


COMMUNITY PARTICIPATION TOOLSHEET

	MUTUALLY INFORM Phase 1 – gather information about the neighborhood, site, and community identified needs			CONSULT Phase 2 – develop group decision making practices and leadership team		COLLABORATE Phase 3 – solidify design, feasibility, and ongoing stewardship	
GOAL	Build relationships	Clarify project parameters	Identify goals and priority areas	Share information and identify leaders	Build momentum and trust	Reach agreements	Transfer responsibility
HOW TO GET THERE	Identify stakeholders, a range of issues, and existing neighborhood groups and associations	Listen to users to understand conflicts, needs, project constraints, and level of commitment.	Collect and analyze data to identify issues or priorities that are representative of the group	Share survey results with community, let community evaluate and provide feedback, and begin to find	Establish a decision making and communication process that works for the group and will move the project forward.	Get consensus or majority agreement on design, perform feasibility analysis	Develop a plan for sustainable implementation and establish agreements for ongoing maintenance and funding.
TOOLS	<ul style="list-style-type: none"> Reach out to existing neighborhood associations, business association, faith based organizations. Flyering One : One Listening sessions Focus groups Referrals - snowball sampling 	<ul style="list-style-type: none"> Create site plan: include access terms, infrastructure, zoning requirements Canvassing with survey Tabling at site One : One Field walks Social media Focus groups Community meeting Map supporters 	<ul style="list-style-type: none"> Canvassing with survey Needs assessment Data analysis (can be done by group or by org) Community meeting with voting or weighted priority games (dot method) 	<ul style="list-style-type: none"> Community meeting Flyering Social media Self-select leadership team or group vote Ask a community expert to peer review 	<ul style="list-style-type: none"> Welcoming exercises ABCD Institute Group polling communication tool: social media, text, email. Existing skills assessment Working groups/ accountability structure Identify org roles vs. leadership team roles – informal MOU 	<ul style="list-style-type: none"> Field walks Story Map Community visioning & Wish objects Image voting Design modeling Create digital before/after renderings Cost/benefit/ time analysis to determine next steps 	<ul style="list-style-type: none"> Funding plan Stewardship and maintenance team Regular workdays Create partner network for programming