FCAP GAME RULES

VERSION 3 - 15 DECEMBER 2021

SPARK MICROGRANTS

Table of Contents

Part 1: Getting Started

Key Concepts:

Players take on the role of a Community Based Facilitator, supporting a community in developing and implementing a microgrant proposal.

To do this, players move along the game track, progressing through the phases of the FCAP process, completing milestones, and assessing their achievements.

The overall goal of the game is to support a community's progress towards achieving a common goal by designing and implementing coherent project plan.

How to use this manual:

This manual gives an overview of how to play the FCAP Game. It provides a review of all the game components as well as instructions on how to play.

Note that the images in this manual are taken from a digital version of the game. If you are playing with a printed version, there may be some small changes in components and layout. These changes are designed to make the printed version easier to read, and do not affect the game.

Number of Players:

The FCAP Game can be played in four ways:

- Recommended: Two people can play the game competitively.
    - Each player supports one community and has their own Community Management Board.
    - The player with the highest final score wins.
- Two people can play the game cooperatively.
    - The players work together to support the same community.
    - In real life, Community Based Facilitators often work in pairs to support the same community.
- Four people can play the game competitively in pairs.
    - Two teams play competitively, following the two-player-competitive rules.
    - Each team has two players who cooperate according to the two-player-cooperative rules.
- A single person can play the game alone.

The Game Board:

The main Game Board is broken into sections which represent the five phases of FCAP:

- Goal setting
- Proposal development
- Implementation
- Second year planning
- Follow-up
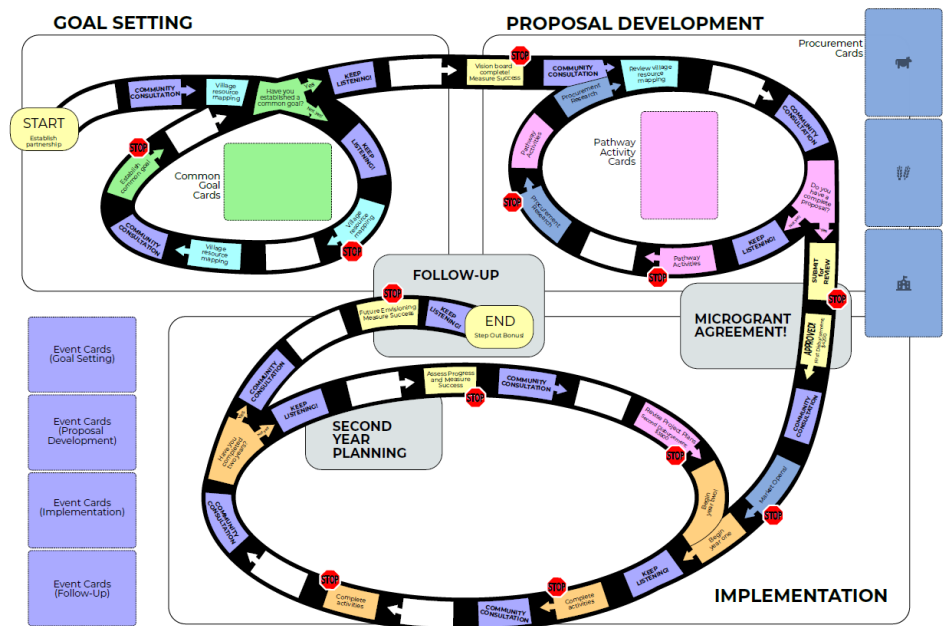
In each phase, players complete one or more key tasks:

- Goal setting: Consult with the community to identify a common goal.
    - Conduct a village resource mapping exercise to learn about resources in the community.
    - Elicit goals from the community, identifying common goals and rejecting individual goals.
- Proposal development: Support the community in developing a clear project proposal.
    - Consult with the community to identify and select appropriate activities that will help the village meet their common goal.
    - Engage in procurement research to source the resources and labour needed for success.
    - Submit your proposal for approval.
- Implementation: Support the community to implement the project.
    - Receive microgrant funds.
    - Manage resources such as money, livestock, and agricultural fields.
    - Complete activities laid out in the project plan to work towards the Common Goal.
- Second year planning: Assess progress, review and revise the project plan, and implement pathway activities for a second year.
- Follow-up: Complete a final assessment and step out of the program.

The Community Microgrant Management Boards:

Each community in the game is represented by a Community Microgrant Management Board. These Boards track milestones in the FCAP process and manage available resources in each village.

The Community Board is used to track:

- The <u>Common Goal</u>, identified during the Goal Setting phase
- The <u>Village Resource Map</u>, created during the Goal Setting phase
- <u>Pathway Activities</u>, identified during the Proposal Development phase
- the <u>Procurement Plan</u>, identified during the Proposal Development phase
- the <u>Resources</u> in the village, collected throughout the process
  - Resources are kept to the side of the Community Microgrant Management Board.

