

GUIDANCE NOTES TO THE MOSAIC WORKSHEET

Using the Mosaic Worksheet with these notes.

The Mosaic Worksheet has been designed to help Mosaic Coordinators and Staff to **plan** and **evaluate their project**. Every Mosaic project must have a certain characteristics, and the Mosaic Worksheet provides an easy way to ensure that all these characteristics are considered and addressed throughout the process.

The Mosaic Worksheet is very easy to use as long as you understand the Mosaic programme. Mosaic has only one 'form' to fill out - we use the same document before the project (to plan and propose) and after the project (to evaluate and report).

Before you start thinking about hosting or planning a Mosaic project you must, first of all, read the following documents, which represent the basis of the Mosaic programme:

- The **Guide to the Mosaic Programme** which explains everything about training for, hosting, running and evaluating Mosaic projects.
- **Big Ed (info file T-02)** and **the Passport (info file T-03)** which outline CISV's approach to Peace Education
- The **Mosaic Worksheet** itself (you should have a copy with you for reference as you read these guidance notes).

All of these documents are available on the CISV Resources website (<http://www.cisv.org/resources>).

This guidance document is divided into five parts:

- ☀ **Section 1 - Getting started with planning for Mosaic ---- page 2**
Where, when, why and for who are you doing this project?
- ☀ **Section 2 - Setting Educational Goals, Objectives & Indicators ---- page 5**
What are you going to achieve?
- ☀ **Section 3 - Planning an Educational Process ---- page 7**
How are you going to achieve your goal?
- ☀ **Section 4 - Planning your resources ---- page 8**
Who will help you and what money will you use?
- ☀ **Section 5 - Evaluating and reporting your project ---- page 9**
Did you meet your objectives, and what lessons can we learn?

You should use this document to help you understand and use the Worksheet as a tool for planning and evaluating Mosaic projects. You should take your time with the planning process - do not rush it. In most cases planning for a successful Mosaic project will take between a month and three months, especially if you research the theme, make connections with partner organisations, apply for funding and/or reach out to media. The Worksheet should be consulted and used throughout this process - therefore you might need to also use this guidance document at different times throughout the planning and reporting stages.

We suggest you read this document along with some of the Mosaic Perfect Proposals - documents that can be downloaded from our website .

Section 1 - Getting started with planning for Mosaic

1. Look at the first section of the Worksheet. The first thing to do is to indicate that, at this stage, the Worksheet will be a 'proposal' not a 'report'. Place a mark in the box marked "Proposal".

Reference Number: Your project was assigned a reference number by the CISV International Office if your National Association submitted a Host Data Sheet to indicate their desire to host a Mosaic. If you do not have a Reference Number please contact IO immediately to discuss.

Priority Period: Enter the Priority Period (A, B, C or D) that you were allocated. Please see the Mosaic guide for more information about Priority Periods. Note the following dates for each Priority Period:

	IMC Support:	Project Starts:
A	September 1 - December 1	After December 15
B	December 2 - March 1	After March 15
C	March 2 - June 1	After June 15
D	June 2 - August 1	After August 15

2. Then write the name of the chapter and the National/Promotional Association hosting the Mosaic project. As Mosaic is a local based program, we always start by thinking of where we are going to be holding the project, because this fundamentally shapes our design. The first questions we ask ourselves are about the community in which we are holding the project, what the capacity and needs of the chapter are, and what the local environment are like.

Proposal	<input checked="" type="checkbox"/>	Report	<input type="checkbox"/>
Reference #	M - 2011 - XX		
Priority Period	A B C D		

Host Chapter		National Association	
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3. Now we are ready to start thinking about the outline, or the 'skeleton' of our Mosaic project. Now that we've thought about where the project is going to be, we can start thinking about a theme for the project that relates to an interest and a need of the local community. We need to know why we are doing the project - for example, why would we need and want to do a project in Copenhagen about children's rights? Why would we need and want to do a project in Quito about forest ecosystems? So we choose a theme. At first, its probably best to avoid starting to plan a project simply about the first theme that comes to your mind. Brainstorm a range of themes - try to think of a list of possible themes for each of the four CISV Peace Education content areas. There are so many themes you might choose from! Once you have selected a theme that you think reflects both a need and interest of the local community, we can start filling in the first few sections.

Project Name	
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Project name: You should call your project anything that reflects the spirit of your theme. Think about using a catchy name that could attract attention from media or other people.

