

NEIGHBORHOOD PLAN WORKBOOK



RICHLAND COUNTY
NEIGHBORHOOD IMPROVEMENT PROGRAM



WRITE THE VISION. MISSION

The first order of business for an effective neighborhood organization should be to establish a mission and vision. Not only does this help to focus your core group of participants but it aids in getting more buy-in from your community. Your neighbors are more likely to join your organization if they know what they will be expected to contribute and work toward. The Neighborhood Improvement Program suggests taking the following steps to establish an effective mission and/or vision for your

organization:

[STEPS FOR SUCCESS]

- Create an Executive Board – these are the individuals who will act as guides for and caretakers of the organization. Choose individuals who are passionate about serving but each have different strengths so that your Executive Board is well-rounded, efficient and poised to have maximum impact.
- Note: Most organizations already have President, Vice President, Secretary and Treasurer Positions; this is effectively your Executive Board.
- Arrange a special called Visioning Meeting for your Executive Board.
- Have each Executive Board member draft a short list of what is most important to them as pertains to the organization; limit each member to 2-3 items each.
- Have a member of your Executive Board write all of the items on a large piece of paper or somewhere that everyone can see them.
- Facilitate a group discussion with the purpose of narrowing down your list to the top 3 driving factors for your organization.
- Draft your mission and/or vision around the 3 critical items you all have discussed.

[EXAMPLES]

Below find Neighborhood Improvement's 2015 update to our mission and vision for an example of how a finished product might read:

The purpose of the Neighborhood Improvement Program is to achieve and sustain wellness in Richland County Neighborhoods through the implementation of projects that establish and enhance overall health socially, economically and physically.

The vision of the Neighborhood Improvement Program is to cultivate a healthy and happy community composed of quality infrastructure, which connects viable, thriving neighborhoods with essential businesses, services and amenities. NIP strives to execute this vision through projects focused on:

- establishing neighborhood character,
- improving civic infrastructure and
- empowering communities for effective leadership.

A more neighborhood focused example of a mission and vision might read like the below:

Vision

We envision a community of neighbors working together to achieve a higher quality of life and increasing property values. We envision a neighborhood that is considered by residents and non-residents alike to be a desirable place in which to live and enjoy the benefits of community.

Mission

Our mission is to enhance the quality of life in our neighborhood through management of common areas, enforcement of rules and covenants, support of initiatives that strengthen bonds among residents and investment in capital improvements that benefit the whole community.

F I R S T

T H I N G S

F I R S T

even a journey of 1,000 miles begins with the decision to take the first step...

MISSION WORKSHEET

CREATE YOUR OWN MISSION+ VISION STATEMENTS

MISSION + VISION GOALS + ACTIONS	
PROCESS	Define your vision
	List 3 – 5 goals
	Identify separate actions for each goal
I. THE VISION	Define your organizations Vision
II. THE GOALS	Establish broad goal categories
III. PUT IT TOGETHER	Use your vision and goals to help direct your mission statement

I. THE VISION

a. What are the key elements of your vision – concepts, principles and values that guide your organization?

i. EXAMPLES:

1. Quality of Life
2. The greater good – overall well-being of the neighborhood
3. Community
4. Sustainability

II. THE GOALS

a. Based on the concepts you've chosen and defined, establish 3 – 5 goals that will guide your mission and your organization.

i. Questions to help shape your goals are as follows:

1. Why do we exist?
2. What makes us different?
3. What do we want to do?
4. Who do we want to do it for?
5. What is the benefit of what we want to do?

NEEDS OF A MISSION STATEMENT

- Should be clear and simple
- Should avoid elaborate language that is hard for others to understand
- Should be easily explained to and by others
- Should be unique to your organization

MISSION WORKSHEET

CREATE YOUR OWN MISSION+ VISION STATEMENTS

LET'S GET STARTED!

I. THE VISION

a. What are the key concepts, principles and values that guide your organization?