Spaces on the Community Board are colour coded to match corresponding spaces on the board. When you are unsure about how the Community Board and the Game Board relate, colour can help illustrate the relationships.
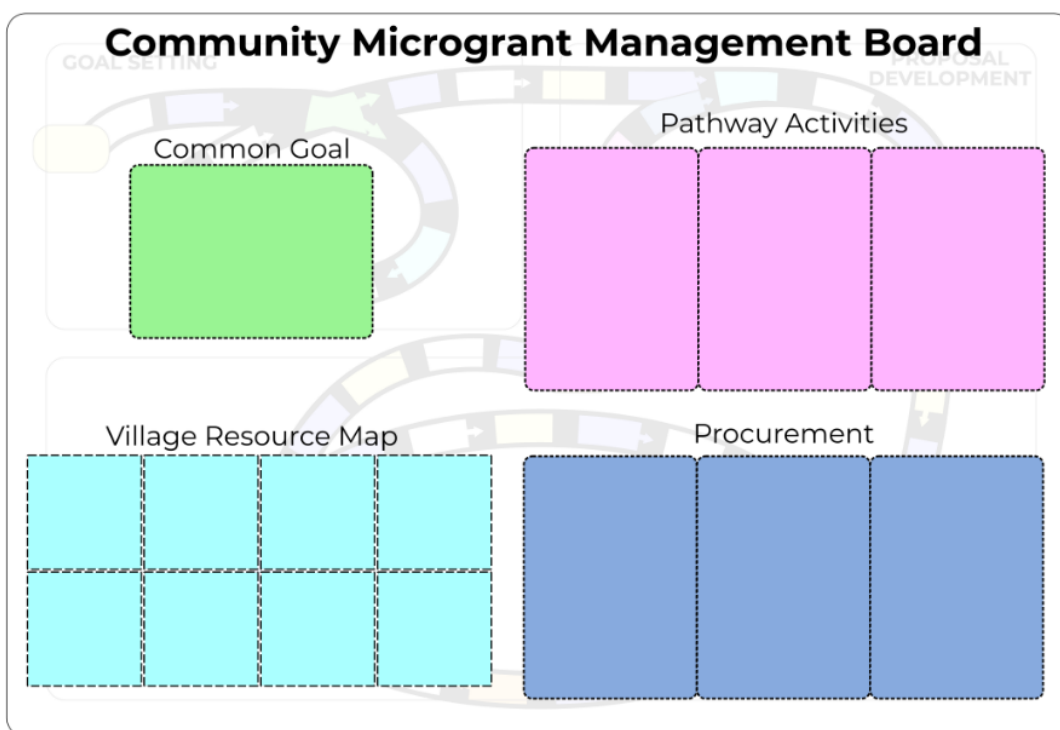
Setting up the game:

To set up the game before play:

- Place the Main Game Board in the centre of the table.
    - Shuffle all the Common Goal Cards and place them on the green Common Goal Card space in the Goal Setting Phase.
    - Shuffle all the Pathway Activity Cards and place them on the pink Pathway Activity Cards space in the Proposal Development Phase.
    - Separate the Livestock Pathway Procurement Cards, Agriculture Pathway Procurement Cards, and Education Pathway Procurement Cards. Shuffle each deck and place them in the corresponding spaces in the Proposal Development Phase.
    - Separate the Event Cards for each phase. Shuffle each deck and place them in the corresponding spaces to the left of the Implementation Phase.
    - Place the Microgrant Agreement Checklist Stand-up next to the "Microgrant Agreement" section of the Main Game Board.
    - Place the Player Stand-Up Tokens (one for each player) at the "Start" section of the Main Game Board.
- Place Community Management Boards (one for each player) beside the Main Game Board.
    - Shuffle the Village Resource Mapping Tiles and place 8 tiles face down on the Village Resource Mapping spaces on the Community Management Board.
- Place the Progress Tracker Board beside the Main Game Board.
    - Place Baseline, Midline, and Endline trackers for each player next to the Progress Tracker Board.
    - Set aside the CDD Points tracker. It is only required if you are using the "advanced scoring option".
- Place the resources, money, and dice on the table nearby.
    - It may be helpful to include small envelopes or boxes to keep resources organized.

Part 2: Playing the Game

Objective:

The overall goal of the game is to support a community's progress towards achieving a common goal by designing and implementing coherent project plan.

The player takes on the role of a Community-Based Facilitator. The player must follow the principles of Community-Driven Development to support the community in successfully completing the FCAP microgrant process.

The player does this by guiding the community through the phases of FCAP, including Goal Setting, Proposal Development, Implementation, Second Year Planning, and Follow-Up.

For more information on FCAP, see the FCAP Curriculum Training Manual from Spark MicroGrants.

Movement:

Players' positions are recorded on the board with pawn pieces. Players roll dice to move determine how many spaces to move on the board, from one to three spaces. Whenever players arrive on a space, they complete the action indicated there.
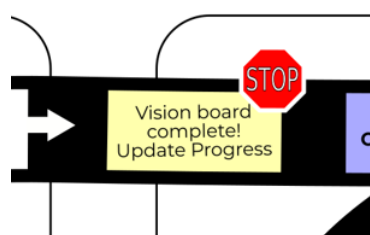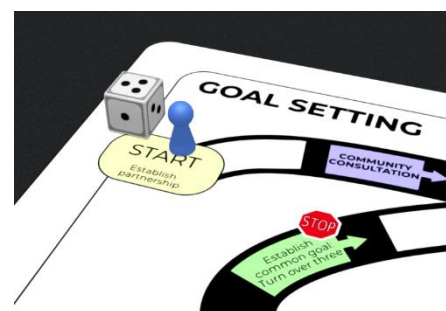
Stop Signs:

If a player reaches a red stop sign, the must stop and complete the action on that space. They must stope no matter what they have rolled on the dice. Stop signs are placed to ensure that important events happen regularly.

