



Guidelines for Project Circle Coordinators and Members

Aim:

The aim of a project Circle (PC) is to **organise** and **coordinate** the support provided by a group of members of Giving Women (GW) to a social project presented to the members in the course of a GW project evening. Such projects, hereafter Giving Women Projects, have been evaluated and vetted prior to said project evenings.

The PCs are opportunities for GW members to **learn** about supporting philanthropic work in concrete ways, to **exchange experience** and know-how and to **creatively engage** with Giving Women Projects to further their goals and objectives.

A **PC** consists of a project coordinator (a GW member), the project owner (normally the founder or director of a GW project), and a number of self selected GW members.

Objectives:

The GW projects will request three areas of support (mostly non-monetary), which they propose to work on with their dedicated PC. These may require the PC to provide **capacity building** (transfer of knowledge, skills or technical procedures to reinforce staff capacity to reach project goals), **technical support** (e.g. collaboration with the Project Owner to develop business or communication strategies, to design promotional or other communication materials, to review or to develop M&E tools or systems, etc.), **practical advise** (e.g. legal queries, networking support, etc.), or take other forms of **non-monetary support** and/or (reasonable and feasible) **fundraising** support (e.g. advise or collaboration on grant application writing, events or sales).

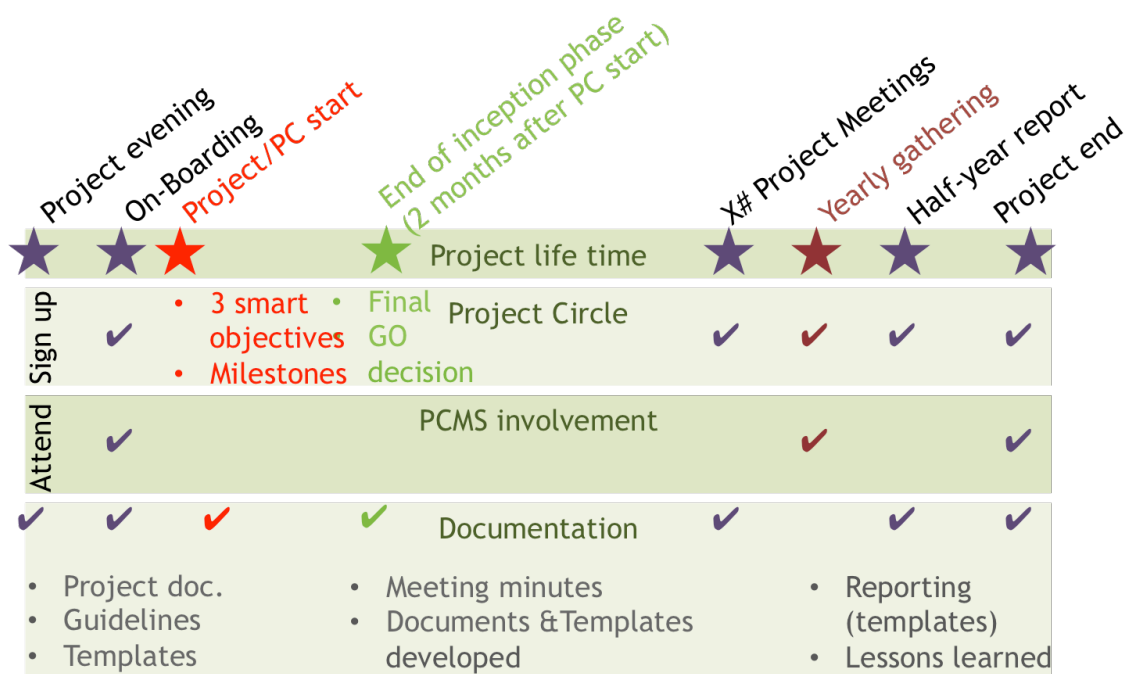
Organisation:

Each Project Circle is made up of a person representing the project, "Project Owner", (founder, executive manager or senior staff member), the "Project Circle Coordinator" and members. The PCs are free to organise their collaboration as best suits all the members. The project circle coordinator ensures that all members are kept informed and are able to collaborate to achieve the PC's objectives.

