

LWG District Toolkit

Locally Led Conservation in South Dakota

Eight tools to help your district plan, track, and tell the story of locally led conservation.

How to Use This Toolkit

Not sure where to start? Here's how the tools fit together across your project lifecycle.

Phase	Tools to Use
Before Your Project	Goal-Setting Guide > Power Center Inventory > Partner Mapping Worksheet
At Your LWG Meeting	Project Proposal Template
Between Meetings	Between Meeting Action Tracker > Meeting Agenda Template
During Your Project	Project Progress Tracker
At the Finish Line	Success Story Template

The Tools

1 Goal-Setting Guide

When to use: *Start here - before your project proposal*

Walks your district through the SMART framework step by step. Includes weak vs. strong goal examples, five guided questions to build your goal, and a checklist to verify it before moving on. *Use this first. A strong goal makes everything else easier.*

2 Project Proposal Template

When to use: *After your goal is set - at or right after your LWG training*

The foundation document for your LWG project. Captures your conservation priority, measurable goal, benchmarks and timeline, key partners, budget estimate, and immediate next steps. *Every district should complete one of these. It's your project plan.*

3 Partner Mapping Worksheet

When to use: *While developing your proposal, or anytime you're building your alliance*

Helps you map current and potential partners, understand what each brings and gains, identify gaps in your network, and plan your next step for expanding your alliance. *Use alongside the Power Center Inventory to brainstorm before you map.*

4 Power Center Inventory

When to use: <i>Before filling out the Partner Mapping Worksheet</i>
A brainstorming tool organized by partner category - federal and state agencies, conservation orgs, ag industry, tribal nations, local government, and education. <i>Cast a wide net here. Mark your priorities, then transfer them to the Partner Mapping Worksheet.</i>

5 Meeting Agenda Template
When to use: <i>Before every LWG meeting</i>
A structured agenda with eight items - welcome, action item review, district project updates, barriers, partner updates, open discussion, next steps, and next meeting confirmation. Includes a notes column and action item table. <i>Customize the timing to fit your group. The agenda is a guide, not a script.</i>

6 Between-Meeting Action Tracker
When to use: <i>Right after each LWG meeting, bring it to the next one</i>
Captures action items with owner, due date, and status. Includes a barriers section and a wins box. Designed to keep districts accountable and give them something concrete to report back on. <i>Transfer your next steps from the proposal here. Bring this completed sheet to every meeting.</i>

7 Project Progress Tracker
When to use: <i>Ongoing. Update regularly throughout your project</i>
Tracks benchmarks against your proposal, logs progress activities, documents real-world outcomes and results, and captures lessons learned. Keeps your measurable goal visible at the top. <i>This is your long-term record. Update it as things happen, not just at the end.</i>

8 Success Story Template
When to use: <i>When your project wraps up or hits a major milestone</i>
Guides you through capturing your story - the challenge, what you did, what changed, the numbers, a quote, partner credits, and what's next. Includes a photos and media section. <i>Not a writer? Contact SDACD, we'll help you put your story together.</i>

Questions? Need help getting started? Contact SDACD, we're here to support you.