



STARTER KIT

NEIGHBOURLY PROJECT

NEIGHBOURS HELPING EACH OTHER

ABOUT THE PROJECT

It's not always easy to meet the people who live around you, you may not notice when someone new moves in and your daily schedules might mean you never see the family from down the road or the person that lives opposite you.

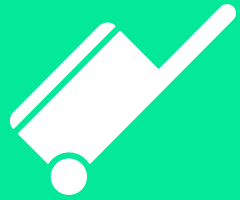
The Neighbourly Project is here to help you help each other and feel more connected to your street!

With this kit, you will find it even easier to get to know your neighbours and help each other.

There's so many way you can help a neighbour; from grocery shopping, offering to walk their dog, keeping them company with a cup of tea, watering plants, or having a chat on your doorsteps, there's so many ways to be neighbourly!



WHAT'S IN THE KIT



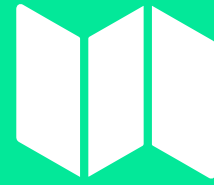
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SHOPPING
TROLLEYS

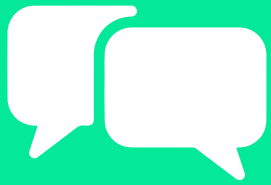


4

FLASKS



PROMOTIONAL
MATERIAL



SUPPORT



WORKSHOPS
& TRAINING



INSURANCE

WORKSHOPS & NETWORKS

To help with the planning and organising of your Tomorrow Today Street, a number of workshops have been designed and scheduled across a 5 week period. These workshops will be scheduled at different times and repeated each week so everybody has a chance to join in!

Workshops will be informative and informal, guiding you and your neighbours through the nitty gritty details of the projects work and how you can start them on your street.

Follow the link to keep updates: https://www.facebook.com/pg/weareeveryone.org/events/?ref=page_internal

HOW TO ORGANISE TOMORROW TODAY STREET

How to plan and organise a Tomorrow Today Street with your neighbours. Learn how to get others involved in your neighbourhood and start a team. We'll go through ways to asset map ideas to get you and your project started.

Some of the projects require online Health and Safety training which we will explain how to carry out and complete.



HOW WE WORK

Learn about our principles and how they can help you to make your project inclusive and welcoming to all of your neighbours as the project grows.



DIGITAL BRIEFINGS

Introduction to the digital tools you can use to support the Tomorrow Today Street projects. We'll go through the uses of different social media platforms and softwares, and follow easy steps.



NEIGHBOURLY PROJECT INTRODUCTION

Join this workshop to find out all the information and inspiration you need to get started with the Neighbourly Project. You will get a look at what's included in the starter kit and find out lots of different ways to get more neighbours involved.



HELPFUL STREETS

In this workshop, you will find out everything about practical ways to be neighbourly on your street. You will learn more about your neighbours' skills and interests and how you can start building a supporting network to help each other out in your everyday lives.



THE BIGGER PICTURE



ABOUT EVERY ONE EVERY DAY

For the past two years Every One Every Day has been working with people across the borough, joining together to share skills, start projects and make friends. Residents have been pouring their creativity and energy into these projects, ranging from cooking, making, sewing, playing, growing, sharing, composting, film and writing.

WHAT IS EVERY ONE EVERY DAY ABOUT?

There are five high street shops around the borough and one large public makerspace called The Warehouse in Thames.

People pop in to have a cup of tea and share their project or collaborative business idea and then work with the design team.

Over the last two years the project has grown a large enthusiastic network of over 6000 local people, who are doing practical things together to make everyday life better for everyone.

So far more than 150 neighbourhood projects have started with lots of local people participating, with as much or as little support as needed, including cooking, beekeeping, growing, making, repairing and much more.

Many small things done by many people really add up, and really do make friendly, healthy and happy neighbourhoods.

Lots of wonderful things are being achieved by local people, families, friends and neighbours!

HOW DOES EVERY ONE EVERY DAY WORK?

Practical hands on ideas – not lots of meetings Every One Every Day builds on the ‘hands on’ projects that people have been creating over the last few years in their own neighbourhoods. These types of projects welcome people from all walks of life.

These projects include:

- Sharing skills, spaces and resources.
- Families working and playing together.
- Batch cooking and community meals.
- Food growing and tree planting.
- Trading, making and repairing.



HOW IT WORKS



1
APPLY TO BECOME A TOMORROW TODAY STREET WITH A SIMPLE FORM

2
TALK TO THE TEAM ABOUT HOW THE PROJECT WORKS

3
YOU'LL GET 3 STARTER KITS SENT TO YOU WHEN YOU CONFIRM

4
CREATE CONTACT LISTS THROUGH FLYERS AND POSTERS

5
START WORKING ON 3 PROJECTS WHEN THEY ARRIVE



6
ONLINE ACCREDITED TRAINING FOR YOUR TEAMS

7
LAUNCH STREET PARTY

8
HOLD WORKSHOPS WITH NEIGHBOURS TO SURFACE SKILLS AND IDEAS

9
CHOOSE FROM 21 OTHER PROJECTS WITH YOUR 20 POINTS

10
LEARN WITH OTHER TOMORROW TODAY STREETS

INCLUSIVE PRINCIPLES

HOW THE TOMORROW TODAY STREETS WILL WORK WITH NEIGHBOURS AND THE EVERY ONE EVERY DAY TEAM

1

**OPEN TO EVERYONE
- NOT EXCLUSIVE GROUPS OR CLUBS**

Anyone can start a Tomorrow Today Street, as long as you live in the borough you're ready to go! If you need help connecting with your neighbours to get started the Neighbourhood Shop Teams are ready to help.

2

EVERYONE IS VALUED, ON AN EQUAL FOOTING

The whole street matters! Starting a Tomorrow Today Street means creating space for everyone to have a say in picking projects, planning and taking part.

3

**PROJECTS THAT BENEFIT THE WHOLE STREET
- NOT JUST INDIVIDUAL HOUSEHOLDS**

The projects are designed to work together and benefit everyone in your street. The Starter Kits are full of great bits for everyone on your street to use, it's important to make sure that material and equipment are accessible and are easy to borrow and keep safe.

