Big Lottery Fund Tips for ensuring **People are in the Lead**

Source: [Big Lottery Fund Explaining People in the Lead](https://www.youtube.com/watch?v=Uzmc8AnqVIk&feature=youtu.be)

* Ensure that the **whole** community are involved
* Ask open ended questions
  + What are the issues?
  + How could you work together to tackle them?
* Speak to as many people as possible
  + Don’t just speak to people who usually turn up
  + Talk to families, friends, carers and other members of the community
  + Talk to people who you don’t know so well but your project could help
* How can you do this?
  + Simply chatting to them
  + Focus groups
  + Community consultation
  + Social media
  + Posters
  + Questionnaires
* Where best can you reach them?
  + Where do they go to socialise, shop or use services
  + No one size fits all – be flexible!
* Accessibility
  + Consider different needs
  + Use plain language
  + Avoid jargon
  + Using pictures and symbols can help with learning difficulties and language barriers
  + Consider different cultural needs
* Project Plan
  + Use the ideas and feedback to help shape the project
  + Look for ways of involving people in developing and delivering it from start to finish
  + Show people that you have listened to them and what difference the project is making in their community