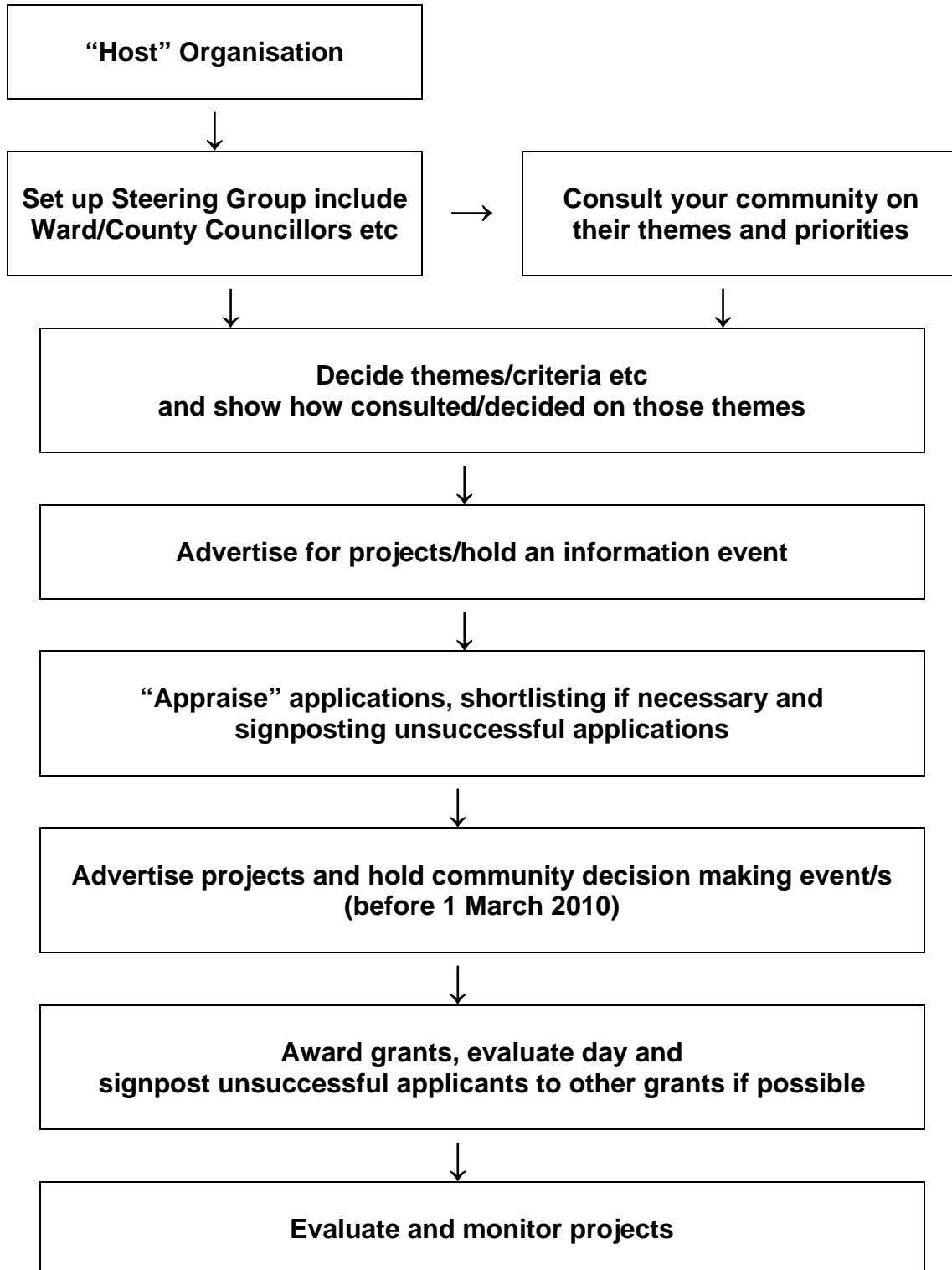




# PROCESS FOR PARTICIPATORY BUDGETING





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## Stage 1 – Preparation (October):

- Form a Steering Group including:
  - Representatives from your community – not just Neighbourhood Board/Parish Council members
  - Ward and County Councillors
  - Other relevant Councillors (ie appointed to your Board)
  - Your Neighbourhoods & Communities' Team facilitator
  - Your Community Development Worker
- Decide the name of PB exercise ie Your....., Your Decision
- Consider and adopt minimum criteria for projects eg
  - Will there be a maximum grant available per project or geographical area?
  - Will it need to meet specific LAA targets? (Community Cohesion funded PB exercises must focus on projects meeting NI1)
- Prepare briefing and publicity material for process
- Consider themes/priorities for the area (taking account of relevant LAA targets) eg health interventions, environment, youth activities etc by:
  - Checking Neighbourhood Charters/Community Plans/Parish Plans
  - Using existing groups to ask communities for their priorities
  - Will applications be confined to a particular area, community of interest, identity or purpose?

NOTE: You must be able to show how you decided the themes/priorities as part of the evaluation of your PB exercise

- Decide how to invite project ideas and applications from residents, groups and organisations eg hold an information event to publicise the scheme, liaise with potential applicants and distribute application forms

NOTE: Groups do not have to be constituted. Individual residents and statutory agencies can suggest project ideas

- Decide how your community will determine the applications eg hold a decision making event, ballot etc

NOTE: You must make sure you engage those you wouldn't normally involve and hard to reach groups, recording this for evaluation purposes

- Agree a timetable and calendar of events
- Develop a scoring criteria/matrix to ensure transparency eg can children vote
- Publish details of the management and planning process for your PB exercise
- Decide how and when projects will be monitored and evaluated

## **Stage 2 – Invite Applications (December/January):**

- Steering Group invite voluntary, community and statutory providers to submit applications for projects under the pre-agreed themes/priorities
- Send information packs and application forms to interested groups
- Appraise project proposals to feedback any issues/concerns eg Health & Safety, legality etc – this is NOT a selection panel but can shortlist if necessary using pre-agreed criteria ie:
  - Will the project make a difference?
  - Is it innovative?
  - Will it give value for money?
  - Is the project sustainable?
  - Will it benefit other places in the Borough?
- Signpost projects to statutory agencies if around service delivery and to other grant providers if available

## **Stage 3 – Decide on Applications (before 1 March 2010):**

- Hold your decision making event/ballot etc – you should ensure that:
  - Residents are registered (to ensure they live in the area)
  - Allow residents to declare an interest (and not vote on that project)
  - Present projects and allow them to be discussed before vote taken if possible
- Collate votes and announce results as quickly as possible – this should be done in a transparent way, especially if a ballot is held
- Evaluate decision making event/s and voting process

## **Stage 4 - Follow up Procedures (March to September 2010):**

- Issue an agreement letter and release funding to successful projects

- Monitor project delivery and evaluate as agreed
- Signpost unsuccessful projects where possible to other grants/statutory providers

**NOTE:**

When holding any public events you must take account of equality and access issues eg provide large print info, signing, hearing loop, child care etc