

Start a Community Project in Haiti

A practical first-month checklist for local leaders and community groups | English and Kreyol

Use this checklist before you register an organization or ask for money. It helps you define the need, involve the community, document decisions, and prepare a one-page project summary. It is general planning information, not legal advice.

Your first five decisions

- Name the specific community and problem. Write one sentence that a resident would recognize as true.
- Speak with at least five affected residents and record what they say the priority should be.
- Choose one result you can measure within 90 days.
- Name who will make decisions, approve spending, keep records, and report concerns.
- Estimate the full cost, including transport, communications, security, maintenance, and follow-up.

Senk premye desizyon ou

Sèvi ak lis sa a anvan ou anrejistre yon òganizasyon oswa mande lajan. Li ede w defini bezwen an, pale ak kominote a, ekri desizyon yo, epi prepare yon rezime pwojè sou yon paj.

- Ekri non kominote a ak pwoblèm presi ou vle adrese a.
- Pale ak omwen senk moun ki touche dirèkteman; ekri priyorite yo bay la.
- Chwazi yon rezilta ou kapab mezire nan 90 jou.
- Deside kiyès ki pran desizyon, apwouve depans, kenbe dokiman, epi resevwa plent.
- Kalkile tout depans yo, tankou transpò, kominikasyon, sekirite, antretyen ak swivi.

Build your one-page project summary

- Project name and location
- The problem in one sentence
- Who is affected and how you know
- What you will do in the next 90 days
- One measurable result
- Team and decision roles
- Budget total and top three costs
- Risks and how you will reduce them
- Contact information

Before you publish or fundraise

- Get permission before publishing names, images, health information, or stories.
- Use two people to approve payments and keep receipts or equivalent records.
- Decide how residents can ask questions or report a concern safely.
- Check whether registration, permits, tax, safeguarding, or professional advice applies to your activity.

Useful official references

Official source	Use it for
MPCE NGO register	Check the Haitian government register and administrative status of NGOs.
Free Haiti project directory	Find related organizations and avoid duplicating work.
Submit a project to Free Haiti	Share a project after your one-page summary is ready.

Review note: Requirements vary by legal form, activity, location, and funding source. Confirm current requirements with the relevant Haitian authority or qualified adviser before acting.