II. THE GOALS

a. Based on the concepts you've chosen and defined, establish 3 – 5 goals that will help you to accomplish that vision. These will guide your mission and your organization – keep in mind the questions from the prior page.

1.

2.

3.

4.

5.



WHAT ARE WE AFTER? OUTCOMES

The desired outcomes are those things that you hope will come as a direct result of the neighborhood plan document, mission and vision. This is your bottom line; at the end of the day, what things do you need to have accomplished to be able to say that you have been successful? “What are we trying to accomplish **collectively?**”

Example:

The Neighborhood Improvement Program's desired outcome for our Five Year Plan is the **completion of prioritized Master Plan Implementation Projects.**

SMALL STEPS

B I G

I D E A S

small, incremental changes lead to staggering long-term results



ALL THINGS IN ORDER. **PRIORITIES**

After you have established your mission, vision and goal(s) you will need to draft a list of projects that align with those things. How can you take the ideas you've used to structure your organization and turn them into tangible efforts that have a direct impact on your community and those in neighboring communities?

Once you decide on a list of projects your organization would like to do, you need to come up with a system for deciding the sequence of implementation. How will you decide which project comes first, second, third, etc... How will you

prioritize?

N O W
T H E N
N E X T

DO what you can **NOW**; **PLAN** for what's **NEXT**

JUST A FEW TIPS:

We recommend that you take into consideration two factors when deciding how to order your projects:

- **How much will the project cost and do we have the capacity to implement it right now or will we need time to gather resources?**
- **How immediate is the need for this project?**

You will want to create a timeline and update it annually. What will you try to accomplish in the next year? What will you try to accomplish in the next three years? What will need to wait until year five? This list will also help you establish how much funding you are going to need so that you can be proactive.

It is important to remember that your aim is not to complete Master Plan level projects; this is the charge of the Neighborhood Improvement Program. Instead, you want to be thinking about smaller, incremental implementation that will have a major impact on your neighborhood. Can you come up with a program that helps keep neighbors aware of what your organization and the County are doing by implementing a newsletter or a one-call system? Can you host your own internal neighborhood clean-up days to ensure that your community is staying clean and safe? Can you organize a crime watch, especially around the holidays, to make yourself and your neighbors more secure? Your goal is to take ownership of your area and to do what you can where you can to see the things that are important to you come to fruition.

See the Neighborhood Improvement Program 5-Year Plan for an example of project prioritization.



SHOW ME THE MONEY. FUNDING

Your organization may want to consider things like 501(c)3 status, which makes you able to apply for and receive federal grant funds to aid you in your cause. Additionally, for all who reside in Richland County, The Neighborhood Improvement Program annually offers up to \$1,500.00 in funding for community projects via the

Neighborhood Matching Grant.

FUNDRAISING:

Depending on the types of activities that your organization wishes to pursue, you may need more money than can be raised through dues collections. In this case, you will probably want to initiate a fundraiser. Traditional types of activities could be a bake sale, a car wash, or a pancake breakfast. Some neighborhoods, particularly those of a historic nature, have home shows where the public purchases tickets to get an interior tour. There are endless possibilities in regard to fundraising. Choose something that will be fun and that will get lots of people involved. Make sure that all financial matters are closely monitored. Keep track of all receipts, and produce a detailed report for your membership to view at the next meeting.

Information on becoming a 501(c)3 organization is included via brochure with this workbook and can also be provided at your request by your Neighborhood Improvement Program Staff.

W O R K

T H E

V I S I O N

the only failure is giving up.

TALK ABOUT IT:

Ask yourself and the members of your organization what challenges they foresee when trying to accomplish each project and then have a brainstorming session to talk about what opportunities are at your disposal to aid you in combating those challenges. Keep in mind that you have the support of your Neighborhood Improvement Program Staff, which is an area of great opportunity as you move into implementation.