4

PRACTICAL SPEEDY WAYS OF WORKING IN PROJECT TEAMS - NOT COMMITTEES

It's important that when planning the projects to start on your street, you and your neighbours share responsibility and make decisions together so you can get started quickly. Different people will form small teams around each project, and those who are actively involved will have the most influence over the decisions.

5

**CHILDREN ENCOURAGED TO BE INVOLVED IN PRACTICAL PROJECTS AS MINI-MAKERS
- NOT JUST SPECTATORS**

There's always something for the kids! Across the 24 projects you'll find lots of activities that children and young people can host, take part in, learn from and enjoy! At Every One Every Day children are mini-makers, creating, learning and sharing their skills.

6

SUPPORT FROM EVERY ONE EVERY DAY

The Every One Every Day team will help you every step of the way. They will support your street with lots of tools, ideas and plans to kick off your Tomorrow Today Street the right way. We're learning and researching together to make everyday life better in your street.

BIG TEAMING ON YOUR STREET

Every person on your street has something amazing they can contribute to making your Tomorrow Today Street wonderful! Big teaming is a different way of working, the aim is to get as many people in your street benefiting and contributing from these practical projects as soon you can.

Often with neighbourhood projects committees are established to control and direct activity. This is mostly done because small groups may be managing money and some kind of governance is required. Working through committees often leaves people working on them exhausted, it can slow things down, and make it hard to move things from talking to action and cause people to lose interest.

The Tomorrow Today Street project is set up so that people can get things done and done quickly, not wasting any precious enthusiasm.

The Starter Kits come complete with equipment, materials, insurance and support so there is no need for governance around money in the usual way.

The aim of big teaming is to allow smaller groups of people to collaborate together on individual projects that engage their skills and ideas and fit within their daily life. For example 4 people may come together to start a bread making project like Loaf — that bakes regularly and shares this bread with neighbours. Another set of neighbours may come together to plant and look after an orchard, share the harvest or arrange jam making. A group of parents may collaborate to start a walking bus.

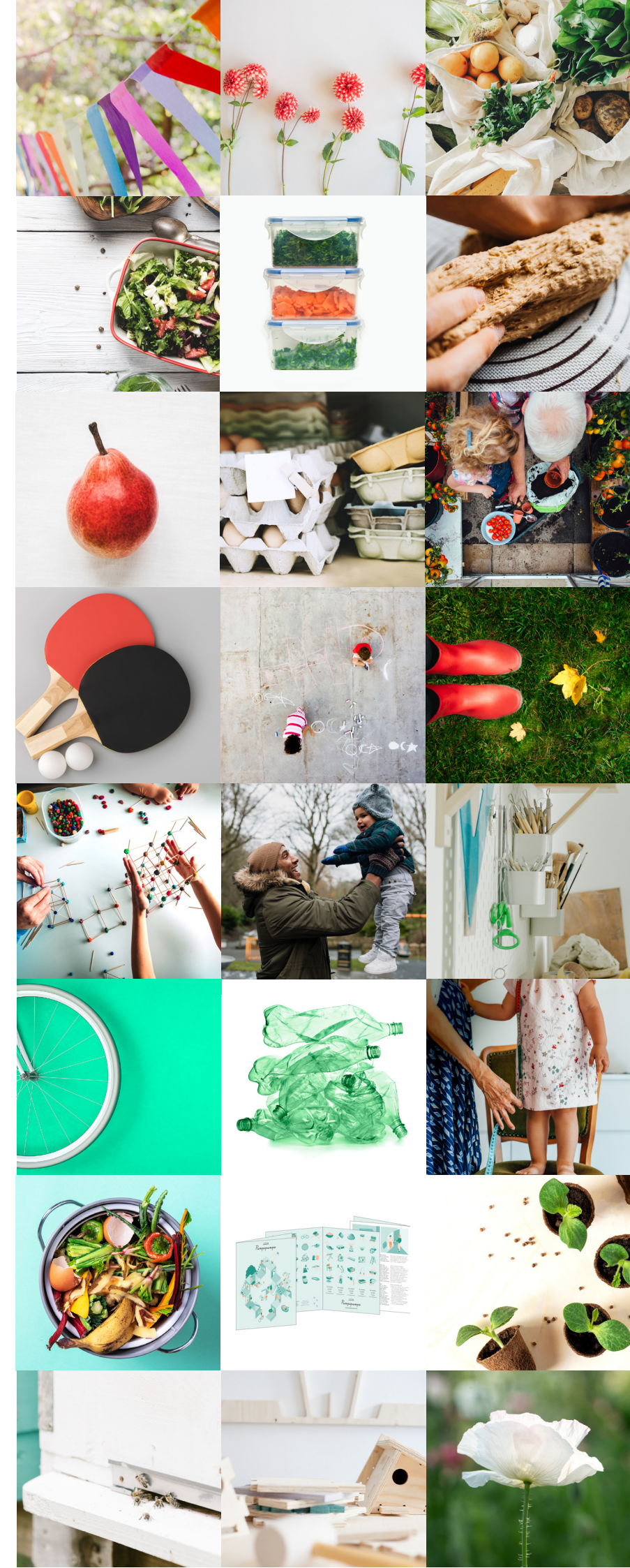
As the teams and projects grow - many people will participate and be involved, get to know their neighbours and share ideas, food, skills and friendships.