Resources:

Communities have access to ten different types of resources. These are:

- Money
- Workers
- Cattle
- Milk
- Seeds
- Crops
- Building Materials
- Schools
- Teachers
- Students
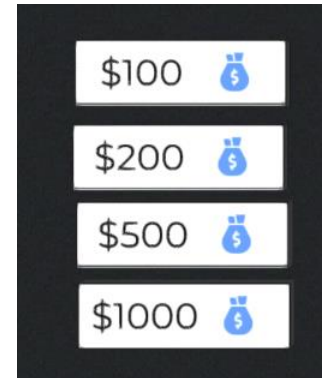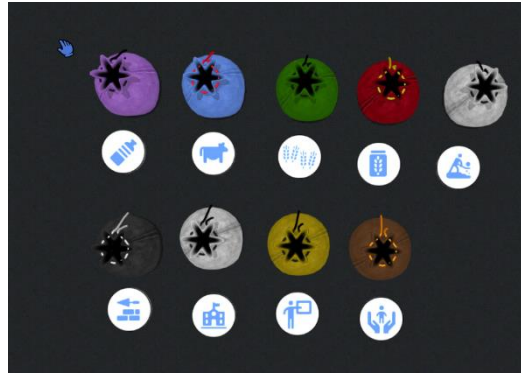
Most resources are represented by tokens. The only exception is money, which is represented by bills of different amounts.

Players keep their resources beside their player boards.

Each resource token is counted as one "point" when measuring progress towards achieving a particular Common Goal (see "Tracking Progress"). The exception is money: $1000 is considered one "point", rounding down.

Note: In the printed version of the game, resources are represented as squares. In the digital version of the game, resources are represented as circles.

FCAP Phase Loops:

Each phase of the game is built around a loop in the game track. These loops represent the key phases of FCAP.
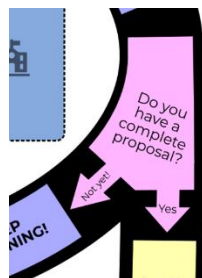
Each loop features a question regarding a players' progress towards a key milestone. If a player must answer the question "no", they must continue around the loop. Players must continue moving around the loop until the stage of work is complete.
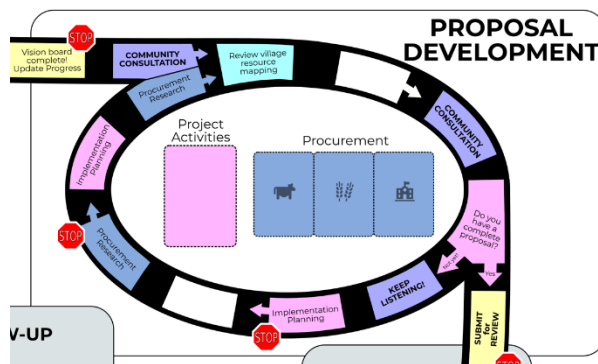
Event Cards (Community Consultation / Keep Listening):

Whenever a player lands on a space marked "Community Consultation" or "Keep Listening!" they must draw an Event Card. Event Cards represent the importance of Community-Driven Development (CDD) Principles to the FCAP process.

The player or facilitator will draw an Event Card and read out the details on the card. Every Event Card will describe something unexpected that has taken place during the FCAP process. Sometimes Event Cards will present the player with a decision to make, and sometimes the Event Card will simply describe something that the player has learned about from the community. The Event Card will describe the outcome of the event or decision. This may include receiving or losing resources, moving forwards or backwards, or making progress towards an FCAP milestone.

Each Phase of the FCAP Game has a different selection of Event Cards. This is because different types of events commonly take place at different points in the FCAP process.

Once the player resolves an Event Card, they may wish to keep the Event Card beside their Community Board to serve as a record of their decisions. This helps to review the progress of the game, and can be used to calculate the optional "CDD Principles Score" for advanced players.
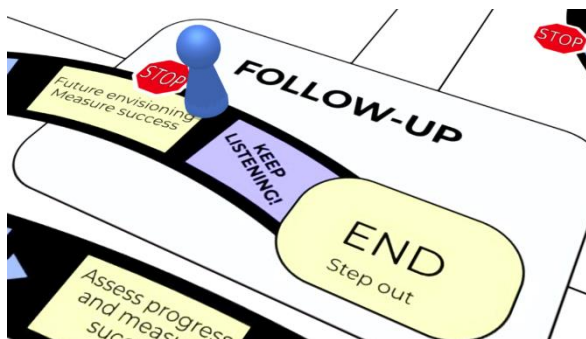
End of Game Bonus:

When playing competitively, whichever player reaches the final "End: Step Out" space first receives a small bonus.
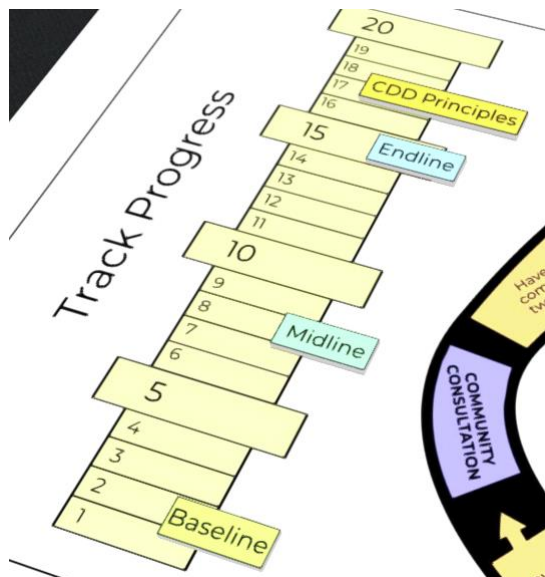
The player may choose to receive one of the following bonuses, according to their community goal:

- Two cows
- Two crops
- Three students
- $2000

This bonus is added to the Endline score (see below, "tracking progress").