The project selection process is not part of this document. The Project Selection Subcommittee is in charge of that process, which includes the project application, evaluation and vetting as well as all pre-project evening communications with the projects and evaluators. Approved projects are then presented at one of the two

Project Evenings in May and November. From that moment on, the **Project Circles Monitoring Subcommittee (PCMS)** takes over the **support** and **monitoring** of the PCs.

Project Circle Life Cycle:



Detailed information:

1. GW members **sign up for Project Circle** they are interested in supporting.
2. PCMS will organise an **On-Boarding Meeting** with the PC members. Ideally a member of the new Project Circle will volunteer to be the PC Coordinator in advance of the On-Boarding Meeting. Otherwise, it will be determined at the On-Boarding Meeting.
 - i. PC Guidelines will be distributed and discussed
 - ii. Lessons learned shared
 - iii. Relevant access to documents provided by PCMS
3. 1st PC Meeting with Project Owner
 - i. **Review and validate three objectives** for the group's work together with the representative of the social project. Try to make them SMART (specific - measurable – achievable – realistic – time-bound).
 - ii. Explore the skills, experience, knowledge and connections of the Project Circle members and how they may be put to use to reach the objectives.
 - iii. Request additional documentation to deepen understanding of organisation and the issues to be addressed by PC.
 - iv. Discuss how you will work together (e.g. in-person meetings, email, Skype or conference calls, a mix of all; set frequency of contacts).
 - v. Discuss how you will communicate and exchange information and updates (e.g. create a mailing list or discussion forum, etc.).

- vi. Start with a plan, distribute tasks and fix dates for reporting back. Keep minimal, decision-only meeting minutes to help you keep track of the plan and circulate them.
4. **PC Check-up after a 2-month** inception phase
 - i. PC Coordinator determines together with PC members if defined objectives are attainable and decides if PC should be continued or closed.
 - ii. Decision to be communicated to PCMS in writing, including reasons if PC is closed.
 5. **Regular PC meetings** are held based on needs and working style chosen by PC.
 6. Reporting to PCMS, documentation & resources
 - i. PC members are granted access to the Project Subfolder on GW Dropbox.
 - ii. **Meeting minutes** (mainly decisions and To Dos) have to be stored on Dropbox folder; shared with all PC members.
 - iii. The PC coordinator prepares **bi-annual reports** due in April and October based on the template provided by PCMS; stored on Dropbox.
 - iv. **Templates and Documents** produced during PC life cycle are stored on Dropbox for future reference and development of best practice documents by PCMS.
 - v. The PC coordinator delivers a **final report** after closing the PC; template provided; report stored on Dropbox.
 - vi. PCMS collects **feedback from Project Owner**; storage on Dropbox folder and sharing of lessons learned.
 - vii. **On-going communication** to and from PCMS; inputs for newsletters are sent to PCMS.

Project Circle Coordinators:

The Project Circle Coordinators have a crucial role in the well functioning of their respective PC. They are in charge of ensuring completion of the above-mentioned tasks and activities and that all members of the PC are given appropriate, relevant and valorising tasks to contribute to the objectives of the PC.

Project Circle Monitoring Subcommittee (PCMS):

The PCMS ensures that each project has one or more advocates who will lead a project circle; the Subcommittee will also follow up on the activities of the PCs, verify if the projects have defined their objectives, and report on the successes and learning from the PCs. It is presently constituted by Béril Gurdogan, Manuela Balma (Chair PCMS), Sabrina Zucchello, Vicky Maltby and Katharina Viana (Zurich Chapter Representative for PCMS).

The PC Coordinators **are welcome to call on the Subcommittee members** to ask for guidance and advise, to request a search for more members and for any other type of support.