Every Tomorrow Today Street has automatic projects which will help neighbours get to know one another better. Decisions will

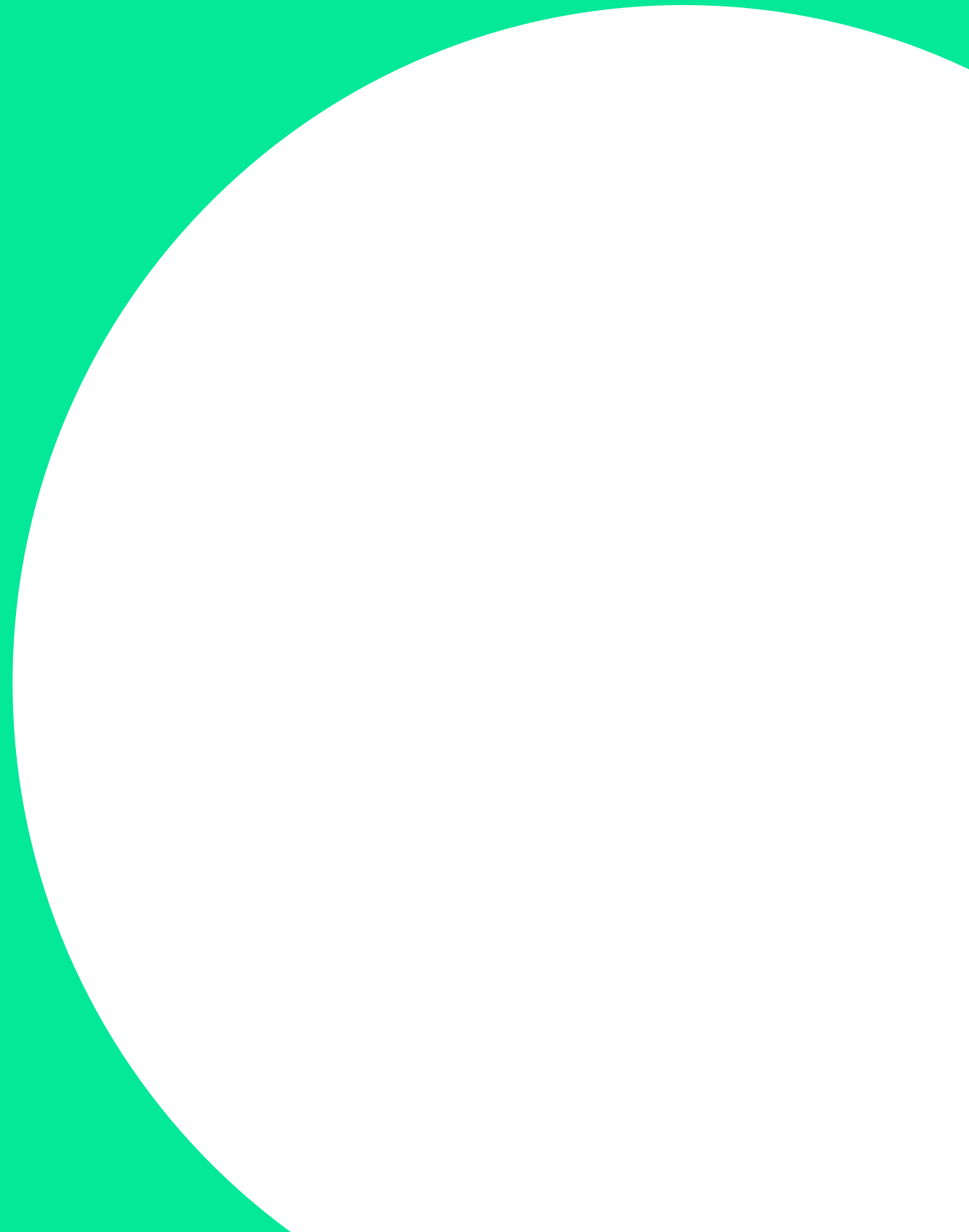
need to be made about which other projects will be chosen for your street.

A Every One Every Day team will arrange a workshop for your street where this can be discussed and projects chosen. Importantly, skills and enthusiasms will need to be gathered from people who attend the workshop and those who couldn't make it.

If three people come forward during this process and want to start one of the projects together, all efforts should be made to make this happen as quickly as possible.



TOOLS TO ACT

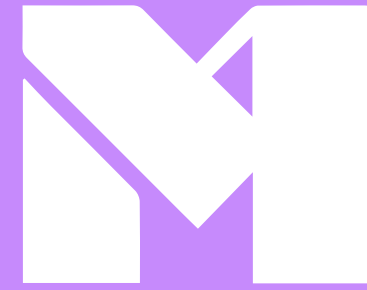


DIGITAL TOOLS

There are many digital tools you can use to help you and your neighbours stay organised, plan together, share ideas and show your street to the world.

You will learn exactly how each digital tool could help you and which one is best for your street in the Digital Briefing Workshop (see workshop section).

The every one every day team will help you set up to organise your tomorrow today streets using some of these platforms.



MIGHTY NETWORK

A social platform where you can organise as a street, document your progress and find all information regarding workshops.



WHATSAPP

A great app for sending instant messages and pictures, Whatsapp is a great tool to chat and organise with your neighbours.



INSTAGRAM

You can use Instagram as a photodiary, sharing lovely pictures of your street with family, friends and the world!



MONDAY.COM

A great planning website which will help you create task lists with deadlines and assign roles to each person on your team. You can create a Monday's board with your Street Mentor so they can help you plan and stay on track.

