



Action Planning & Sustainability

M O D U L E 5

Youth Renewed Policy Agenda on promoting LGBTQ+ Rights and Participatory Inclusion

2024-2-MT01-KA154-YOU-000258395



Erasmus+
Enriching lives, opening minds.

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What You Will Learn & Do

01 Community Action Planning

Designing grounded, community-led action

02 Building Partnerships

Who you need and how to engage them

03 Resource Mapping

Finding what you already have

04 Sustainability

Making change last beyond the project

05 Monitoring Impact

Knowing if your actions are working

★ Deliverable

Local Youth Action Plan

Why Action Planning Matters

The Planning Gap

70% of training participants take NO sustained action afterwards

3× more likely to act when you have a written plan with deadlines

5× greater impact when working in partnership vs alone

Good Action Planning...

 Turns intention into specific, accountable commitments

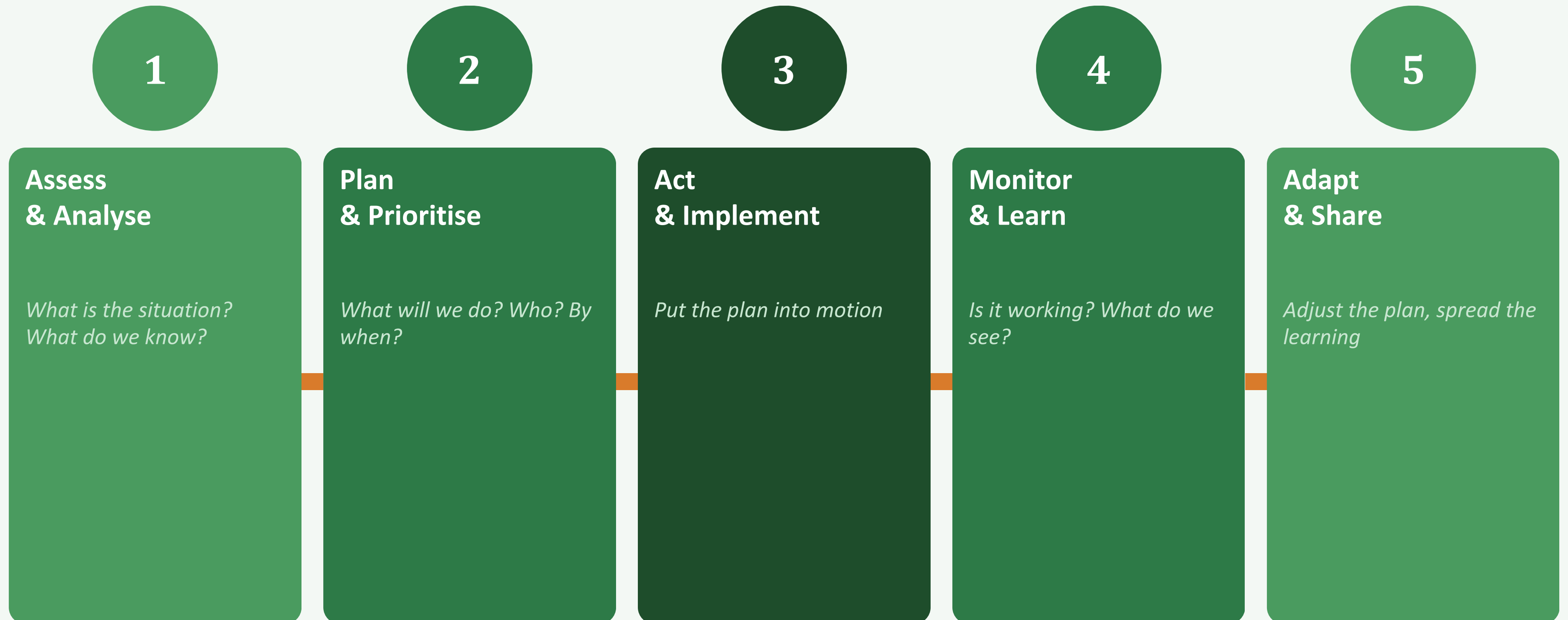
 Names the people, partners and resources you will need

 Sets realistic timelines that respect local rhythms

 Builds in ways to know if things are working

 Creates a learning loop - act, review, adapt

The Action Planning Cycle



↺ The cycle repeats - good plans are living documents, not one-time outputs

Who You Need & How to Engage Them

Levels of Partnership

Core Partners Share your mission & commit resources - co-design and co-deliver

Active Supporters Provide specific resources or amplify your reach

Friendly Networks Share information, show up when asked

Aware Stakeholders Know about your work - neutral or watching

How to Engage Partners

1 Identify who has what you need (skills, money, reach, trust)

2 Understand their interests - what's in it for them?

3 Start with a clear, specific ask - not 'partner with us'

4 Agree on roles, contributions and decision-making upfront

5 Communicate regularly and celebrate shared wins

Finding What You Already Have

"Every community has more assets than problems. Resource mapping helps you see what is already there - before asking for what is not."