Summary of the Project: We need to be able to explain not only the relevance of our theme but also how we picture our project to develop. We should provide enough details as to allow readers, who knows nothing about our project, to understand it thoroughly. As this section of the Worksheet requires us to have the full picture of our project, we might need to complete the summary once we are done planning the project. Remember to explain why you think the theme is relevant for the community - and particularly the target group - of the project and why you think the community/target group is interested in engaging with this theme.

Provide a brief summary of the project.

4. Content area/s of Peace Education & Explain how the project fits this content area: tick the content area or areas that most represent the theme you have chosen. A project about Afghan Refugees in Melbourne, for example, might have elements of two content areas - diversity and human rights. A project about deforestation in Indonesia, and the negative impacts it is having on local communities, might fall under both human rights and sustainable development. For more information about the Peace Education Content Areas please refer to [Big Ed](#) or [the Passport](#).

Now we have a theme, we have a who, and we have a when. But we don't quite have a **why!** We have shown above how the theme fits into CISV's peace education areas, but we also have to demonstrate that the theme is important to the community. If Marcel was living in Guangzhou, China, it could be interesting for him to run a Mosaic project about the conflict in Western Sahara - but it would probably not address a need of the community in Guangzhou! Likewise you might think that your community *really* needs to read more poetry from the South Pacific Islands - but are they interested? Maybe not... Therefore, we ask you to explain briefly why you think the theme is relevant for the community - and particularly the target group - of the project. First, you need to explain why there is a **need** in the community for more understanding about this theme. Second you need to describe why you think the community/target group is **interested** in engaging with this theme.

Peace Education Content Area (Tick one or more)				
Diversity >	Sustainable Development >	Conflict & Resolution >	Human Rights >	
How does this project address a local NEED and INTEREST in your community				

5. Now it's time to think about who and when:

Target Group: The question is: who are you planning to educate with this project? Who will obtain new attitudes, skills and knowledge from this project? For example, you might target groups of 14-15 year old children from four high schools in four different areas of your city. Or you might focus on targeting whole families from a particular multicultural neighbourhood. Whoever it is, make it as specific as possible in this section of the Worksheet. You can't possibly be targeting everybody.

Estimated total number of participants / number from outside CISV: Tell us how many of your target group you expect to have - 10? 25? 50? We are also very interested to know how many people you expect will be new to CISV - this is because we believe that Mosaic is an excellent way to reach beyond the usual boundaries of CISV and open up to more people in the wider community. Try to have a think at this stage about whether you can aim to attract attention from non-CISV participants.

Project Start / Project End: Remember that the start date should be after the end of your priority period, and should allow enough time for the proposal to be reviewed and approved by the IMC after it is submitted. The length of the project should be appropriate to ensure that all the educational goals of the project are met, and that the educational process takes participants through the three phases - Discover, Understand and Create. A Mosaic project can be one day long, but only if you can be certain this is long enough to really encourage behavioral change in participants. The project length must be less than a year.

Project Support Person: You should have received this information from the International Office. If you do not know, please contact mosaic@cisv.org as soon as possible.

General Information					
Target Group					
Estimated number of participants		Actual number	FILL IN FOR REPORT		
Estimated number new to CISV		Actual number	FILL IN FOR REPORT		
Project Start Date (D / M / Y)	D / M / Y	Project End Date	D / M / Y	Note any date changes	FILL IN FOR REPORT
Project Support Person					

You will also notice some boxes in this part of the Worksheet which are a darker grey colour, and which say "(fill in when completed as report)". Do not worry about these parts now - these will be filled out after the project is finished, for reporting (see Section 5, below).

Section 2 - Setting Educational Goals, Objectives and Indicators

1. Now we get to the fun part - the what! It's also the most challenging, and the most important part. It's time for us to plan what we want participants to learn from the project. At this point it is essential that you understand the ASK model, which is the basis for CISV's educational model. You also need to understand the reason for providing 'evidence' to help with evaluations. If you need a reminder, please read [Big Ed](#) or [the Passport](#). You should also understand about the need for goals & objectives to be SMART - Simple, Measurable, Attainable, Realistic & Time-bound. It is also important that you can relate your project to the Mosaic programme goals.