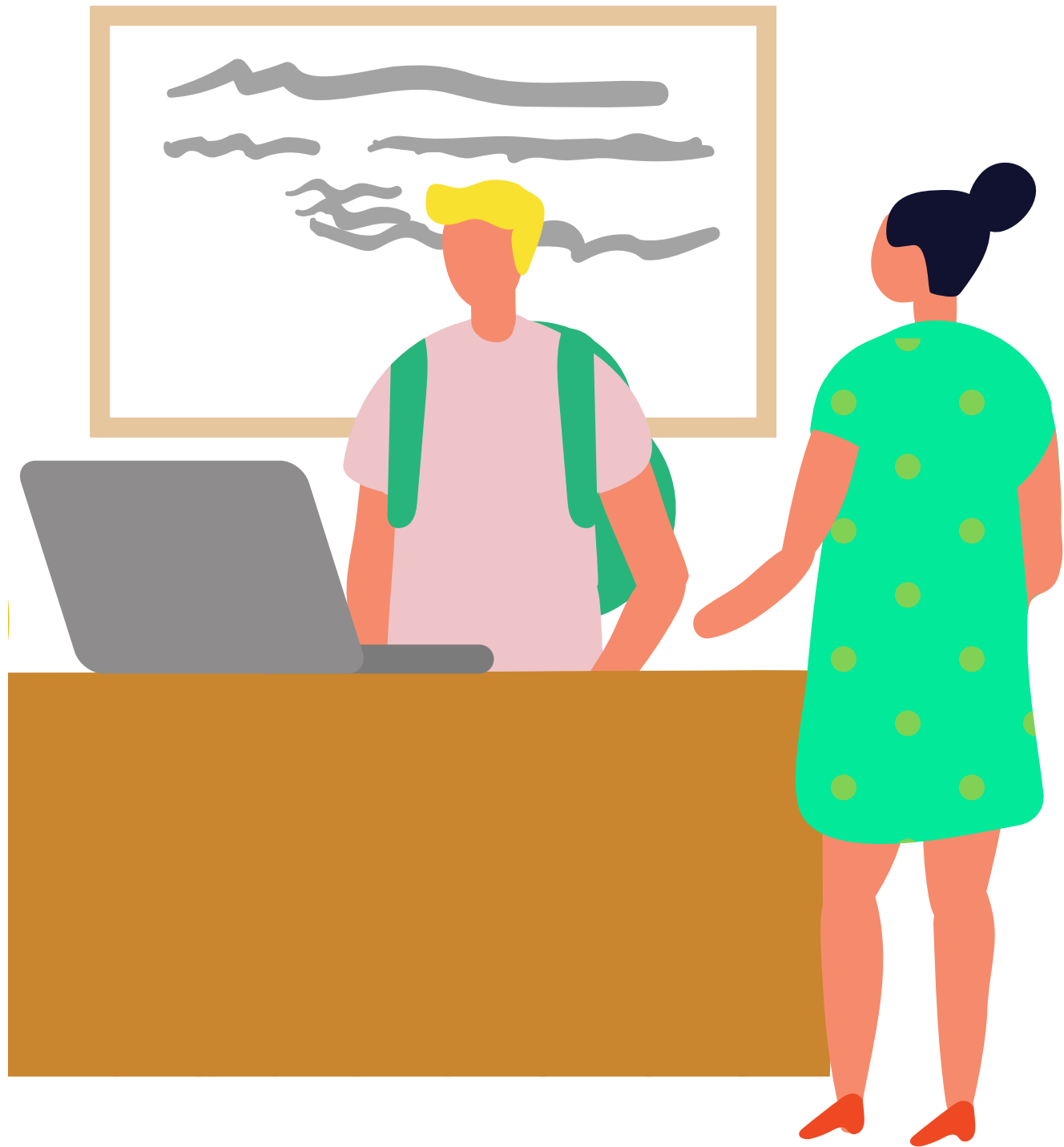


MURAL

A giant online notepad you can use to draw plans, create moodboards and workflows.

RESEARCH

SHARE THE STORY OF YOUR STREET



BECOMING A MEMBER OF EVERY ONE EVERY DAY

As your Tomorrow Today Street grows and more of your neighbours become involved, it's important that they become members of Every One Every Day so they are covered by the insurance policy and can take part in the programmes evaluation. A simple online digital sign up form has been created for you to share at sessions.

INTERESTING RESEARCH ROLES

Research isn't just about writing notes and recording numbers. You and your neighbours can take on different roles to keep track of your project and showcase all the amazing work you'll be doing together. The Photographer, The Counter, The Maker and The Writer are all roles for people to find creative ways to tell your streets story.

- What have you learnt from your neighbours?
- How many plants have you watered?
- How many new neighbours have you welcomed?
- Have you discovered new places in your neighbourhood?
- Can you think of any more?

EVERY ONE EVERY DAY PRIVACY POLICY

Download and share the privacy policy with neighbours taking part in sessions so they know exactly how their information will be used.

HEALTH & SAFETY

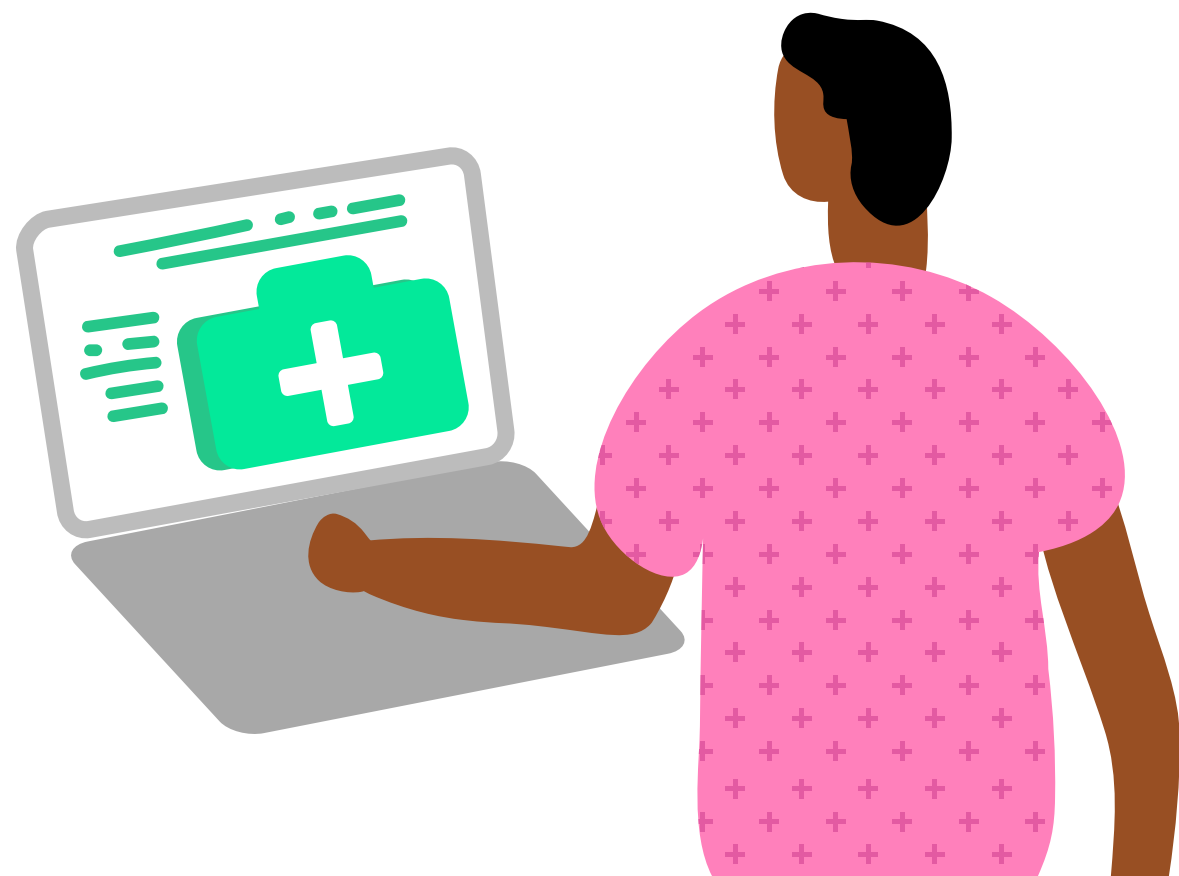
To ensure the safety of everyone, we ask that residents running the Neighbourly Project have certain training prior to the event. This is to align to our insurance policy - just incase!

