

Participatory Budgeting - Planning your project

Initial considerations	Decisions/Tasks
<p>Project Name You may want to give the project a catchy title.</p>	
<p>Priorities Set your priorities. Are there any local needs, issues and priorities you may want the funding to help address? Have you done or do you want to/have time to do community consultation to identify needs/priorities?</p>	
<p>Principles Take time to understand whole process, discuss possible hitches and potential solutions, eg not enough applications, unspent funds, reallocating funds etc - things to consider</p>	
<p>Plan Your Timeline Set a date for your event. When do you want/need to finish the project? Plot milestones. Draw up a timeline of things to do working back from your event date.</p>	



Bidding process	Decisions/Tasks
<p>Set Eligibility Criteria Who can apply? – e.g. community groups with a constitution and bank account, parent councils etc. How much can be applied for? Is there a cap on the amount? How many times can any one group apply?</p>	
<p>Advertising How might you best advertise/spread the word about your project? e.g. Press release, Public Meetings, Social media, Contact lists, posters, flyers etc. How will you target and inform groups who may wish to apply for funding?</p>	
<p>Design and plan distribution of application forms. Include all necessary information and criteria groups will need.</p>	
<p>Set a Deadline for return of applications.</p>	
<p>Plan a Meeting to sift and approve/reject applications – consider who will be involved?</p>	
<p>Inform applicants if they are through to the public vote and communicate any relevant information, eg: prepare a 3 min presentation to showcase their project</p>	
<p>How will you publicise the Voting Day? How will you invite and inform the public about the projects that are up for the public vote?</p>	



Voting Day	Decisions/Tasks
Event Planning What kind of event do we want to have? Presentations/Stalls etc. How do we best encourage our communities to attend? Are there any issues we need to be aware of? Where? When? What? Who? How?	
Confirm Date	
Book Venue	
Voting criteria? Who is eligible to vote? e.g.: geography, age etc	
Identify a Master of ceremony/Compere	
Identify people to count the votes and the mechanism you will use e.g. paper/computer	
Catering What will you provide? – teas / coffees	
Consider entertainment while votes are counted	
Agree Voting scheme and design voting slips	
Presentation Of Cheques Who will do this? Do you want big dummy cheques?	
Press / photographs Contact, invite, inform	
Design Feedback forms for the day	



Post Event	Decisions/Tasks
Issue acceptance forms to successful bidders. Once signed & returned issue cheques. Set a return by date.	
Monitoring of project delivery – seek progress reports via quarterly monitoring forms with return dates. Deal with any issues arising as soon as possible.	
Unsuccessful Applicants – signpost these elsewhere for funding if possible?	
Have the projects that were successful met all the community priorities identified? If there are gaps consider how we can encourage things to happen in these areas? E.g. young people/older people/community getting together.	
Evaluation – have individual projects achieved their aims? Has PB had a positive impact on the community? Was everyone aware of the project?	
Recommendations for future projects	
Any other thoughts	

