

## Annex 8: NGOs – What’s next

### Module 7 activity

#### Learning Goals

- This exercise is meant to get the trainees recapping what they have previously learned about setting up an NGO.
- Also, when following the previous exercise (Annex 8) it allows the trainees to prioritize tasks and steps needed when setting up an NGO.

#### Background Information

After reflecting on what would be the first steps needed before starting an NGO, it is important to think about what to do next. When someone decides to set up an NGO, it is fundamental to have a strategic plan defined. Things like funding mechanisms, financial management, planning a budget, communication and marketing, human resources, etc. need to be planned in order to have a sustainable NGO. NGOs are not businesses in the sense that they don't distribute profits among the organization's shareholders, leaders or members. But they should make money in order to face their costs (salaries, bills, materials, car expenses, etc). Thus, this exercise will allow the trainees to think about all these questions.

#### Duration

20 minutes

#### Room Organisation

Trainees should work in groups. Members of each group are advised to sit next to each other.

#### Support material

Paper and pens or pencils.

#### Instructions

1. Read or let the trainees read the case scenario about “John” on slide 13 from the PowerPoint for Module 7:

John knows what work he wants to do  
 He has his research done  
 He has written his mission statement  
 He has his NGO name and has registered it  
 He has permission to use the land for organic farming for free

He has some friends who are also committed to volunteer

### What's next for John?

2. The trainees should form groups of 3 / 4 people and they are asked to list the next steps for John in his process of setting up an NGO based on the information given, on the previous exercise and also on their own knowledge and experience. Allow 10 to 15 minutes to this exercise.
3. Get feedback from each group and note points on a flip chart.
4. Discuss the points given by the trainees and put steps in order.
5. Trainer adds any steps omitted by the participants.

### Possible Answers

- John needs to spend a lot of time planning.
- Working from his vision, he should get realistic goals based on 3-month, 6-month, 1 year, 3 years and 5-year plan.
- He should then develop a short strategic plan based on these goals.
  - What is his starting point?
  - What is his NGO main focus?
  - What are his NGO's main goals?
  - Who is his target group?
  - Where is his target group?
  - What's his community social/environmental context?
  - Who and where is his team?
  - What are his resources?
- John also need to do some financial planning – how is he going to raise money and how is he managing that money.
- John need to ensure he has adequate insurance in place for his activities.
- He needs to create a rota for his friends who are going to volunteer.
- John is best to start low key, complete some projects and then start to promote his work.