There are a range of online and classroom training options available, for anyone starting the Neighbourly Project it's worth considering the following:

- First Aid
- Safeguarding Children
- Safeguarding Vulnerable Adults
- Mental Health Awareness Training

There are also lots of ways you can make everything you do a little healthier and safer for everyone. Here are a few general tips.

You can speak to a member of the Every One Every Day team or visit your closest shop to find out more details.



PHYSICAL HEALTH

Remember to watch out for your back and knees when tending to plants or lifting shopping. If you're going shopping for a neighbour and have a lot to carry make sure you take the shared shopping trolley included in the Starter Kit. Simple things like remembering to bring water if you're out and about or going to the shops and keeping your phone battery topped up can help to avoid potential problems too.

TOOLS & EQUIPMENT

Keep any equipment, such as gardening, DIY tools, or anything dangerous out of the reach of children. This includes items like fertiliser or plant food.

FOOD HYGIENE

It's always a good idea to display up to date knowledge of food hygiene standards. For instance, if you are sharing leftovers with a neighbour it's a good idea to label the food, clearly marking anything that might cause an allergic reaction, such as peanuts.

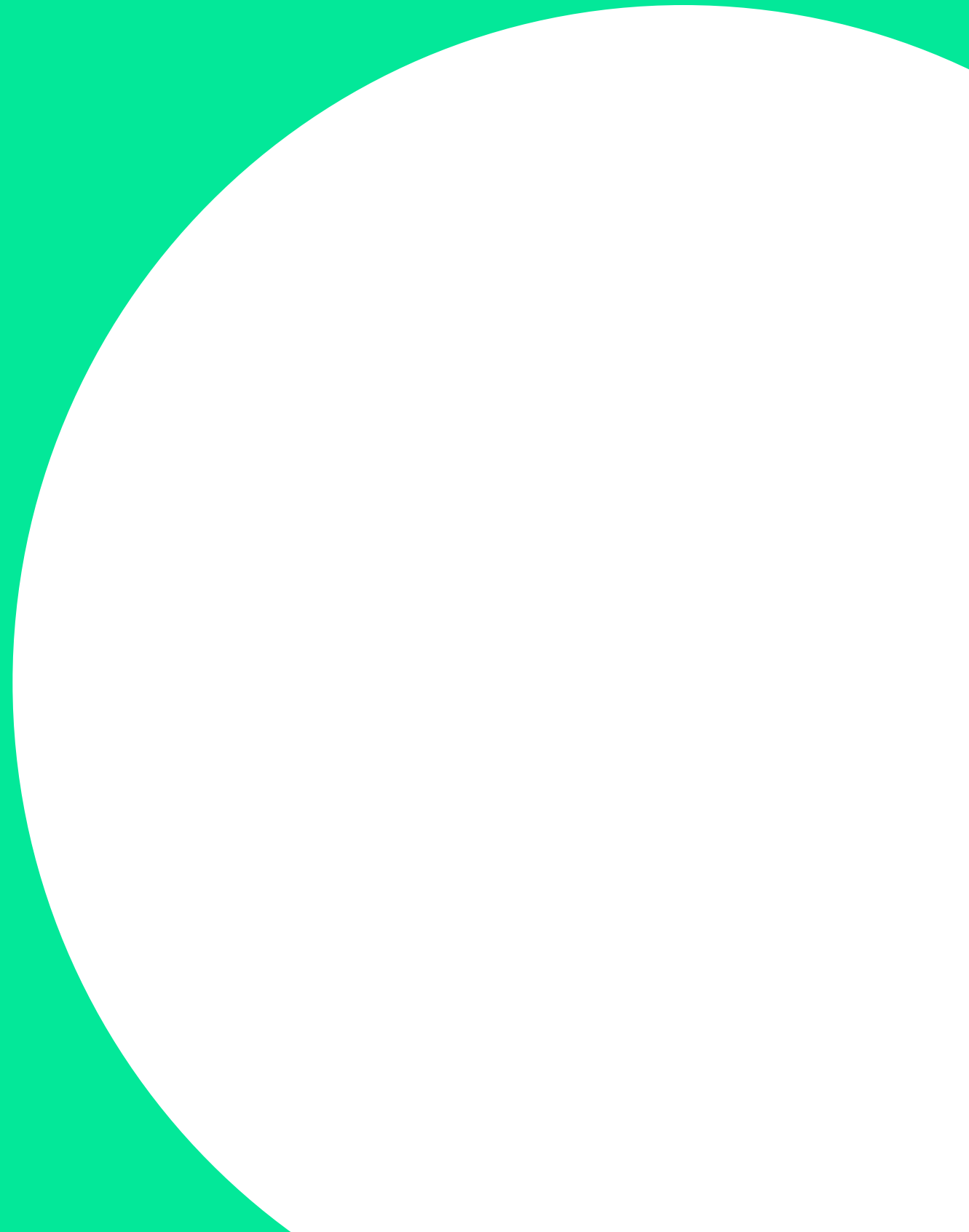
RISK ASSESSMENT

If you are planning any sessions or group activities it's a good idea to do a risk assessment. Your Street Mentor will help you identify what the risks are and how to complete the form.

