



GENERAL GUIDANCE NOTES FOR “HOST” ORGANISATIONS

(a) What do we want from our “host” organisations?

Each organisation will be asked to meet certain criteria (see (g) below) and to undertake as much public consultation as possible with the aim of getting more people to take part in their community and rejuvenate local democracy.

We will also expect organisations to work within the framework of the national PB values, principles and standards. More information about these is available from the national PB Unit <http://www.participatorybudgeting.org.uk/>.

Ideally we want to see a diverse range of PB projects across the Borough showing how PB can work at different levels, in different settings and dealing with different issues and in sectors where it has not been used before. We would like to see as many people as possible deciding how the money should be spent.

We are particularly keen on projects that involve local people and communities who would not ordinarily interact with each other or get involved.

(b) Who can apply?

This funding is only available to groups, organisations or partnerships within each specified geographical areas or in the case of the Older People’s Network for projects relating to your particular community.

(c) What we will fund

We will allocate £10,000 for projects in your area which MUST be decided by local people and not the “host” organisation. This can be the total pot for your projects or you can add to it. The ‘pot’ cannot be spent on administration or other project costs.

You will need to identify resources to cover the costs of running your PB exercise. These costs might include travel and time expenses for your steering group, room hire, equipment and materials for voting etc. If you need help with these costs, then please contact your Facilitator as there is a small amount of funding available for this purpose.

(d) The support we will provide

As well as funding, we will provide a “Your Borough, Your Say” PB toolkit which includes advice and tools to help you with your PB exercise. A Neighbourhoods & Communities Team Facilitator and a Community Development Worker will also provide advice and support throughout the process.

(e) When should the money be spent by?

The ‘deciding’ part of your PB exercise has to be completed and evaluated by 1 March 2010 eg if you decide to have a decision day, this needs to have taken place by then. However, the money should be spent within six months of it being allocated.

(f) When should the PB exercise be evaluated?

The Steering Group should provide evidence of each stage of the decision making process as part of the overall evaluation of their PB exercise. Each funded project will also need to be evaluated using the PB evaluation framework provided.

(g) What do we expect from “host” organisations?

We expect the following criteria to be met otherwise the allocation of funding to your organisation may be withdrawn:

- To use the provided PB evaluation framework to evaluate your PB exercise, and the outcomes of any projects or activities funded by your exercise
- You should agree to us publishing our evaluation of your PB exercise
- To provide a case study (template provided) for our “Your Borough, Your Say” PB toolkit
- To brand your project with the logos that we will provide to you and these must be used when you publicise or talk about your project so that people know that the funding came from our project
- To provide spokespeople who are able to talk about the PB exercise to local media and/or provide quotes for media releases
- To focus on projects that support community cohesion
- To keep a visual record of the different stages of the process and any public events ie photos/DVD
- To comply with normal project management standards ie undertake risk assessments and ensure that all the proper financial checks are in place for holding the money if applicable

- To demonstrate that:
 - local people and elected members are involved
 - local people decide how the funding pot is allocated
 - the funding pot is only used for the 'budget' and for no other purpose
 - funded projects/activities are based on local priorities/evidence of need

(h) **So what should you do next?**

You should follow the process for PB set out in the toolkit.

(i) **If you want more information**

If you have any questions not answered by this guidance, please contact your Neighbourhoods and Communities Team Facilitator as detailed below:

Cobholm, Southtown & Halfway House – Holly Notcutt 846444 / 07825732052

Magdalen, Shrublands & Elmhurst Court – Julie Woods 07825724481

South & Central Yarmouth – Leon De Beer 845928

Belton Parish Council – Sarah Davis 845923

Martham Parish Council - Sarah Davis 845923

Older People's Network – Valerie Cadmore 846211/07500570177