Tracking Progress:

Progress in the FCAP game is tracked through three Progress Trackers. These are the Baseline, Midline, and Endline trackers, which correspond to the Monitoring and Evaluation (M&E) system required for real-life FCAP microgrant projects.

The M&E Trackers measure progress towards a community's Common Goal. For example, if the Common Goal is to raise new herds of cattle, each Cattle Resource is worth one point on the M&E Tracker.

The M&E Tracker is recorded by three tracking tokens: the Baseline, Midline, and Endline trackers.

The Baseline is measured at the first "Update Progress" space when the player moves from the Goal Setting phase to the Proposal Development Phase.

The Midline is measured at the second "Update Progress" space, during the Implementation Phase. This occurs at the end of the first year during the Second Year Planning review.

The Endline is measured at the third and final "Update Progress" space, during the Follow-Up phase after the second year of implementation.

The three trackers allows the player to observe the community's progress towards their Common Goal over time, just like a real-life M&E process.

Final Score:

Just like in real life, in the FCAP Game the effectiveness of a development project can only be measured by comparing the baseline with the endline. It is the <u>improvement of the situation in the community which is important to the FCAP process</u>. It is not the exact wealth which is important, because both in real life and in the game, every village will start FCAP with different resources available.

Therefore, the <u>final score is calculated by subtracting the endline score from the baseline score</u>.

For example if the player completes a game and the following scores are recorded:

- The baseline score is 2
- The endline score is 15
- Then the final score is 13: the progress from the baseline to the endline.
  - Note that, in this case, the village did NOT meet their goal of 15 points of growth.

Optional CDD Principles Score:

For advanced players, an optional second scoring system is the CDD Principles Tracker.

Players receive one CDD Principles Point for every Event Card they receive throughout the game. Whatever the outcome of the Event Card, the player should keep the Event Card beside their Community Board. This way, they always receive one CDD Point every time they land on a "Community Consultation" or "Keep Listening!" space. This is because regular consultation and active listening is key to CDD Principles and essential to the success of FCAP. Even when the outcome is a setback, players must engage with challenges and help the community address them.
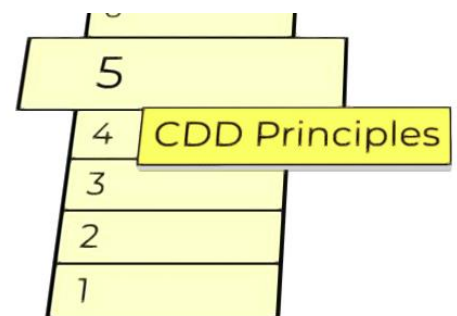
At the end of the game, the player can use the CDD Principles marker to mark their CDD Principles score. Players can then compare their CDD Principles score.

In some games, a player may have a less effective project but may have done a better job of following CDD Principles!

Part 3: Phases of the Game
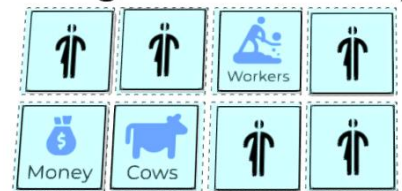
Goal Setting Phase:

During the Goal Setting Phase, the player must consult with the community to identify a Common Goal. They must also conduct a Village Resource Mapping exercise to learn about resources in the community. The player may not pass beyond the Goal Setting Phase loop until a Common Goal has been agreed upon by the community.

Village Resource Mapping:

Whenever the player lands on a "Village Resource Mapping" space, they flip over two Villager Tokens on the Village Resource Map. This represents the community members identifying potentially useful resources in their zone of the community. When a Village Resource Map Token is turned over, add a corresponding Resource Token to the Resource Bank.


Establishing a Common Goal:
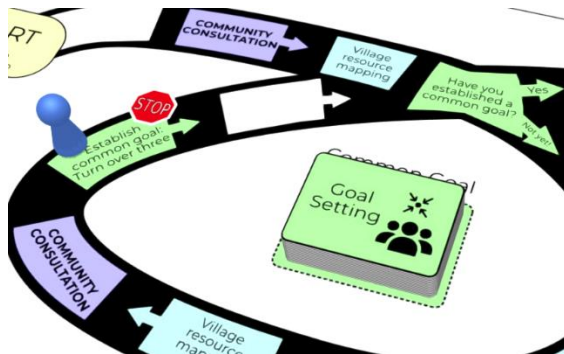
Whenever the player passes through the Goal Setting loop, they will stop at the "Establish Common Goal" space. Each time they land on this space, they turn over four cards from the Common Goal deck on the Game Board.

This represents consulting community members about the ideas they have for a goal to set in the village. The four face up Common Goal cards are kept next to the Community Board.

However, the CBF must ensure that the goal is indeed a *common* goal shared widely throughout the community, rather than an individual goal of only a few members of the community. For a goal to be considered a Common Goal, three matching Common Goal cards must be turned over.

If the CBF has not turned over three matching Common Goal cards, they must continue through the Goal Setting loop until three matching cards are revealed. In this case, the CBF has determined that the community has a common goal of raising 15 new herds of cows.
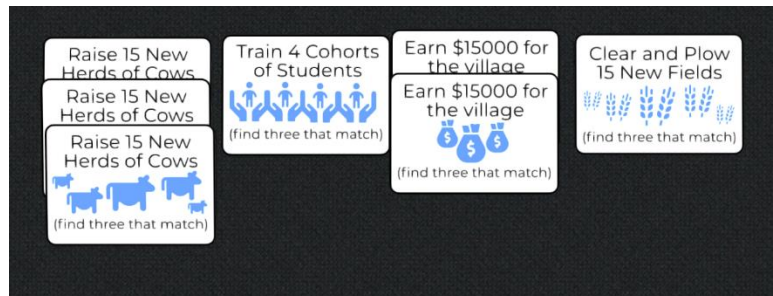
Proposal Development Phase:

During the Proposal Development Phase, CBFs support the community in developing a clear project proposal.