WORK TOGETHER

If possible try not to work alone. It's more practical and neighbourly to do things together!

GETTING NEIGHBOURS INVOLVED



ROLES IN YOUR STREET

Tomorrow Today Street projects include a variety of roles that allows different people on your street to get involved in ways that best match their individual interests, skills and abilities. Here are some examples of roles that you might need for your street.

TEA MAKER

You will have the very important role of spreading positivity and putting smiles on faces by making and sharing warm beverages as everyone joins in with activities, sessions and games.

MEETER & GREETER

Help your neighbours feel welcomed as they show interest and join in with your project.

PHOTOGRAPHER

As the photographer, your role will be to capture memories and moments that shows your street as you take part in projects together. Ideas: how neighbours make decisions, how ideas grow and how much fun you have and what you learn during projects.



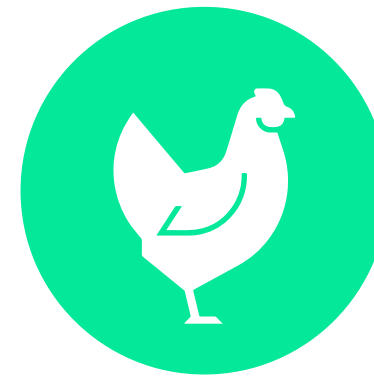
**GAMES MASTER
(HEAD OF GAMES)**



**BEE
BUDDY**



STORYTELLER



**CHICKEN
WHISPERER**



**FIRST
AIDER**



**PING PONG
PLAYER**



SHOPPER



**WASHER
UPPER**



COOK



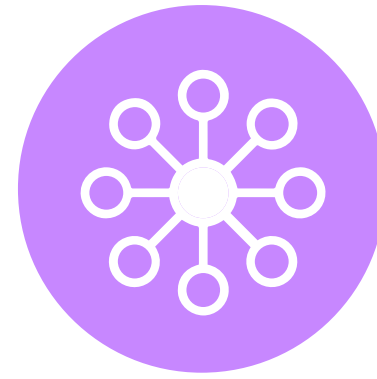
PHOTOGRAPHER



NATURE
LOVER



TEA
MAKER



CONNECTOR



RECYCLER



COMPOSTER



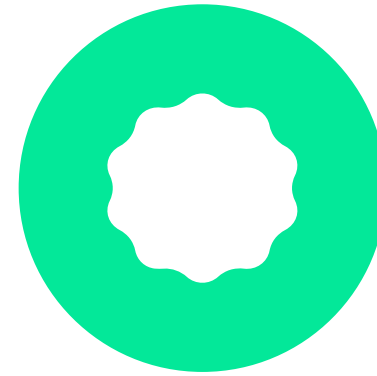
MEETER &
GREETER



CLOTHES
MENDER



FILM
MAKER



BADGE
MAKER



BAKER



KNITTER



WRITER



DIY
EXPERT



RESEARCHER



DOG
WALKER



LISTENER



MAKER

HOW TO COMMUNICATE

There are as many ways to communicate as there are ways to help each other out! For your group conversations, you can use a WhatsApp or Facebook group that everyone can join to stay up to date.

People over the world have different ways to talk to their neighbours, from putting up a note on their windows to writing nice messages on post-it notes... let your imagination fly!

A phone call to check in, a chat over the fence or on the street are also all good ways to share some neighbourliness.

For the less tech savvy amongst the group, these add a personal touch that all the other formats may not, so don't underestimate how far a text can go!

There are loads of ways to get neighbours involved, and a simple conversation is usually a good way to get things going. If there are neighbours you know that have children around a similar age, a knock on the door and a quick chat never goes a miss .

You can also put one or several posters up on your street to describe what the project is about and how your neighbours can get involved.



WHATSAPP

Whatsapp groups have become very popular because they allow people to send and receive messages, pictures, videos and voice notes.

Your Street Mentor can help you moderate your group if you need or give you advice on how to manage the group.

LEAFLETS, POSTERS & NEWSPAPERS

Posting leaflets through doors, and putting posters in the area helps inform those who you may not reach through door knocking.

You can leaflet to get people involved in your Tomorrow Today Street or inform them of an upcoming event.

FACEBOOK

You may want to create a private Facebook page, it's a popular way people can share videos, photos and plan! It's also a good way to create events and keep track of those coming along to sessions.

It's also a great way to save memory on your phones and computers by keeping it all online.

NEXT DOOR APP

The app is localised, so people living on nearby streets can recommend message each other, reach out for support or invite people to events.

GETTING OTHER PEOPLE INVOLVED

Don't forget that some of your neighbours might not be online so phone calls and chats over the fence or on the streets are also a good way to communicate and get people thinking about the future together.

It's really useful to have a way of staying in touch with everyone who's involved. Some people may want to be super involved, and others may want to help out for a little and take a pause, whatever the circumstance, you'll need to have an easy way to talk to each other.

BUDDY UP

There may be some people that aren't online, or have access to the internet that you've spoken to about the project. To keep them in the loop, buddy that person up with someone who preferably lives nearby who can hand deliver the message, or give them a ring about important changes, meetings and fun goings-on.



MEETINGS

It's very easy for meetings to become a bit tiresome! But by asking everyone at the beginning if they need any time from the meeting to think things through, give an update, come up with ideas together, try to gather this at the start and allocate time for each individual request. You'll soon see that you've created an entire meeting content together!