2. Before we start it's essential that you are familiar with the goals of the Mosaic programme. We like to think of the Mosaic programme as being built of lots of local projects all around the world - like a real mosaic, in which the end result is made up of lots of beautiful, colourful tiles. Therefore, all Mosaic projects should be working towards meeting the goals of the Mosaic programme. As set in the Mosaic Worksheet, there are four Mosaic goals, and each have a three ASK indicators. If the indicators are being met, then the goals are being achieved. The goals & indicators are included here, because it is very important that you refer to them throughout this stage of the planning process:

<p>Goal 1. EXPLORE LOCAL THEMES Mosaic projects aim to actively explore a theme in a local context</p> <ul style="list-style-type: none">- Understand the theme and the project's relevance (K)- Understand opportunities and challenges affecting the community (K)- Be able to connect the theme with everyday life (S)	<p>Goal 2. THINK CREATIVELY & CRITICALLY Mosaic encourages creative and critical thinking towards problems and solutions</p> <ul style="list-style-type: none">- Understand where your own opinions on the theme fit in a range of local and global perspectives (K)- Be willing to challenge your own perspective and be challenged (A)- Be able to use open dialogue to work towards solutions (S)
<p>Goal 3. ACTIVATE CITIZENSHIP Mosaic creates a personal desire for active citizenship</p> <ul style="list-style-type: none">- Be able to explain and share what you have learned (S)- Be able to reflect on your strengths and potential (S)- Be willing to act and take a stand (A)	<p>Goal 4. EMPOWER FOR LOCAL INITIATIVE Mosaic empowers participants to take initiative in their communities</p> <ul style="list-style-type: none">- Be willing to show empathy through your actions (A)- Be able to identify and use available resources (S)- Be able to make a plan of action (S)

3. OK, time to start planning. Your task is working out how your project is going to make sure that the participant group meet all four of the Mosaic goals. Therefore, its time for you to outline the specific **Attitudes**, **Skills** and **Knowledge** that you hope the project participants will have by the end of the program in order to reach the goals. These **Attitudes**, **Skills** and **Knowledge** are what we refer to as Project Indicators. As listed above the Mosaic programme globally has 12 **ASK** indicators. These should directly inspire and influence the indicators you choose for your project.

For specific examples download Mosaic Perfect Proposals from mosaic.cisv.org or CISV Resources website (<http://www.cisv.org/resources>).

4. Please number your indicators on the Worksheet, as it makes it easy to refer to them later. You may have as many indicators for each Mosaic programme goal in each category (A, S, K) as you like - we strongly recommend that you have at least three indicators per goal. The indicators should all start with the words "Be able to...", "Be willing to...", or "Understand..."

5. Now we have a series of indicators that relate to each Mosaic programme goal. We know what we are trying to achieve! Congratulations! But wait - we're not quite done here yet. We need to think ahead a little bit, to plan for the end of the project, when we want to evaluate our success! It is very hard to prove that you have made changes to the attitudes, skills and knowledge of participants unless you plan some way of measuring it. Thats why we collect evidence in CISV - to show how we are good at what we are doing. Our method of evaluation will allow us to demonstrate whether we have met our indicators or not. That will make it a lot easier to fill out our report at the end! Remember this section should give us evidence on whether we have achieved our project indicators at the end of the project. How do we know we have been successful in reaching this project indicator? We need an evaluation method. These do not have to be too complicated. We just want to make sure you have built in an evaluation system into the project, so that at the end of the project it is much easier to decide how well you have met your project objectives.

Your method of evaluation could be something like a written evaluation, artwork, group discussions, presentations, written work, interviews... anything like that.

6. See... that was pretty easy wasn't it?!

Program Goals	Project Indicators	Method of Evaluation	Achieved?	Comments
Goal 1: Mosaic projects aim to actively explore a theme in a local context This means that participants: <ul style="list-style-type: none"> Understand the theme and the project's relevance; Understand opportunities and challenges affecting the community and; Are able to connect the theme with everyday life. <i>(use the above indicators as inspiration for your project indicators.)</i>	Be able to (Skill)... Be willing to (Attitude)... Understand (Knowledge)...	e.g. written evaluations, group discussions, participant presentations, artwork, written work...	(Rate 1-4) 4: Achieved 1: Not Achieved	FILL IN FOR REPORT
			(Rate 1-4)	FILL IN FOR REPORT
			(Rate 1-4)	FILL IN FOR REPORT
Goal 2: Mosaic encourages creative and critical thinking towards problems and solutions This means that participants: <ul style="list-style-type: none"> Understand where their own opinions on the theme fit in a range of local and global perspectives; Are willing to challenge their own perspectives and be challenged; Are able to use open dialogue to work towards solutions; <i>(use the above indicators as inspiration for your</i>			(Rate 1-4)	FILL IN FOR REPORT
			(Rate 1-4)	FILL IN FOR REPORT

Section 3 - Planning an Educational Process

1. Now it's time for you to decide how you are going to achieve the project indicators - in other words: what are you actually going to do? At this point it is important that you understand the three phases of a Mosaic project. Mosaic involves going through the three phases in order to ensure a full educational experience for participants. These phases are called **DISCOVER**, **UNDERSTAND** and **CREATE**. Please refer to the [Guide to the Mosaic Programme](#) if you need more information about the phases.