This requires the player to consult with the community to identify and select appropriate activities that will help the village meet their common goal. The player must also engage in procurement research to source the resources and labour needed for success.
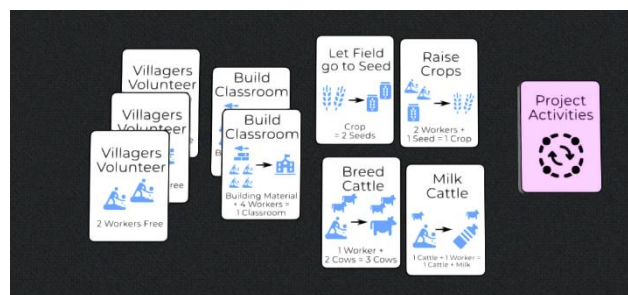
Pathway activities:
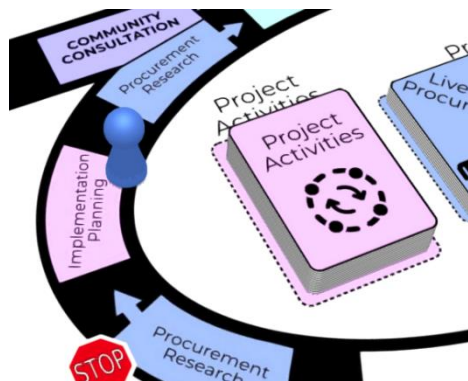
Whenever the player lands on a "Plan Pathway activities" space, they flip over four Pathway activities cards and set them alongside their Community Board. These represent ideas for pathway activities suggested by community members.

Just like in real life, sometimes these ideas are useful for achieving a common goal, and sometimes they are less useful. The CBF must support the community in selecting a series of pathway activities that will help develop a project that achieve their goals.

Before applying for a microgrant agreement, the player must choose three pathway activities and place them on the Community Board. These pathway activities should:

- Work together to make the funds or resources needed to achieve the community's goals.
- Utilize resources that are available in the community.

Below we see an example of selected pathway activities which interact to help a community raise more herds of cows.
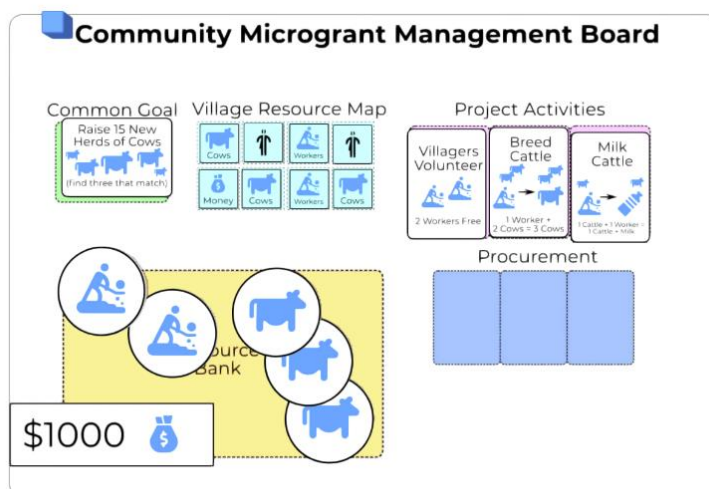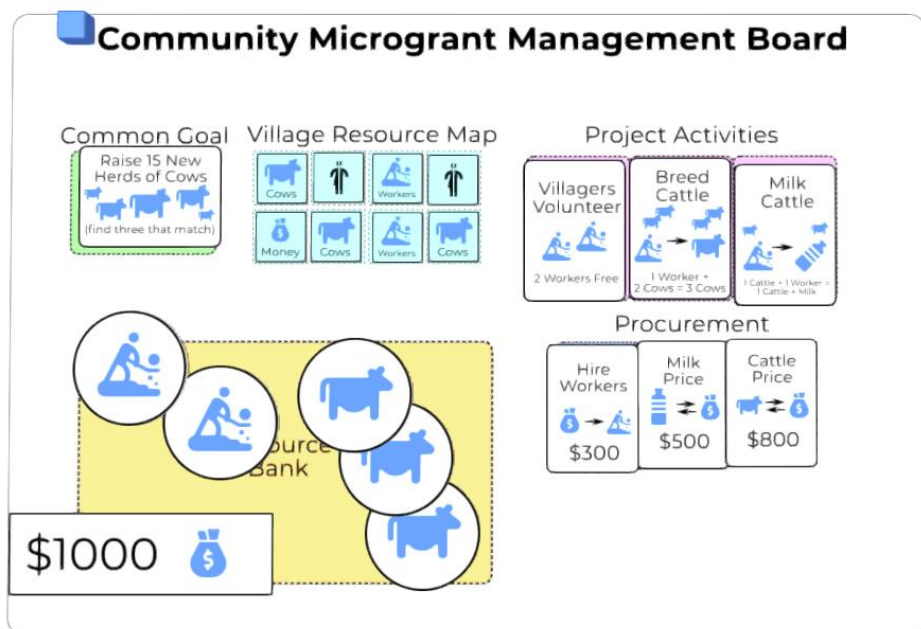
Procurement:
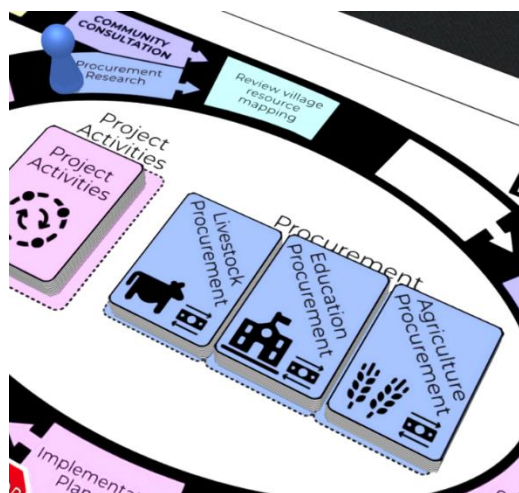
Whenever the player lands on a "Procurement Research" space, they flip over four Procurement cards and set them alongside their Community Board. Players may choose any of the three procurement categories they would like to inquire about, but may only flip over a total of four cards.

