

how to use this guide.

1 PARTNER

- Identify the Initiative's mission.
- Identify potential sites & needs.
- Explore precedents.
- Identify & vet potential partners for managing & implementing the project.
- Outline the logistical & fiduciary responsibilities that would be shared among partners.

getting started
clarifying mission

PARTNER

identifying expertise

vetting collaborators

actors involved

2 FUNDRAISE

- Develop budget.
- Find precedents & compare.
- Develop a fundraising plan.
- Partner with a financial agent.
- Reach out to potential donors.
- Hold fundraising events.
- Acknowledge donations.

making a commitment

FUNDRAISE

creating a public face

event planning

3 FACILITATE

- Introduce your initiative to the design community.
- Develop opportunities to mobilize the design community on site & abroad.
- Brainstorm approaches & design solutions.
- Support local designers to develop & finalize design.

engaging design community
designing & testing

FACILITATE

DOCUMENT

raising awareness

4 IMPLEMENT

- Partner with a local builder.
- Source materials.
- Develop details & test prototypes.
- Construct 1/1 detail mock-ups.
- Train local workers for construction.
- Prepare the site.
- Supervise construction.

visiting

IMPLEMENT

5 DOCUMENT

- Document process.
- Inscribe and visualize needs, challenges and key considerations that influence decisions and outcomes.
- Inscribe and visualize partners and division of roles.
- Disseminate information to encourage other organizations to adapt and repeat the process.

building

6 REFLECT

- Conduct a post occupancy evaluation.
- Consider how to increase the agency of the local architects.
- Evaluate how to better engage with the users at every stage of the process.
- Reflect on time management.
- Develop and nurture long-term relationships with the partners.

celebrating

disseminating knowledge

REFLECT

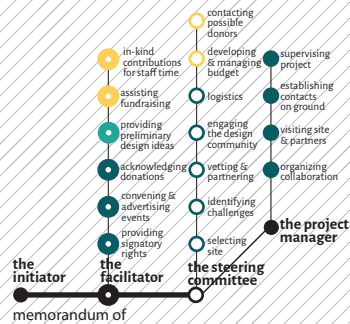
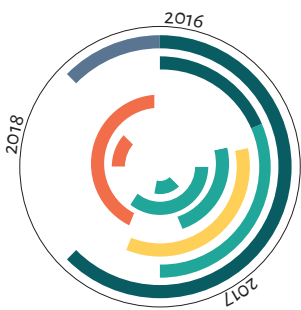
evaluating process & project

6. DISSEMINATE

initiating new partnerships

DISSEMINATE

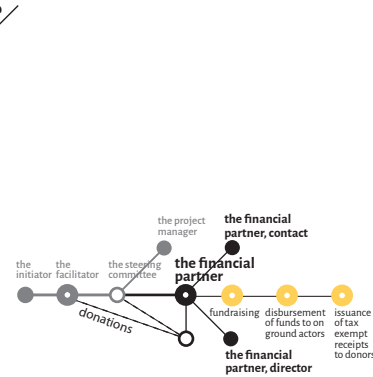
the guidebook.



- individual
- group of individuals
- organization

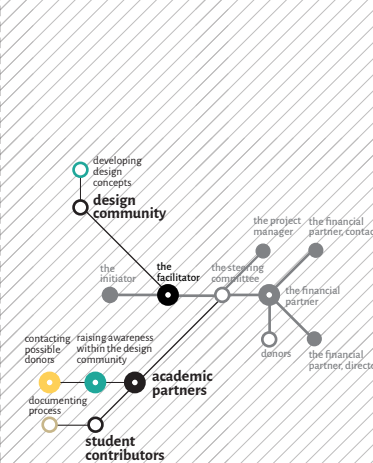
The steering committee is formed by design professionals with diverse backgrounds who are willing to devote regular time for the management of the Initiative. Its members are key to explore, build and sustain partnerships.

STEERING COMMITTEE



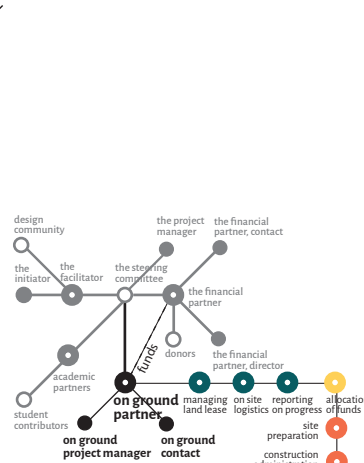
The financial partner is the fiduciary agent that is responsible for fundraising, allocation of funds to the actors on ground for labor and material expenses related to the Initiative and the issuance of tax exempt reports to donors.

FINANCIAL PARTNER



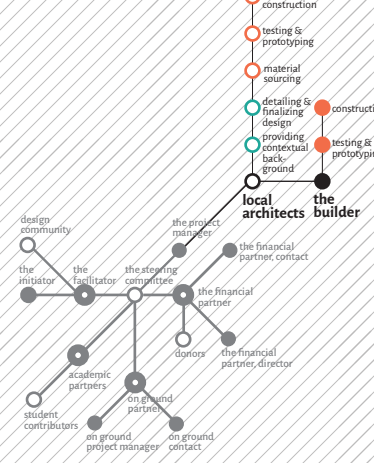
The facilitator provides space and support for engaging the design and donor communities through panels, charrettes, and receptions. It also represents the professional membership as signatory of the MOU.

FACILITATOR



The on ground partner is the project manager on site arranging the land-lease, preparing the site for construction, providing construction administration services. It is responsible for the allocation of funds.

ON GROUND PARTNER



The local architects connect with the Boston architecture community through workshops and produce the final playground design as well as mock-ups. They conduct regular site visits to supervise the construction.

LOCAL ARCHITECTS

- ISSUANCE OF TAX EXEMPT RECEIPTS
- DISBURSEMENT OF FUNDS TO ON GROUND ACTORS
- FUNDRAISING
- IN-KIND CONTRIBUTIONS FOR STAFF TIME
- LOGISTICS
- ACKNOWLEDGING DONATIONS
- CONVENING, ADVERTISING EVENTS
- PROVIDING SIGNATORY RIGHTS
- ON SITE LOGISTICS
- SUPERVISING PROJECT
- MANAGING LAND LEASE
- VISITING SITE OF PARTNERS
- REPORTING ON PROGRESS
- ESTABLISHING CONTACTS ON GROUND
- SUPERVISING CONSTRUCTION
- TESTING OF PROTOTYPING
- MATERIAL SOURCING
- SITE PREPARATION
- ?
- ALLOCATION OF FUNDS
- CONTRACTING POSSIBLE DONORS
- DEVELOPING & MANAGING BUDGET
- ASSISTING FUNDRAISING
- ENGAGING THE DESIGN COMMUNITY
- VETTING OF PARTNERING
- IDENTIFYING CHALLENGES OF NEEDS
- SELECTING SITE
- ORGANIZING COLLABORATION
- DETAILING OF FINALIZING DESIGN
- PROVIDING CONTEXTUAL BACKGROUND
- DEVELOPING DESIGN CONCEPTS
- RAISING AWARENESS AMONG THE DESIGN COMMUNITY
- DOCUMENTING PROCESS
- CONSTRUCTION ADMINISTRATION SERVICES
- TRAINING OF HIRING OF WORKERS
- CONSTRUCTION
- DISBURSEMENT OF FUNDS TO ON GROUND ACTORS
- ?

YOUR INITIATIVE?