Planning and attending meetings can be a bit tiring. So it's best if meetings are kept to a minimum. However, if you would like to meet with your team, it's best if everyone has a chance to share. You could message people beforehand to find out what questions they have or do this together at the beginning of the meeting. You'll soon see that you've created an entire meeting content together!

MAKE MAGIC COMBINATIONS WITH NEIGHBOURS BY MIXING UP PROJECTS TOGETHER!



HELP AND SHARE

NEIGHBOURLY PROJECT

TROLLEYS TO COLLECT PLANTS AND SEED

SHARING STUFF

HAND OUT STICKERS TO START SHARING

PLANT & SEED EXCHANGE

SET UP A PLANT/SEED & TOOL EXCHANGE



SEED DELIVERY

NEIGHBOURLY PROJECT

FIND OUT NEIGHBOURS WHO LOVE PLANTING

REWILDING BEES

MAKE WILDFLOWER SEED PACKETS

WALKING BUS

USE TROLLEY TO DELIVER SEEDS TO PEOPLE

PROMOTIONAL MATERIALS

These bright and colourful leaflets and posters will help you get your neighbours excited and let them know their road is about to become a Tomorrow Today Street!

INDOOR & OUTDOOR POSTERS

Waterproof and regular posters to catch your neighbours eye as they walk by. Pick a lamp post that gets a lot of traffic!

LEAFLETS

Pop these leaflets through your neighbours door.

NEWSPAPERS

Once you and two of your neighbours have started, you will be sent 30-50 newspapers to get even more people involved. The newspapers contain a breakdown of all 24 projects and all the introduction information.

CONTACT CARDS

A small card for you to write your name, email or phone number so your neighbours can get in touch to find out more.

OTHER MATERIALS

Posters, leaflets and social media are the best way to promote your event, you can place them on your street, at nearby cafes, communities spaces (such as libraries) and your front window.

It gives you the material to show people on your street the amazing things they can do and get involved in.

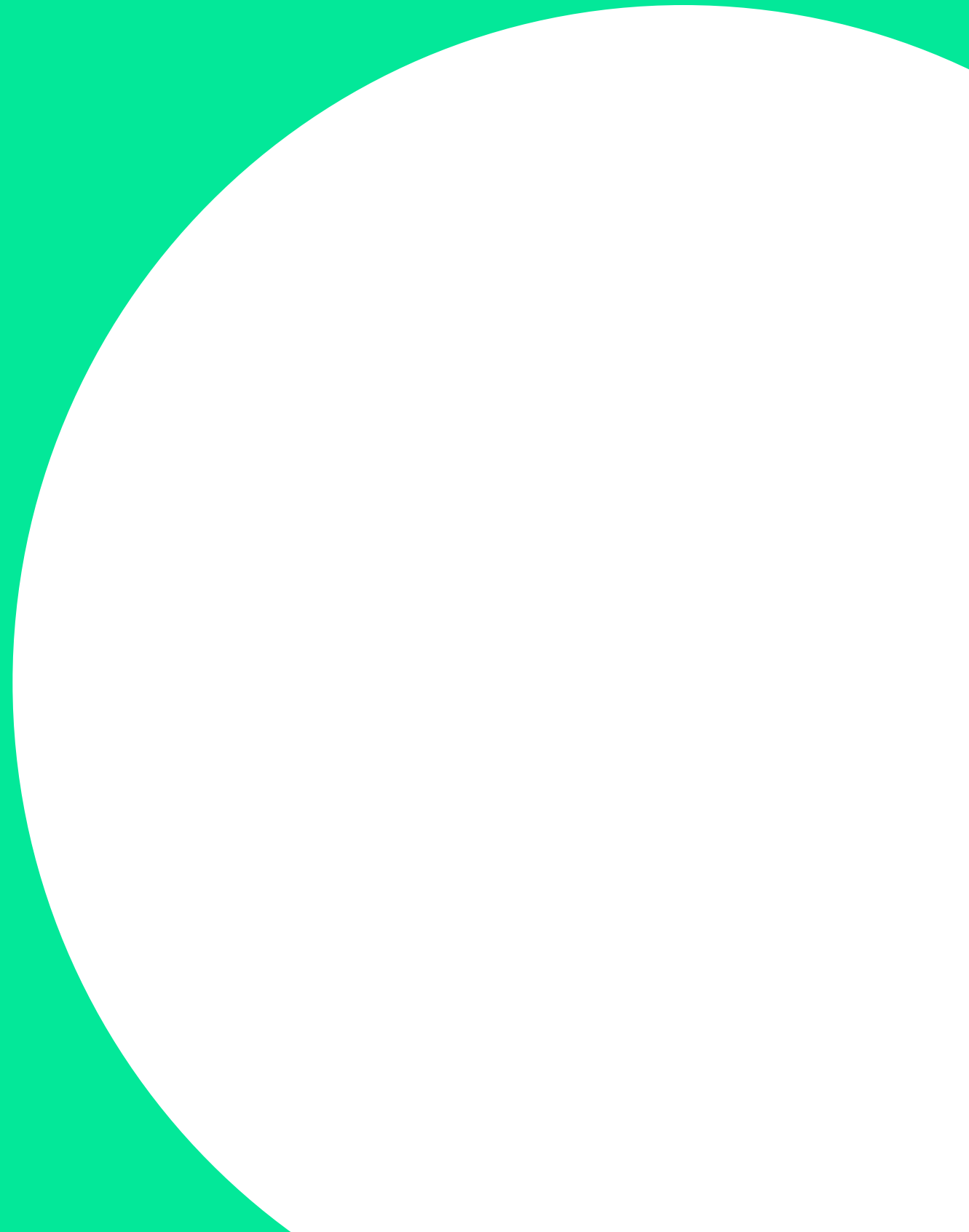
Our Every One Every Day shops will be more than happy to promote your event with posters and leaflets.