Procurement Cards represent prices for resources that have been offered by vendors to community members. These are the prices to buy and to sell goods.

As with Project Activity Cards, once a Procurement Card is flipped it is placed beside the Community Board. Before applying for a microgrant agreement, the player must choose to accept the prices offered by three vendors and place them on the Community Board. These procurement decisions should relate to the pathway activities to either buy resources required to complete actions and/or to sell the product of actions.

Submit Microgrant Proposal for Review and First Disbursement:
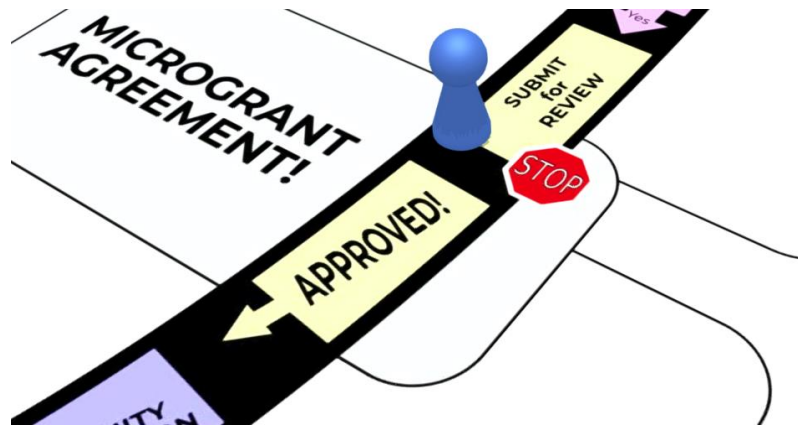
When the player has supported the community in selecting Pathway activities and completed procurement to identify prices and vendors, they have a complete proposal. At this point, they may exit the Proposal Development loop and submit their proposal for review by landing on the "Submit for Review" space.

At this time, the player must complete the Microgrant Agreement Review Checklist:

- Do you have a Common Goal?
- Do your Pathway activities support your goal?
- Does your plan allow you to produce or purchase the resources and labour required for these activities?
- Do you have a procurement plan to secure resources you need?
- Does your plan account for labour?

If you can answer "yes" to all these questions, you may receive your first grant disbursement of $4200 and proceed to the Implementation Phase.

If you answer "no" to any of these questions, you must move back three spaces and continue to revise your project proposal.

Note that the player is encouraged to spend as much of the first grant disbursement as possible before the second grant disbursement is awarded. If a player retains more than $1000 of the money awarded in the first grant disbursement, they will not receive the full amount for the second grant disbursement.

Implementation Phase:

During the Implementation Phase, CBFs support the community in developing a clear project proposal. Support the community to implement the project.

They do this by completing pathway activities, going to market to buy and sell resources, and managing resources such as money, livestock, and agricultural fields.

CBFs are encouraged to support the community in spending as much of the grant money as possible. If they do not spend the money from the first grant disbursement, they will receive less money for the second disbursement.

Complete Activities:

When the CBF lands on the "Complete Activities" space, they complete each of their Pathway activities one by one in any order. They spend any resources indicated on the card, and receive any new resources as indicated on the card.

They may only complete each project activity as many times as they like, but may not use the product of an activity in the same turn.

For example, in this situation, the player may breed cattle twice, as they have four cattle and two workers. After completing this action, they will have no workers and six cattle. They could not milk the two new cattle, however, until the next time they land on a "Complete Activities" space.
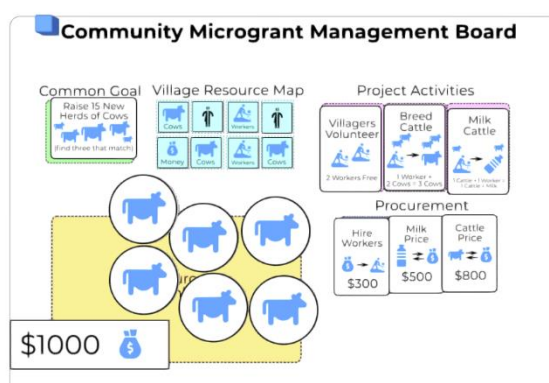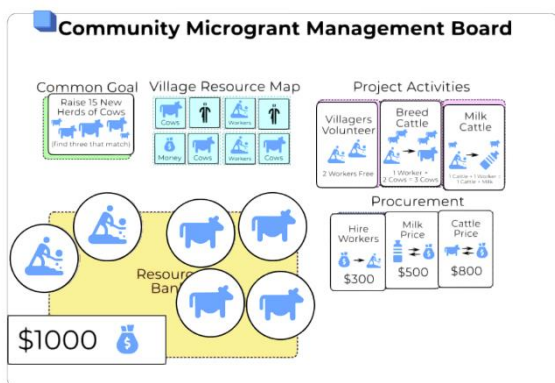
Market Opens:

As soon as a player lands on the "Market Opens" space, they are able to buy and sell resources at the prices indicated on their Community Board. Once the market is open, they can buy and sell at any time, on any turn.

