



# YOUTHS FOR YOUTHS

## STEP-BY-STEP PROCESS OF SETTING UP A YOUTH ORGANIZATION

### RESEARCH RESEARCH RESEARCH

- You have a cause that you are passionate about, you have the motivation to set up an NGO, now what? Research the problem to understand the causes and factors responsible for the problem.
- Research and evaluate the environment you plan on operating in. Discover the organizations already working in your proposed field and location – ensure you are not just duplicating the work being done already.
- Let your community know who you are and why you are hoping to work with them – explain why youth should choose to work with you in your org and how you intend to target their needs.
- Research about your proposed NGO's target beneficiaries, so you can understand the communities you plan to work for – their needs and priorities.
- Talk to other NGOs. Find out what challenges they've faced and the progress they've made. These relationships can become partnerships, allowing organizations to do more good together than they would apart.
- One of the best ways to research about setting up and running an NGO is to volunteer/work at one first!

### MISSION, VISION, ROLES AND RESPONSIBILITIES

- Set up your executive board – a group of individuals with a specific skill set. Start by establishing 3-5 people who are passionate about your cause and are willing to support the organisation.
- At your first official meeting, it is good to elect directors, and other officers needed to run your organization. Try to record all minutes from meetings with board members and team.
- Write your NGO's vision and mission statements with your board members
- A vision statement describes the goal that an organization aspires to accomplish in the long run. It is the summary of changes/impact your organization would bring to the lives of the community you are targeting.
- A mission statement, describes the process of how the organization will lead to its vision, and describes the purpose of the organization, and how it will address the issues.

### ACTION PLAN

- An action plan is your chance to make your NGO effective, address any potential negative impacts and ensure your org will attract donors and volunteers
- It includes the projects that your organization will be implementing.

### ARTICLES OF INCORPORATION

- These provide the legal description to your NGO by establishing the existence of the org as per the government rules in your country – check with the government authorities about the various forms to be filled.
- Writing this will require you to define the purpose of your NGO, and describe the operational processes and membership details.
- Note that many territories & regions will have their own specific pre-made by-laws, so make sure to check!

### BY-LAWS

- A by-law is a rule established by your organization to regulate its activities and manage internal affairs.
- These must be defined and provide a clear structure to the NGO as well as facilitating the smooth functioning of your org.
- Different countries have their own provisions for by-laws, so ensure your refer to them before drafting the by-laws, some might even have pre-made ones.
- The by-laws will be adopted at your first board meeting.

### REGISTER YOUR ORGANIZATION

- Registering an NGO makes it a legal entity – research which government body in your country registers NGOs.
- Every country (and sometimes territory/state) has specific guidelines to legally register, so keep referring to these rules when going through this process
- Some of the common documents needed to be submitted to the registering authority (along with filling in a form they would provide) include:
  - By-laws
  - Articles of Incorporation
  - List of board members
  - Mission and vision statements

### ASSESS FINANCIAL NEEDS AND FUNDRAISE

- Assess your organisations financial needs by referring to the Action Plan and writing a budget for the internal running costs of the NGO and budgets for each project you wish to implement (start with one project, its better to begin with focusing on one project at a time than jump in to many projects too fast)
- Research where to access funds from, the most common options for NGO's funding include; donor/government grants, private donations, membership subscriptions, and loans.
- Develop a fundraising plan and start writing proposals!
- Ask other organizations about where to apply!
- Keep in mind you might not see funding for the first year!

Created by Sandeep Shahi and Ruby Lawlor, members of Youth RISE.



Sources:

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3. <https://matadornetwork.com/change/how-to-start-a-successful-ngo-in-10-steps/>
4. <https://act-dev.org/docs/How%20to%20Start%20and%20Build%20a%20Successful%20NGO.pdf>