**Student Title: Magee, Tim OL 204 Assignment 1**

**Student Date: Date of Student Assignment Here**

**Magee Example Project OL 204 Assignment 1**

**Online Learning: OL 204 Designing and Funding Non Profit Projects. The Community Focus**

**Center for Sustainable Development:** <https://nonprofit.csd-i.org/ol-204-designing-and-funding-non-profit-programs-4/>

**Use this Document as your template for your assignment.**

**Assignment 1.**

**Part 1. Empowering community members in co-managing the project**

In assignment six of OL 203, I worked with six community members from four communities around Claremont, California, to form a Project Committee to help oversee the three programs in our project: a community garden program, a restaurant and grocery store food donation program, and a client choice food bank program.

Since there's not a huge labor component in this project, nor infrastructure component in the project, the committee came up with the following ideas as being their contribution to the project.

1. They will organize the locations of capacity building workshops on the correct dates.

2. They will take responsibility for notifying community members about the time and the dates of the workshops.

3. They will take responsibility for removing refuse or brush and preparing the soil in the community garden in advance of the workshops.

4. They will take custodial responsibility of the demonstration plots.

5. They will provide a single point person on the committee for us to communicate with in establishing workshop dates and locations.

As far as I'm concerned this is wonderful. One of the complicated things about holding workshops is lining up the workshop locations and getting the word out. So they've taken that responsibility away from us which will save us a substantial amount of time—plus they're going to protect the community garden site and maintain it.

The other nice thing about what they've come up with, is that I don't have to go through my log frame and divide up activities; it's very clear where the dividing line is between responsibilities.

So I'm going to type this list up, and have the committee members sign it, I will sign it as well, and then we will each get a copy confirming our responsibilities. I will also attach a simplified log frame and schedule so that they can follow the project, and have a record of the commitment which my organization and the committee members are making to the project.

**Part 2: prepare and project documents for the community**

I'm lucky that the coordinational relationship with the community is very simple. And, many of the committee members can read in English so I'm just going to give them a copy of my project outline so that they can see what the project looks like:

**Project Outline:**

[Problem 1]. A lack of access to sufficient fruits, vegetables, and meat products

**Community garden program** [Solution to underlying causes: A lack of a place for community members to raise their own vegetables]**:**

[Activity 1]. Form a community garden team which includes staff members, volunteers, and community members to assess feasibility and develop a plan.

[Activity 2]. Research different community garden programs, and visit local community gardens

[Activity 3]. Research potential garden plot locations

[Activity 4]. Conduct a survey with community members to gauge interest and also to better understand the things they would like to grow

[Activity 5]. Work with a nutritionist to determine feasibility, appropriate crops – and develop a simple gardening and nutrition workshop

[Activity 6]. Develop a detailed plan, budget, and timeframe for launching the community garden program

[Activity 7]. Assess funding possibilities

[Activity 8]. Hold a workshop and follow-up in family nutrition and home garden planning for nutrition

[Activity 9]. Hold a forming beds and planting seeds workshop and follow-up

**Restaurant and Grocery Store Surplus Food Donation Program** [Solution to underlying causes: No program in place for collecting surplus food from restaurants and grocery stores]**:**

[Activity 1]. Form a Restaurant and Grocery Store Donation team (which includes staff members, volunteers, and community members) to assess feasibility and develop a plan

[Activity 2]. Research different restaurant and grocery store donation programs and visit local food pantries, restaurants and grocery stores participating in programs

[Activity 3]. Research product availability, transportation, pickup and delivery, and manpower requirements

[Activity 4]. Survey community members to better understand products that they would enjoy from a program such as this

[Activity 5]. Work with a nutritionist to better understand a healthy diversity of products identified by restauran ts and grocery stores

[Activity 6]. Use this information to determine feasibility and develop a detailed working plan, budget and timeframe

[Activity 7]. Assess funding possibilities

[Activity 8]. Launch a pilot program

[Problem 2]. Community members not able to choose which food products go into individual food boxes and in which quantities most appropriate for their families

**Client Choice Food Pantry program** [Solution to underlying causes: A lack of knowledge of family nutrition for better stocking the food pantry and in making healthy choices in the selection of food]**:**

[Activity 1]. Set up a Client Choice team (with one staff member, one volunteer and one community client) to research feasibility and develop a plan for the Client Choice Program

[Activity 2]. Develop a simple survey to gain a better understanding of community member food preferences

[Activity 3]. Work with a nutritionist to fill in gaps in the list and to develop a simple family nutrition workshop for community members and staff alike

[Activity 4]. Compare the food gaps to the programs above to determine feasibility in filling the gaps

[Activity 5]. Develop a plan for launching the client choice program and have a few client choice program days as a pilot test

[Activity 6]. Hold a family nutrition workshop with community members

[Activity 7]. Fine-tune the client choice program based upon the tests and officially launch it

[Activity 8]. Hand out questionnaires to community clients on a periodic basis to see if the new client choice program is meeting their needs

I'm also going to give them a copy of my schedule—because it's very simple—and it will let them see the approximate dates of the upcoming workshops. This will also be a good planning tool for me to use with them for long-term planning such as establishing the demonstration plots and preparing the ground; they will be able to see how much time they have to do that.

Since the schedule is laid out like the log frame complete with sub activities, they will also have access to greater detail about the project than my project outline above gives them.

I arranged a meeting for next week (on Saturday) to present these tools to the committee and discuss the launching of the project.

Copyright © Tim Magee