



YOUR....., YOUR DECISION

GUIDANCE FOR PARTICIPATORY BUDGETING RECIPIENTS

About the Participatory Budgeting Scheme

Are you a resident who has an idea for improving your area or a member of a local community group or charity which would benefit from a funding boost? If so, Great Yarmouth Borough Council's Participatory Budgeting Scheme "Your Borough, Your Say" could help. *[name of host org]* has been allocated £10,000 to spend on projects in the area that promote a cohesive community and get more people involved.

Requesting a Grant

Requesting a grant is very straightforward. Once submitted, your application will be appraised by *[name of host org]*. A decision on the applications will be made on *[date and details of how decided ie decision day event]*

Questions and Answers

Who can receive a grant?

Grants can only be paid to an organisation with its own bank account. Individuals can request a grant, but payments must be paid through an organisation.

Is there a limit to the grant I can request?

There is no limit within the £10,000. *[host org decide this]* A grant may be given to fully or partly support a request. Once the budget is spent, further funds will not be available.

My project would help people in the area but is not physically based there. Can I still request funding?

Yes, funding can be awarded for an activity taking place outside the area (ie if a suitable venue is not available locally) provided it is for people from within the area.

My project is already running – can I request funding?

Yes, but only if there are still activities which require funding.

Can a statutory organisation make a request?

Yes, assuming that this does not go against a policy decision of the council.

What records do we need to keep if we receive a grant?

You will need to obtain and retain evidence of expenditure for audit purposes. This includes invoices and receipts.

What evaluation will we need to undertake if we are successful?

You will be expected to produce a brief evaluation showing how the grant was used and how effectively it addressed the aims outlined in your request form. This can be supplemented with other material such as press reports.