CHALLENGES WORKSHEET

IDENTIFY AND PLAN HOW YOU'LL OVERCOME CHALLENGES

STEPS TO HELP GUIDE YOU:

1. Explain problem as briefly as possible:

2. List possible causes of the problem:

1) _____
2) _____
3) _____

3. List possible acceptable solutions to the problem:

1) _____
2) _____
3) _____

4. List possible means/people (include phone numbers) to help solve the problem:

1) _____
2) _____
3) _____
4) _____

5. Things to do (Remember to come back and add the date task was completed)

1) _____
2) _____
3) _____
4) _____
5) _____
6) _____
7) _____
8) _____
9) _____
10) _____

6. Resolutions/Decisions/Accomplishments

1) _____
2) _____
3) _____
4) _____
5) _____

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ACCOUNTABILITY IS KEY. EVALUATION

As you prepare for implementation, you will need to do an honest evaluation of challenges and opportunities your organization will need to manage. This will help you develop an implementation strategy, or plan of attack, for the things you would like to **accomplish.**

You'll also want to articulate in your plan how you will evaluate yourselves. This keeps everyone in the organization on track and accountable - it also lets you know when you need to update your plan document. We suggest that you have quarterly meetings dedicated to checking the progress of your projects and goals and reassess if they will be able to be accomplished in the time-frame you originally set for them.

NEIGHBORHOOD PLAN CHECKLIST

MONITOR YOUR PROGRESS

NEIGHBORHOOD INFORMATION	
Name:	
Address/Location:	
Telephone number:	
Fax number:	
Date:	
Members/Committees Involved:	

CHECKLIST	
<input type="checkbox"/>	Neighborhood Vision Statement
<input type="checkbox"/>	Neighborhood Goals Development
<input type="checkbox"/>	Neighborhood Mission Statement
<input type="checkbox"/>	Establishment of Desired Outcome(s)
<input type="checkbox"/>	Project List
<input type="checkbox"/>	Project Prioritization + Action Plan
<input type="checkbox"/>	Project Implementation Plan (one for each project)
<input type="checkbox"/>	Funding Strategy
<input type="checkbox"/>	Identification of Challenges
<input type="checkbox"/>	Resolution Plan (corresponding to identified challenges)
<input type="checkbox"/>	Neighborhood Plan Evaluation

G R E A T
I S N ' T
E A S Y

just because it's hard work doesn't mean it isn't worth it - keep going.

PROJECT PLAN CHECKLIST

PUT ALL OF THE PIECES IN PLACE FOR SUCCESSFUL PROJECT IMPLEMENTATION

NEIGHBORHOOD INFORMATION	
Organization Name:	
Project Name:	
Timeline:	
Project Manager(s):	
Members/Committees Involved:	

CHECKLIST	
<input type="checkbox"/>	Project objectives/ goals clearly identified
<input type="checkbox"/>	Appointment of (a) project manager(s)
<input type="checkbox"/>	Project tasks assigned to members of group <i>(make it clear who will do what and by when)</i>
<input type="checkbox"/>	Project funding identified/ funding plan developed
<input type="checkbox"/>	Identification of + outreach to potential project partners <i>(be clear what you're asking your partner(s) to do and/or contribute)</i>
<input type="checkbox"/>	Development of project timeline
<input type="checkbox"/>	Scheduling of follow-up meetings and progress checks as necessary
<input type="checkbox"/>	Identification of milestones to be reach/ issues to be resolved by each meeting date/ check-in
<input type="checkbox"/>	Development of outreach/ promotional strategy <i>(if you want other communities to attend/ be involved)</i>
<input type="checkbox"/>	Development of day-of/ final implementation plan
<input type="checkbox"/>	Filing/ back-up of all receipts and critical correspondence
<input type="checkbox"/>	Post-implementation debrief meeting with all who were involved to discuss what went well and what can be done better the next time this or a similar project is implemented

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THE NEIGHBORHOOD IMPROVEMENT PROGRAM STAFF

is so proud of you for completing this exercise! We are excited to see the many great things that will be accomplished by your organization via this document. Please, email us at NIP@rcgov.us to tell us of your successes or to ask our help with the challenges you face as you move through this process. Your Richland County NIP neighborhood coordinators are available for help along the way!