However, like with the "Complete Activities" action, players can buy or sell as many times as they like, but may not use the newly purchased resources in the same turn.

Fore example, in this situation, a player may sell two Milk resources for $1000 total ($500 each), bringing their cash total to $2000. They can then buy two more cattle for $1600 total ($800 each), leaving them with $400.
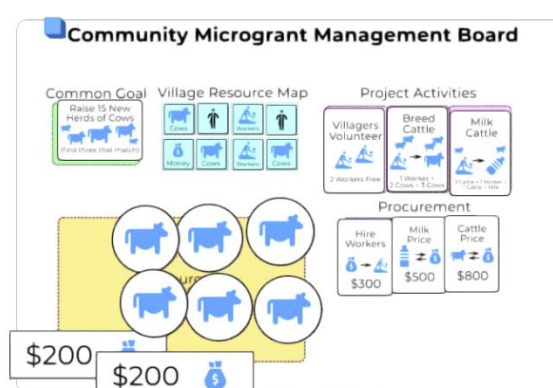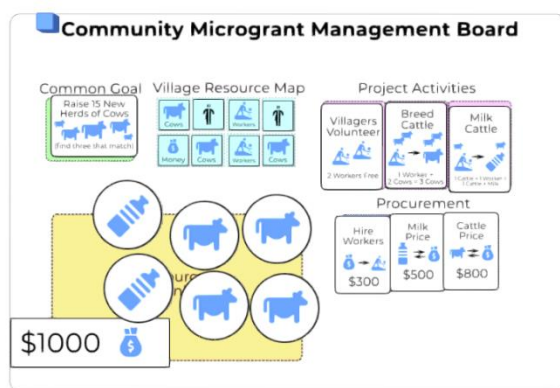
Second Year Planning Phase:

When the player completes their first year of implementation, they automatically move to the Second Year Planning Phase. During second year planning, they assess their progress using the "Midline" tracker on the Progress Track.

As with measuring the project baseline, measure progress towards the Common Goal by assigning one point per resource indicated on the Common Goal card. For example, if the Common Goal is to raise new herds of cattle, each Cattle Resource is worth one point on the M&E Tracker. If the goal is to raise money, $1000 is worth 1 point.

Revise Project Plans:

Before beginning year two, the player can review their project plan and make changes if they are not satisfied with their progress. At this point, they may swap out any Project Activity cards on the Community Board with Project Activity cards they have previously identified.
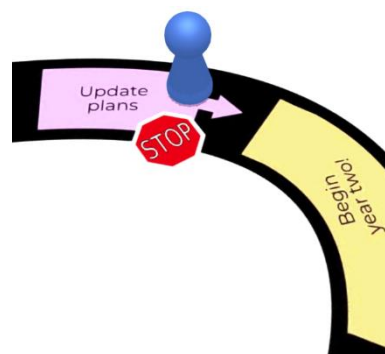
Project Review and Second Disbursement:

Once Year Two Implementation begins, receive the second Microgrant Disbursement of $3800. However, if the player has more than $1000 remaining from the first disbursement, they receive only enough of the second disbursement to total $3800.

For example, if the player has $1800 remaining, they will receive only $2000 for the second disbursement. However, the player can immediately use the Market before receiving the second disbursement in order to reduce their funds and qualify for the full amount.

(Special case: if the common goal is to raise funds for the village, they will always receive the full amount for the second disbursement.)
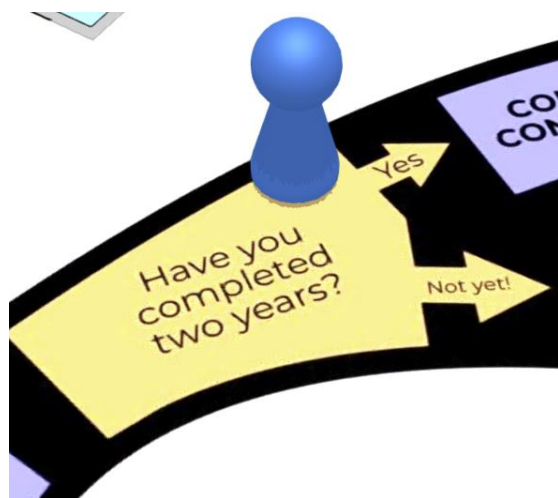
Year Two Implementation then begins. Year Two Implementation follows the exact same process as Year One Implementation, except that when the player must exit the Implementation Phase loop at the end of Year Two.

Follow-Up Phase:

When the player arrives at the Follow-Up Phase, they prepare to conclude the project and leave the community to independently manage the project going forward.

