GUIDE - SERVICE PROJECTS OF CLUBS IN D9455

Doing good in the world (while having fun!) can take a huge variety of forms. This note deals with International Service but some familiar principles apply in all Avenues of Service.

To be successful all projects need a champion - a Club member with the desire, energy and skill to lead the planning, execution and evaluation of the project. The Club Board should agree your Project Plan and the whole Club support it.

**Life Cycle of a Project**

Planning and Organising

Acquiring Resources

Implementing the Project

Evaluating the outcomes and the process (especially noting lessons learned).

Promotion (at all stages, not just the end).

The project should be about meeting a need as expressed by its intended beneficiaries. When a possible project idea emerges it is critical that contact is made, preferably in person, with the leader or spokesperson of the intended beneficiaries and ascertain what they say are their top priority needs and that their community members are prepared to put their energy into helping carry out the project. Preparing a *Community Assessment Report* is mandatory for Global Grant eligibility.

Identifying risks and deciding how to avoid or manage them is an essential part of project planning.

Sustainability is a key success criterion. Planning should take into account such things as current knowledge and customs of the beneficiaries and hence identifying what education and skills training will be needed, and desirably be given by local people so the Club does “train the local trainer”. Avoiding machinery requiring maintenance is desirable (e.g. use gravity feed for water rather than a pump if practicable), and ensuring good quality materials are used even if they cost more.

Having a partner organisation with complementary skills can greatly strengthen a project. Perhaps an NGO with staff living in the country concerned. The partner may have long-standing good contacts with government officials, understand the local culture, and either speak the language and be easily able to hire interpreters. Your Club should establish a written Memorandum of Understanding with the partner organisation in order to have formal agreement on the objectives of the project and what each organisation will be responsible for (purchasing, reports, banking and so on).

Evaluation of the completed project is vital not only for providing feedback to the project’s supporters, but also to record lesson’s learned (good and bad) to help future project planning.

Useful help at several stages of a project can be obtained from the District Resource Network. See page 3 of the handout *Projects - Decoding some Terminology*.

Making your service projects visible to other Rotary Clubs and to the world.

See the handout *Club Project Summaries for web V7*

A parallel action is for Clubs to submit a project report for publication on Rotary Showcase (see [www.rotary.org](http://www.rotary.org) and search on Rotary Showcase) and write an article for publication in Rotary Down Under. For helpful guidance click on Editorial Policy Guidelines [www.rotarydownunder.com.au](http://www.rotarydownunder.com.au) .

It is very helpful to other Clubs to include in such articles key lessons learned as found in your end of project evaluation. Also see <https://www/rotary.org/myrotary/en/secure/13301> for Rotary Club Central.

The District International Service and Community Service committees are available to help you.