

Community Voice

Getting Started

CHECKLIST:

Before starting the City Voice process:

EDUCATE KEY DECISION-MAKERS

- ☐ Build a *community-wide* coalition of key decision-makers interested in the City Voice process (include local philanthropic foundations, government, collective impact organizations, regional nonprofits, faith groups, businesses, etc.)
- ☐ Educate this coalition on the City Voice process and intended outcomes

SECURE FUNDING & A FISCAL HOME

- ☐ Secure start-up funding for the City Voice process (see example budget)
- ☐ Determine who will manage City Voice staff and finances, i.e. find a fiscal sponsor

DETERMINE THE GEOGRAPHIC SCOPE

- ☐ Determine which neighborhood(s) will be the focus of your efforts
- ☐ Research the history and current state of the neighborhood(s) as it relates to population change, demographics, economics, the environment, education, arts/culture, the justice system, religion and ethics (see data sweet spot).
- ☐ Identify neighborhood groups and leaders such as civic associations, faith groups, tenant councils, businesses, etc.
- ☐ Form a group of neighbors at the local, community level and educate them on the City Voice process and intended outcomes

HIRE STAFF

- ☐ Hire a community organizer, ideally from the target neighborhood(s)
 - ☐ Hire a collaboration coordinator ideally from the target neighborhood(s)
 - ☐ Hire community advocates, from the target neighborhood(s)
 - ☐ Hire a data analyst who understands the “data sweet spot”
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