



# North Ayrshire Community Planning Partnership

## Participatory Budgeting Application Form for Bidders

Please use accompanying guidance when completing your application

### Essential Criteria

1. You must be an individual or community group providing a service in, or benefit to, the (Kilwinning) area.
2. You must help to keep people in (Kilwinning) SAFE, HEALTHY, ACTIVE or WORKING.
3. You can apply for any amount up to £700.
4. Be able to spend the funds within 12 months if successful.
5. Be able to attend the whole "Decision day" event on Saturday 19 March 2016.
6. Have any legal permission required to carry out your project.
7. Allow your project to be used in any promotional material.
8. Submit your application by 5pm on 9 March 2016.

1. What is the name of your organisation (if applicable)

2. Tell us about your group (What do you do?)

3. Please summarise the project you would use the money for **in 30 words**. (This will be used in publicity material)



9. What difference will the project make and who will benefit?

10. Is your group open to all?

Yes, we welcome people of all ages, ethnicities and abilities in our projects!

No!

Please explain why ....

11. Please tell us how many people you think your project will help?

12. If successful, please confirm that you will be able to spend the funds you receive within 12 months

Yes  No

13. Do you have a bank account to which the funds would be payable (this will not prevent an award if successful)

Yes  No

14. Do you need any special permission or insurance to carry out your project?

Yes  No

15. Please provide your contact details

Name: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**When completed please return either by post to : PB Team, St Johns Primary School Base, Stevenston KA20 4HH or email: [participatorybudgeting@north-ayrshire.gov.uk](mailto:participatorybudgeting@north-ayrshire.gov.uk)**

**North Ayrshire Community Planning Partnership**  
**Participatory Budgeting Application Form for Bidders - Guidance Notes**

**Your Money You Decide-** is a way for local people to choose which projects in their area, they want funded. Local groups or individuals can bid for money. They present their project on the day to local people who vote in person at the event. The votes are counted and money given to those with the highest number of votes.

The following guidance aims to help you complete the application and understand what our panel, which includes NAC staff and community members, will look for in your application.

**Question 1:** If you are applying as an individual please insert your name. If you are applying on behalf of a group please insert the group's name. These details may be included in an information pack for communities to consider on decision day.

**Question 2:** Please tell us about which activities you or your group are usually involved in?

**Question 3:** This summary may be included in an information pack to help local people decide how to vote on decision day.

**Question 4:** Please state if your project will benefit the Kilwinning area. Please also tell us if you are based there.

**Question 5:** The maximum for any bid is £700, though applicants can bid for any amount below this total. There is no lower limit for applications. Any other funds would be from other sources or through your own fundraising.

**Question 6:** Please tick appropriate box

**Question 7:** Please give brief details about how you will spend the money. Provide approximate figures in the cost column.

**Question 8:** Please take this opportunity to tell us more about your idea. Please expand on the summary you provided in question three. For example, tell us what activities or services you will provide.

**Question 9:** Please tell us what difference your project will make and how will it help the people of Kilwinning. We will ask for your feedback on how the project/idea has gone, approximately 6 months after the funds have been provided. This may be completing a simple form or perhaps attending an event to tell others about the experience.

**Question 10:** North Ayrshire suffers from high levels of social and health inequality. There are three ways of trying to address these. Services can be provided to all of the community (known as universal services); services can be provided specifically to vulnerable groups (targeted); or they can be provided to all of the community with additional support to engage vulnerable community members (proportionately universal).

**Question 11:** We do not require specific numbers in your application although you may be asked for these at the end of your project. An estimate on your application will help indicate how large your project is.

**Question 12:** The money you are bidding for is part of an allocation of funds from Scottish Government. This money must be spent within one year of you receiving it. Please confirm if you would be able to do this

**Question 13:** If you do not already have an account set up, we can provide support with this by putting you in touch with a "host" organisation. This will be a constituted community group who can provide support and mentoring and they will be able to keep your money safe for you.

**Monies will not be deposited in an individuals' personal current account.**

**Question 14:** We may ask for evidence of permissions and or insurance. For example permission of council and civic space landowners to be secured.

**Question 15:** Please provide details of the relevant person to contact about your bid.