THIS KITS INCLUDES:

- Poster & leaflet which will help you get your neighbours excited about the project. It's also a good way to invite them to share their ideas
- Poster 2 will help you organise a tea gathering whenever you want to connect with your neighbours over a cup of tea or coffee!



HOW WILL THIS WORK ON YOUR STREET



PRACTICAL WAYS TO BE NEIGHBOURLY

The Neighbourly Project is all about helping you organise and expand those little spontaneous moments of neighbourliness. Here are a few suggestions to get started.

HELPING WITH SHOPPING

If you have a neighbour who finds getting to the shops difficult you can offer to do some shopping for them, or ask if they'd like to come with you to lighten the burden whilst getting to know each other.

You could also set up a community buying group in your street which helps to save everyone some money and time as well as having benefits to the environment.



WELCOMING NEW NEIGHBOURS

Welcome new neighbours to the street by introducing yourself and giving some advice, or tips on the local area. Invite them to join any WhatsApp or Facebook groups and give them a list of important or useful numbers.

Invite them for a cup of tea to let them know about any upcoming events you have planned and if they have any ideas.

PRACTICAL HELP

You could offer to collect a prescription for a neighbour or help out when it's time to put bins out.

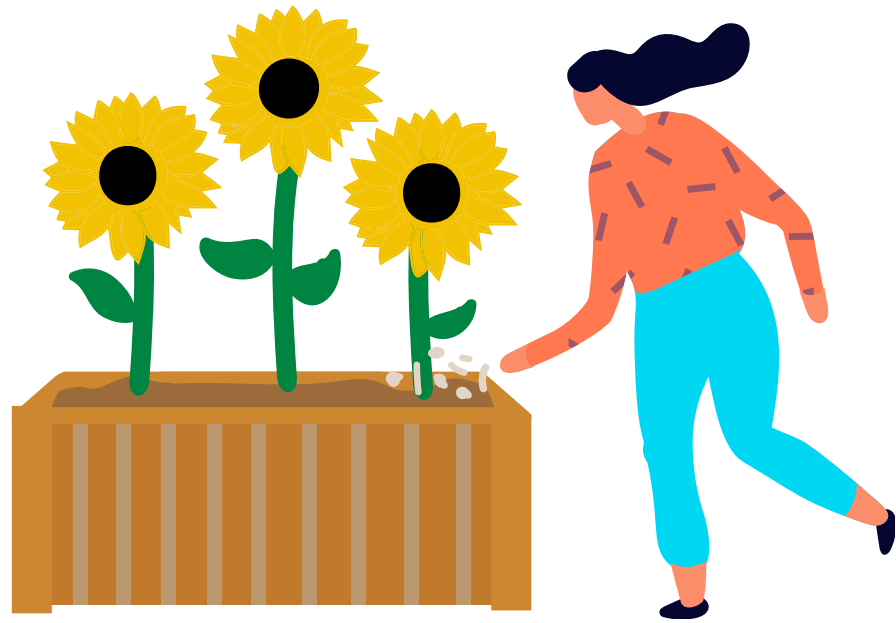
If you're a gardener or regular DIYer offering to help others who might find these tasks more challenging would be a great way to be neighbourly.

If you've got leftover food or some you're not going to use you can make a food box for a neighbour - it's likely they will return the favour at some point too!

POST, PLANTS AND PETS

There are lots of small gestures you can do to be neighbourly.

Why not offer to water a neighbour's plants while you're doing yours or help them with some gardening. When your neighbour isn't home you can sign for their packages, just leave them a friendly note saying you are keeping it safe and letting them know when you'll be home. You could offer to take their dog for a walk, or feed their pets while they are away. Your neighbour (and their pets) will appreciate the gesture no matter how small.



NEIGHBOURHOOD WALKS

Not only is this great for your health, it's good for the health of your community. More people being visible and engaged in the local area will make your street a safer, friendlier and more welcoming place.



SHARE RESOURCES

If another family on your street have children that attend the same school as yours, why not set up a carpool routine or better yet ditch the cars and start the day by walking to school together.

Do you have a bike that you never use? Why not offer it to a neighbour. There are probably lots of ways you can all share resources and equipment on your street to make everyone's lives a little easier. You might even want to set up your own mini Library of Things.

www.libraryofthings.co.uk



CARE FOR SHARED SPACES

If you live in an apartment block or flats you might have a shared hallway, entrance or garden with your neighbours.

Together you and your neighbours can find ways to make the spaces come to life with plants, art or notice boards. After all it's in these spaces you are most likely to bump into your neighbours. Helping to make these spaces a bit friendlier is likely to lead to happier neighbours.



LOOK OUT FOR EACH OTHER

If your neighbours are going on holiday, offer to watch over their house by watering their plants, feeding their pets, and keeping an eye on things while they're away. They'll probably offer to do the same for you in return.



BE SOCIABLE & HOST EVENTS

Bring the whole street together by throwing a Street Party to celebrate an upcoming holiday, a month of birthdays, or simply use it as an excuse to get to know each other. You can invite neighbours round for a cup of tea or organise a regular Tea and Toast get together.

MAPPING OUT YOUR STREET'S SKILLSET

A great way to get to know your street is to get to know each other's skills and interests.

When you come together you're sure to find someone on your street who could help you with a project you're stuck on or teach you a new skill. Maybe you're great at crochet or a DIY enthusiast and could share some of your experience with others.

Everyone has something to contribute so whether you are a baker, a maker, a cyclist, an artist, a dancer, a cook, a gardener or just curious to learn something new there's lots of ways to share and enjoy each other's skills and interests on your street.

Find out more about how to map out your street's skillset by joining the Helpful Streets workshop!



ENJOY THE PROJECT

IF YOU HAVE QUESTIONS
OR NEED ANY HELP, PLEASE
CONTACT ONE THE TEAM OR
VISIT THE WEBSITE.

[WWW.WEAREEVERYONE.ORG/
TOMORROWTODAY](http://WWW.WEAREEVERYONE.ORG/TOMORROWTODAY)