



PARTICIPATORY BUDGETING AGREEMENT FORM FOR “HOST” ORGANISATIONS

Please complete the form in plain English, without using any acronyms.
Please tick here to confirm that you have read the guidance notes

About your organisation

Q1 Name of lead group, organisation or partnership

Q2 Address

Main contact for this application

Q3 Title / name / surname

Q4 Position

Q5 Email

Q6 Phone

Working together

Q7 Does your PB exercise involve any other groups, organisations or partnerships?
If yes, please list them here.

About your PB exercise

Q8 What is the name of your PB exercise?

Q9 How do you intend to run your PB exercise? (please describe briefly)

Who you are involving

Q10 Approximately how many local people do you expect to involve in your PB exercise?

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Q11 Please give details of the types of people you hope to involve eg young, disabled, older people, disadvantaged people living in rural/urban areas etc:

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About your project

Q12 What are the key milestones for your PB exercise?

What will you be doing?	When will you be doing it?

Q13 What are your anticipated overall project costs ie your contribution to the project? (Please add more lines if you need to)

Cost	Amount
Staff time	
Venues	
Travel and other expenses	
Printing / postage	
Additional funding for decision-making pot	
Match funding from other sources	

Q14 Do you need help with the costs? (If so, state what it is for and how much you need but bear in mind it may not be possible to reimburse all the costs requested):

Cost	Amount

Your commitment

(a) Our Criteria

One of the aims of PB in the Borough is to share learning and build expertise. We will expect you:

- To use the provided evaluation framework to evaluate your PB exercise, and the outcomes of any projects or activities funded by your exercise
- To agree to us publishing the evaluation of your PB exercise

- To provide a case study (template provided)
- To brand your project with the logos that we will provide to you
- To provide spokespeople who are able to talk about the project 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

(b) National PB Unit Values, Principles and Standards

We would like you to look at the following values identified by the National PB Unit and show how you have worked within this framework as part of the evaluation process:

Local ownership	How do you plan to involve local people?
Direct involvement	What decisions will local people be making?
Support for representative democracy	How will your exercise involve elected Councillors?
Mainstream Involvement	How will your PB exercise help us to move towards using PB to allocate mainstream budgets?
Accessibility	How will you make sure that everyone, especially underrepresented groups, are able to take part in your PB exercise?
Transparency	How will you make sure your PB exercise has clear and open processes?
Deliberation	What ideas do you have for building debate, thoughtful consideration and deliberation into your PB exercise?
Empowerment	How will your PB exercise empower individuals and communities?
Shared responsibility	Who will you involve in your PB exercise and how?

Q15 I confirm that our PB exercise will honour these commitments.

Q16 I confirm that this proposed exercise meets our own organisation's policies.

Signed:

Dated:

Please send your completed agreement form to Sarah Davis, Communities Policy Officer, Neighbourhood Centre, 143 King Street, Great Yarmouth, NR30 2PQ or email to sed@great-yarmouth.gov.uk by 6 November 2009.