



Module 5

First Steps for setting up an NGO



EUROPE

ACTIVE CITIZENS
THRIVING COMMUNITIES



Co-funded by the
Erasmus+ Programme
of the European Union

2017-1-PTD1-KA204-035759

This project has been funded with support from the European Commission. This publication (communication) and all its contents reflect the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

www.ngeurope.net



Partners



What you should know before starting

- This is not a job, it becomes a lifestyle – it takes far more commitment than an 8h00 to 16h00 job. BUT the reward is also way better in terms of making a difference in the lives of others. When you see change – real change in someone’s eyes – it touches you forever and leaves a legacy for life.

Leona Pienaar, Executive Manager of PR and Resource Development for Mould, Empower, Serve (MES)

- Understand the issues and do this by listening – do not impose on people what you think are the solutions. Find people or supporters with a similar vision and passion.

David Brown, Managing Director of [Joint Aid Management South Africa \(JAM SA\)](#)

- Do what you can, with what you have, where you are. Start small – grow from there. And make sure you take care of your corporate governance and finances.

Sue Wildish, Managing Director of [The Lunchbox Fund](#)

The Beginning Stages

You need 3 things

- Passion
- A group of people who share this passion and vision
- Good relationship with the people you want to help- the beneficiaries.



The Beginning Stages



Clarify your Goals

- Where do you want to impact / work?
- Focus on the solution of environmental problems
- The long-term goal of your NGO should be to solve a problem and thereby become unnecessary.

The Beginning Stages



Research your idea exhaustively

- Find out what other NGOs have done
- Are there any crossover between your idea and existing NGOs? Maybe you are not ready to go at it alone yet, try and do what you want under the wing of an NGO who's core mission fits closely with yours
- Find other NGO's with similar mission/interests to network with

The Beginning Stages

Make an action plan – fail to plan, plan to fail



The Beginning Stages



Identify Your vision, mission, strategies and goals

- Vision: Big picture
- Mission: narrowed down vision
- Strategies: long term practical action plan
- Goals: steps found within each strategy
- Projects: planned and carried out to attain the goals

The Beginning Stages



- Check if the proposed name is available and register it.
- Become a visible figure. Talk to policy makers, decision makers in your target area, encourage debate on your subject.
- Recruit volunteers, build momentum.
- Get an online presence – social media platforms.

The Beginning Stages

- Design and implement your programmes
- Track results and refine policies as needed
- Register your NGO according to your country's guidelines
- Follow Tax regulations for your country, apply for tax-exempt status if applicable
- Start fundraising – target government bodies, individuals, foundations and philanthropists
- Ask for in-kind donations as well, such as computers, office space, equipment or mentoring.



Make things happen!

The journey will be a challenge, meet it!

Some people want it to happen, some wish it would happen, others *make it happen*.

Take action for your community!
Take action for your planet!



Make
Things
Happen!

Any
Questions



EUROPE
ACTIVE CITIZENS
TRAINING COMMITTEE



Co-funded by the
Erasmus+ Programme
of the European Union



EUROPE

ACTIVE CITIZENS
THRIVING COMMUNITIES



Co-funded by the
Erasmus+ Programme
of the European Union



info@ngeurope.net

www.ngeurope.net

2017-1-PTD1-KA204-035759

*This project has been funded with support from the European Commission.
This publication (communication) and all its contents reflect the views only of the author, and the Commission cannot be held responsible for any use
which may be made of the information contained therein.*

www.ngeurope.net



Partners