2. These phases are not at all difficult to use. Basically we just want you to list, with as much detail as you can, what you will be doing at each activity or event through the course of the project. List your actions in order. By actions, activities or events we mean anything, which could include: games, discussions, special meals, presentations by experts, craft activities, research projects, community work, visits to exhibitions, visits to neighborhoods or national parks... the list is endless.

Actions, Activities, Events	Corresponding Phase	Corresponding Goal(s)
	Discover, Understand, or Create	e.g. Goal 1 and Goal 3
	Discover, Understand, or Create	e.g. Goal 1 and Goal 3
	Discover, Understand, or Create	e.g. Goal 1 and Goal 3

3. Once you have listed all your actions, you can assign to each action one or more of the three phases.

Does the activity or action help participants to increase their knowledge or awareness of the issue or theme? In that case it is part of **DISCOVER**. Does the activity address some of the deeper issues of the theme, or address the significance of this theme to the community? Does it look at the causes or effects of the theme on different groups or individuals? In that case the phase is **UNDERSTAND**. Or, does the action get participants to consider how they will take

action towards change in relation to the theme? If the phase helps in any way to connect the theme to the participants daily lives or personal actions then it is a part of **CREATE**. Remember that one action or activity may fit into more than one phase - and also that the phases do not have to happen in any particular order - just as long as they are all part of the project in one way or another. For example, your project phases may go something like: (1) Discover, (2) Create, (3) Discover & Understand, (4) Understand and Create, (5) Create. Or any other combination!

4. The last step in this part of the planning process is to link each of your activities/actions/events to one or more of your project indicators and which relate to one of the four Mosaic Program Goals. If you have numbered your indicators above, you can just list the corresponding numbers in this section. All your project indicators should appear at some point in the table - and they may appear more than once. Some indicators might even be relevant for every single activity throughout the project. That's totally fine! That's it! This part was simple, really, wasn't it?

Section 4 - Planning your Financial Resource and Community Partnerships

1. Just a few steps to go in the planning process now. Planning your financial and community partnerships is the most challenging part of the planning process but the easiest part of the Worksheet!

2. While it is not essential, we recommend that you work with other organisations, or call on individuals to help with your project. Working with and hearing from experts about your theme is a perfect way for your participants to deepen their educational experience. It also helps Mosaic and CISV to build a stronger connection with the local community. Fill in the top line of the "Community Partnerships" table with a list of the organisations or people you are going to work with on the project, as well as what they will do, and their contact details. This helps the IMC to keep track of all the different partners we have worked with worldwide.

Community Partnerships Who are you working with?

Partner	Benefit of the Partnership	E-mail	Website	Comment
	EDUCATIONAL RESOURCES/MATERIALS FUNDING HUMAN RESOURCES			FILL IN FOR REPORT
About your Partner and their ROLE in the project:				
How successful was the partnership?	RATE 1-4 AND COMMENT - FILL IN FOR REPORT			

3. What are some examples of the types of partners you might include here? How about: community groups, a scientist, environmental groups, youth associations, human rights groups, psychologists, a refugee, universities, local government, artists, schools, cultural organisations, musicians... and so on!

4. Next give some information about your partner organisation, so we know a little bit more about them. Try looking on their website for more information if you need to - maybe they have a mission statement or goals that you can quote. Explain us which is their role in your project in the box "About your Partner and their ROLE in the project".

5. Hopefully you've thought at some stage about what financial resources you're going to use for your project. Are you getting funding from your chapter, from a donor, from a grant, from fundraising events or from the participants? Please indicate this at this part of the Worksheet, including as much detail as possible.