People

*Skills, knowledge, time,
networks, passion*



Physical

*Spaces, equipment, land,
facilities*



Financial

*Savings groups, donors,
local business, grants*



Social

*Trust, relationships,
cultural practices,
leadership*



Digital

*Social media reach,
websites, WhatsApp
groups*



Start with what you have, not what you lack. Deficit thinking stalls action.



ACTIVITY 1

Action Plan Development

30 minutes

Our Focus Area

What community challenge are we addressing?

Our Goal

What specific change will we achieve? (SMART)

Community Assets

What existing strengths and resources can we use?

Key Actions

What are the 3–5 main actions we will take?

Our Partners

Who will we involve and what is their role?

Timeline

What will happen by when?



Work individually or in pairs · Fill all 6 sections · This becomes your Local Youth Action Plan

Making Change Last

The Four Pillars of Sustainable Action



Institutional

- Formalise roles & structures
- Embed into existing systems
- Create documented processes



Financial

- Diversify funding sources
- Build local resource base
- Develop earned income options



Community

- Develop local leadership
- Build ownership, not dependency
- Create peer networks



Political

- Connect to policy agendas
- Build government relationships
- Document and communicate impact

The Sustainability Planning Matrix

	Now (0–3 months)	Growing (3–12 months)	Embedded (1 year+)
Leadership	Key person is driving alone	2–3 people sharing roles	Community-led committee
Funding	External funding only	Mix of local + external	Primarily local & diverse
Partnerships	Building initial trust	Active partnerships	Deep institutional ties
Knowledge	In one person's head	Documented & shared	Taught to next generation
← Starting out Growing stronger Fully embedded →			

Knowing If Your Actions Are Working

Monitoring answers 3 essential questions

Are we doing what we said?

→ *Activity tracking*

Is anything changing?

→ *Output & outcome data*

Are people better off?

→ *Impact assessment*

Simple Monitoring Tools



Activity Log Weekly record of what you did and who participated



Visual Evidence Photos, videos, before/after documentation



Community Stories Quotes and testimonials from participants



Simple Survey 3–5 question check-in every 2–3 months



Review Meeting Monthly team check-in against your action plan

Choosing Your Indicators

An indicator is a sign that tells you whether change is happening. Good indicators are observable, specific, and meaningful to your community.

Type	Example Indicator	How Measured	Frequency
Output	# of youth trained this month	Register / attendance sheet	Monthly
Outcome	% who report new skills	Short survey (5 questions)	Quarterly
Outcome	# active in their community	Follow-up phone calls	Quarterly
Impact	Youth feel more confident	Focus group discussions	Every 6 months
Impact	Community-led initiatives launched	Documentation review	Annually



Peer Review

20 minutes

How It Works

- 1 Swap your action plan with a partner you don't usually work with
- 2 Read their plan carefully - take 3 minutes before responding
- 3 Give structured feedback using the three questions on the right
- 4 Switch roles - receive feedback, listen without defending
- 5 Take 5 minutes to revise your plan based on what you heard

The 3 Feedback Questions

"What excites you?"

Name one thing that feels strong and specific in this plan

"What's unclear?"

Where did you have questions or feel confused?

"What's missing?"

Is there a resource, partner or risk they haven't considered?

 Feedback is a gift - give it honestly and receive it graciously

Anticipating & Overcoming Obstacles

Common Obstacle	Strategic Response
 No money to start	 Start with what you have. Map free resources first. Small visible actions build credibility for future funding.
 Lack of community buy-in	 Go back to listening. What do people actually want? Involve them in designing, not just delivering.
 Key person leaves	 Document everything from day one. Build a team, not a solo act. Train your replacement before you need one.
 Lost momentum over time	 Build in regular review moments. Celebrate small wins publicly. Connect daily actions to the bigger vision.
 Authority or opposition	 Build relationships before you need them. Know your rights. Find allies within the system.



ACTIVITY 3

Commitment Circles

15 minutes

My First Step

What will I do in the next 7 days?

Be specific: what, where, with whom,
by when?

My Support Ask

*What do I need from someone in this
room?*

Name the person and make the ask directly

My Accountability

Who will I check in with in 30 days?

Exchange contacts and schedule it now



Stand in a circle · Each person shares one commitment · The group witnesses it aloud

Your Local Youth Action Plan

What Your Plan Contains

- 1 Focus Area & SMART Goal
- 2 Community Asset Map
- 3 Key Actions & Timeline
- 4 Partnership Plan
- 5 Sustainability Strategy
- 6 Monitoring Indicators

Key Takeaways

- Planning converts intention into action
- Start with community assets, not deficits
- Partnerships multiply your reach and impact
- Sustainability requires embedding change locally
- Monitoring lets you learn and adapt in real time
- Small first steps build unstoppable momentum



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