XXXXXXXXX

You Decide

Guidance Notes for Applicants

Voting Event

Date:????

Time:????

Venue:????

Please return completed forms by?? on ????

Guidance Notes to be used in Conjunction with the Participatory Budgeting (PB) Application Form

Applications are invited from individuals and groups/organisations living/based/operating within the XXXXXXXXX Area

1. Individuals groups, and organisation must be based or provide a service within ????? area and projects must directly benefit the residents ????? area.

2. If you do not have a constitution/bank account, you can organise a host organisation. This organisation will administer any awards made to your group, for example, if your application is for equipment, the host organisation can order and pay invoices on your behalf. **You must have this in place before submitting your application**, a host agreement form is available from ???? which will help you set out a clear agreement with your host organisation.

3. Each Individual, group and organisation can submit up to **?** applications, which **MUST** be for different projects. **This funding is not open to schools, but parent association/pupil council may apply but not for core activities.**

4. The maximum amount for any one bid will be **£???** and there is **??** minimum amount.

5. If you're total project cost is more than £??? you may also apply for part funding, but please provide details of other funding sources for your project.

6. The short description of the project that you provide will be used in an information leaflet to be available at the event.

7. Your project must start after **????** and be completed by **????**.

8. The process must be fully open and transparent and comply with equalities legislation.

9. If the award awarded cannot be used for the project outlined, please contact the Community Investment Team, Vibrant Communities in the first instance.

10. If the award is used for any other purposes without first speaking to the Community Investment Team, you will be asked to pay it back.

11. Any items or equipment purchased with the award must remain the property of the organisation applying for the use in the community of Dunlop and Lugton. If an organisation moves out of the area or ceases to operate, any equipment purchased must be returned to the community.

12. Your project must fit within the identified themes of Clean, Green and Vibrant.

13. All applications **MUST** be returned as stated in the application form by **?? on ????**, groups will be informed by **????**. **Any applications submitted after that time will not be accepted.**

14. Applications will be reviewed by the PB Steering group to ensure they fit within the themes of ?????**.**

15. Groups going through to the next round will be advised by **????**.

16. Successful groups will be invited to provide a display which must fit on 6ft table top at the Community event on **???????**. All the displays will then be voted on by members of the local community attending the event.

17. Anyone aged **??** and attending school, living, working or member of a community group in the area is eligible to vote

Project Monitoring/Evaluation

- All projects receiving funding will be required to undertake project monitoring and evaluation.

- At the end of the project period, all projects will be required to return a short evaluation form and show all expenses with relevant receipts.

- Where possible photographs of your project should be taken and produced as part of this process, please ensure that the relevant permissions are in place before doing so.

- A selection of projects will be visited by 2/3 members of the steering group at a date and time agreed.

- This visit will focus on who was involved, what difference the project has made to the participants/community and any future developments.

A drop in session is being held on**???? at ????** for anyone who is interested in making an application but would like further information/advice to do so. If you would like to speak to Vibrant Communities staff about your project please come along and have a chat.

PLEASE MAKE SURE YOU COMPLETE ALL QUESTIONS

Please be aware that photographs and videos will be taken at this event.

Please tell us in advance if this causes any issues for you or your group.