During the Follow-Up Phase, the player measures progress for the last time and places the Endline marker on the Progress Track.
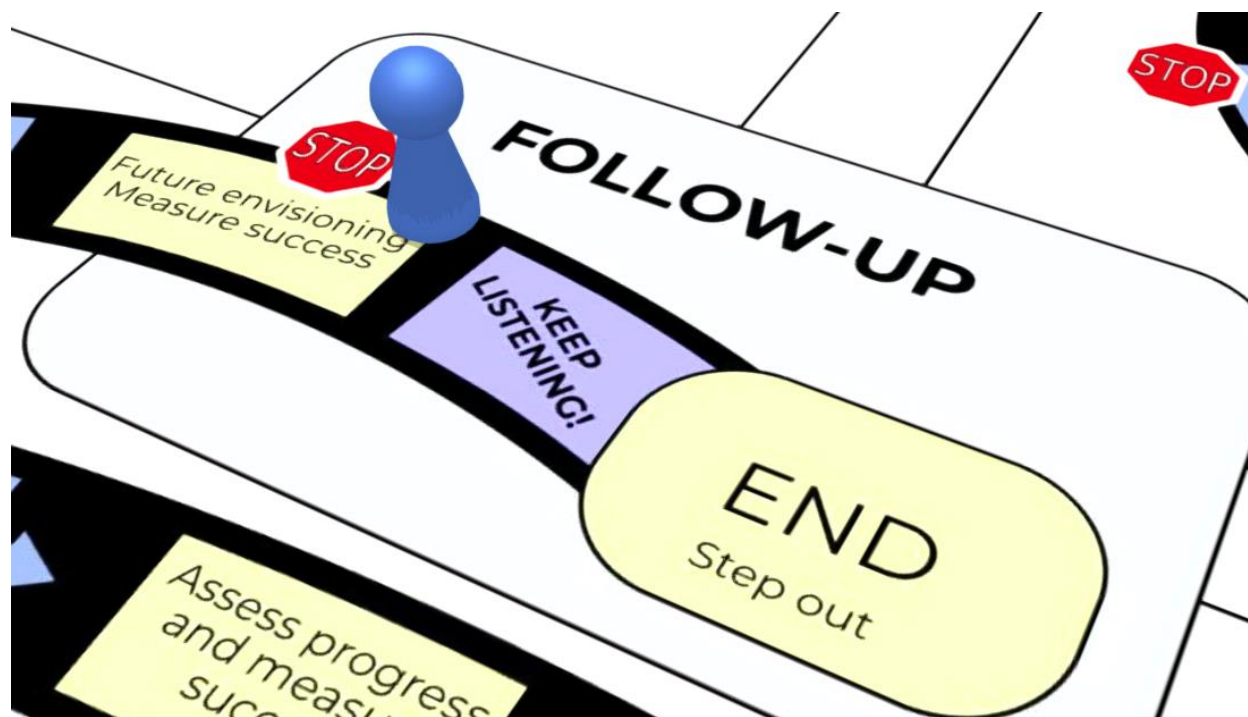
The first player to reach the "End" space receives a bonus (see "End of Game Bonus" in Section 2).

When players reach the "end" stage, they may calculate their final score (see "Final Score" in Section 2).

Part 4: Facilitation Notes and Quick Reference

These notes will help facilitators quickly reference key FCAP Game rules.

Throughout:

- "Community Consultation" or "Keep Listening!" spaces: increase CDD Principles Score by one point and turn over an Event Card from the correct Phase. Read out the Event Card and apply the effects.
- "Measure Progress" space: Update the appropriate M&E Tracker (Baseline, Midline, or Endline) to measure progress towards the Common Goal. For example, if the Common Goal is to raise new herds of cattle, each Cattle Resource is worth one point on the M&E Tracker.
- If Common Goal, Project Activity, or Procurement Card draw piles are ever exhausted, players must choose three of each card to retain, and return the others to the draw pile. The draw pile should be shuffled before play resumes.

Goal Setting Phase:

- "Village Resource Mapping" space: Turn over one Villager Token on the Community Board.
    - Add the appropriate resource to the Resource Bank.
- "Establish Common Goal" space: Turn over four Common Goal cards and place them beside the Community Board.
    - Check if three matching goals have been revealed.

Proposal Development Phase:

- "Pathway activities" space: Turn over four Project Activity cards and place them beside the Community Board.
    - Decide if you want to add any Project Activity cards to the Community Board.
- "Procurement" space: Turn over four Procurement cards and place them beside the Community Board.
    - Decide if you want to add any Procurement cards to the space on the Community Board.
- "Submit for Review" space: Complete the Microgrant Agreement Checklist:
    - Do you have a Common Goal?
    - Do your Pathway activities support your goal?
    - Does your plan allow you to produce or purchase the resources and labour required for these activities?
    - Do you have a procurement plan to secure resources you need?
    - Does your plan account for labour?
- If "yes", receive your first grant disbursement of $4200 and proceed.
- If "no", move back three spaces and revise your project proposal.

Implementation Phase:

- "Complete Activities" space: complete the actions on the Pathway activities cards on the Community Board.
    - Activities can be completed more than once, but can only use resources that were present at the start of the turn.
- "Market Opens" space: once the player passes the "Market Opens" space, they may buy or sell resources at prices written on Procurement Cards on the Community Board.
    - You can buy or sell once per turn for the remainder of the game.
    - You can buy or sell as many times as you like, but may not use the newly purchased resources in the same turn (with the exception of Money).

Second Year Planning Phase:

- Update project plan based on Midline "Measure Progress" results.
    - If the player wants to swap any Pathway Activity or Procurement cards at this point, they may do so.
- Receive second grant disbursement of $3800.
    - If the player has more than $1000 left from the first disbursement, the player does not receive the full amount. The player only receives enough money to have $3800 total.
    - The player may go to market immediately before calculating the second grant disbursal amount to have less than $1000 and receive the full second disbursement.
- Implement Year Two by the same rules as Year One.

Follow-Up Phase:

- Final scoring.
    - The <u>final score is calculated by subtracting the endline score from the baseline score</u>.
    - Optional CDD Principles Points can be scored (for advanced players only).