Financial Resources

Do you have the necessary financial resources?	YES OR NO	Final result	FILL IN FOR REPORT
Where did your funding come from?	GOVERNMENT FUNDING GRANT FUNDING PARTICIPANT FEES NA OR CHAPTER FUNDING FUNDRAISING	Any additional sources?	FILL IN FOR REPORT

Section 5 - Evaluating and reporting your project

1. So you've finished your project - all the activities are over. But there's one REALLY important part to go. It's time for you to evaluate and report about your project. As an educational organisation it is important that we have ways to

- monitor the quality of our programmes for all our participants;
- improve what we do year by year;
- share with each other what we do well; and
- show how well we are achieving our organisational goals.

Each year we collect information from each CISV programme to build up a picture of how successful they are. The process also helps us to collect information on which themes have been used, which organisations we have partnered with, and how many people we have reached out to from outside CISV.

2. To evaluate a Mosaic project we use the same Worksheet we used to plan - and we use the indicators and evidence we developed in Section 2. The better you planned the project indicators and methods of evaluation, the easier the process will be now!

Proposal	Report	<input checked="" type="checkbox"/>
Reference #	M - 2011 - XX	
Priority Period	A B C D	

3. First of all, remove the mark in the box marked "Proposal" and mark the box for "Report" instead.

4. You now go through the Worksheet and fill out all the boxes in grey - the ones you left out when you filled out the proposal. Start with the first three boxes - we want to know how many participants you ended up having and how many of them were from outside CISV. Let us also know what your actual project dates were.

	Actual number	FILL IN FOR REPORT		
	Actual number	FILL IN FOR REPORT		
/ M / Y	Project End Date	D / M / Y	Note any date changes	FILL IN FOR REPORT

on	Achieved?	Comments
ns, ns, ...	(Rate 1-4) Achieved 1: Not Achieved	FILL IN FOR REPORT
	(Rate 1-4)	FILL IN FOR REPORT

5. Next we'd like you to refer to the Project Indicators you set and the evidence you were going to use to measure your success. Have a good think about each of the indicators, and use any evaluation data or feedback you collected during your project. Now, we'd like you to evaluate the success you had in reaching each of them. Please give your project a mark out of 4, based on the evidence you received. A rating of "1" means you didn't really meet this objective, while a rating of "4" means you were very successful. Please also write a few comments for each objective to explain your rating. This really helps us to get a good idea of how your project ended up.

6. One of the aims of the Mosaic programme is to try to connect CISV with like-minded organisations so that we can share our knowledge, skills and attitudes and learn from each other. We want to make a database of all the many organisations we've linked up with around the world, so we're really interested in anything you can tell us about your partner organisation. Firstly, please tell us what they did for the project - did they provide funding, did they give a presentation, or did you work together with kids from that organisation? Tell us what happened. We'd also like for you to provide some comments about how this relationship worked, whether you think the project benefited from the partnership, and whether you think there is the possibility for more interaction with this organisation in the future. Don't forget to rate the success of the partnership from 1-4.

ROLE in the project:	
How successful was the partnership?	RATE 1-4 AND COMMENT - FILL IN FOR REPORT

7. Next, we're interested in what ended up happening in terms of financial resources you used for your project. Did you end up receiving any grants or donations for the project? Did the participants pay anything to be part of the project? Did the chapter contribute? Let us know as much detail as you can.

Final result	FILL IN FOR REPORT
Any additional sources?	FILL IN FOR REPORT

8. Just two parts to go. The first is feedback on your training experience. Hopefully you have received training at some point before the project - we'd like to know what parts of this training ended up being the most useful for you in planning and managing your project. Feel free to tell us if you think there was something missing from your training as well. We're always looking for ways to make our training more relevant and useful to project staff!

Training Information		Type
Did Project Staff receive training?	YES OR NO	LOCAL MOSAIC TRAINING
		REGIONAL MOSAIC TRAINING
		Who was trained?
		Location
		Year
If your answer is Yes, which elements from the training did you most use during the implementation of your project?		

9. We'd also love to get general, board comments, feedback, thoughts or reactions you have to the process of running your project. Anything you want the IMC to know? Any pictures you want to attach to the report? Any quotes from participants? Anything at all! We'd love to use your experiences on our famous website: **Mosaic Stories** (mosaic.cisv.org)!

Conclusions and Feedback Please draw conclusions and reflections. Also explain what potential exists for future projects.

Well done! You're finished. Please please please submit the Worksheet to the International Office at international@cisv.org as soon as possible after the end of your project.

Congratulations on completing a Mosaic project! The IMC hopes this note has been useful in helping you prepare and evaluate your project. Please always get in contact with us (mosiac.list@cisv.org) if you have any questions or need any further guidance. Good luck!