyorkshire.org.uk](mailto:Info@communityfirstyorkshire.org.uk)

You can also find a number of resources to support you with every stage of your project on our website.



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