**Our Voice, Our Choice, Our Port Participatory Budgeting 2022 Funding Application**

**Participatory Budgeting Funding Opportunity for Newport**

**Events are to be held online on the 26th and 27th February, and 5th and 6th March 2022 (you will be informed of the date of your event once all applications have been sifted)**

The Small Projects Fund (funding applications up to £5,000)

The Large Projects Fund (funding applications between £5,000 and £15,000)

**Participatory Budgeting Funding Opportunity for Newport**

Newport City Council and Aneurin Bevan University Health Board have made £415,000 available for a Participatory Budgeting (PB) programme that focuses on helping vulnerable people and supporting local communities to emerge from the impact of COVID-19.

Participatory Budgeting puts community members in control of allocating funds to projects that benefit the community. PB is a democratic process where applicants that meet the criteria set out below, are asked to make a short video about their project and Newport residents vote for the projects that they believe will be of most benefit to the community.

*If you would like more information on the PB process please*[*click here*](https://docs.google.com/document/d/1OJJnQTFXO_Ead3ZDwjuDDyvLmzJXqSuse4rnlWyp4aw/edit?usp=sharing)*to go to our FAQ document.*

Any community group, resident or not-for-profit distribution organisation can apply for a share of the £415,000. Your application needs to benefit at least one of the nine groups **AND**address one of the five themes listed below.

**9 Groups:**

* Black, Asian, and Minority Ethnic Communities
* Disabled People and Carers
* Older People and Carers
* Young People (10- 17)
* Young People 18- 25
* LGBTQ+ People
* Refugees, Asylum Seekers
* Welsh Speakers
* People Facing Socio-economic Disadvantage (Communities Of Interest And Place)

**5 Themes:**

* Information and Access
* Back to life
* Mental Health and Wellbeing
* Building Resilience
* Community Cohesion

 **How Does the PB Process Work?**

The local community will decide who is awarded the money based on the projects that they like the most, the process is as follows:

1. The funds will be split over two events.
2. £290,500 has been allocated to applicants submitting applications for funding up to a maximum of **£5,000**for their project.
3. £124,500 has been allocated to applicants submitting applications for funding between **£5,000 and £15,000**for their project.
4. Application forms will be checked to ensure that they meet the full criteria **(set out below).**
5. Applicants that meet the criteria will be invited to put together a 3-minute video in support of their application. Each film will be shown in sequence at a decision day event and the community will then be allowed to vote once for each project.
6. At the event, the community and other groups will be in attendance and they will vote on the projects being presented to them.
7. Votes are counted on the day, and the winning projects will be informed of their success before the event closes.

**Who Can Apply for the funding?**

* Applications are welcome from any individual or organisation that is **not for profit distribution.**
* We welcome bids from young people aged 11+. If you are under 16 we will require a consent form signed by a responsible adult, charity, or organisation who are happy to act as a supporter (and hold the funding in their account if successful)
* Applications from constituted and un-constituted groups will be welcomed in the smaller pot (up to £5,000). Advice will be available to support un-constituted groups to become constituted should they wish to do so, otherwise they will need to have a support partner.
* Applications for £5 – 15,000 will only be accepted from constituted groups.
* Applications are welcome from anywhere in Wales, but **all activities/ interventions and legacy must remain in Newport.**
* Multiple applications to a maximum of three will be accepted into the £5,000 fund, however, multiple applications will not be accepted into the £5 – 15,000 fund.

**Timeline of Events**

* If you would like help with your application or would like to learn about what works in Participatory Budgeting, then we will be holding two 1-hour support sessions as follows:
**– Wednesday 8th December 2pm
– Monday 13th December at 5pm**
* Please let us know if you would like to attend one of these sessions by replying to antigua@mutualgain.org. Details will also be posted on our Facebook site <https://www.facebook.com/NewportFundingStrongerCommunities>
* Please ensure the application form is submitted by **5pm on Friday 31st December 2021**. Late submissions will not be considered
* Those who meet the criteria for the fund will be notified on the **14th January 2022**
* A film surgery will be held online through Zoom on the **19th January 2022 at 3pm, and 21st January at 4pm**the link for this will be shared closer to the time.
* The closing date for film submission is midnight on **11th February at 5pm**. Late submissions will not be considered.
* The Participatory Budgeting events will take place online on the **26th and 27th February 2022, and the 5th and 6th March 2022**

**Voting:**

* Voting will be by Newport residents and take place through Zoom, the link for this will be shared closer to the time.
* Voters will need to register via Eventbrite.  This link will go live on the **17th January 2022**.  Details will be shared via our Facebook page.
* Those attending are required to vote on all bids at the event, failure to do so renders that voting form inadmissible.
* The minimum voting age is 11 years old.

It is a condition of funding that all applications must have the support of the relevant Elected Members (Councillors). This is to give assurance that projects are necessary and deliverable, but also as an opportunity for Members to offer applicants their advice and help.

You should contact your Local Member or Member Champion at the earliest opportunity with a brief outline of your project and seek their support.  You will be asked to give the name of the supporting Member on your application form.

If your project would run in specific areas of Newport e.g. Gaer or Lliswerry you should contact the relevant Ward Members, Member contact details can be found [*here*](https://democracy.newport.gov.uk/mgFindMember.aspx)

If your project is aimed at a particular group e.g. older people or disabled people there may be a relevant Member Champion who’s support you should request instead.  The Member Champions are listed [*here*](https://democracy.newport.gov.uk/mgOutsideBodyDetails.aspx?ID=595&LLL=0)

If you need guidance on this please contact ParticipatoryBudgeting@newport.gov.uk

**OV, OC, OP Participatory Budgeting 2022 Registration Form – The Small Projects Fund**

|  |  |
| --- | --- |
| Name of Organisation/ Person/ Group: |  |
| Name of Project: |  |
| Name of Main Contact: |  |
| Address and Post Code |  |
| Position in the Organisation (if applicable) |  |
| Date of Birth  |  |
| Main Contact Number |  |
| E-mail |  |

* 1. **What are you requesting funding for?**

Use this space to tell us what you would like to use this funding for, for instance, do you want to buy something with the money or do you want to offer a service with it (or maybe something else?). Please note that this text will be used on Eventbrite as your project description. (Max 500 characters)

**2. What key outcomes/results will your project achieve?\***

0 of 500 max characters

Explain the aspirations of the project, remembering that all bids must have a relation to at least one of the themes and groups. Please note that this text will be used on Eventbrite as your project description. (Max 500 characters)

**3. How much funding are you bidding for and how will this be used?\***

The maximum amount you can bid for is £5,000. We welcome really small but helpful ideas that may only need a small amount of money to get started, as well as ideas that require a bit more funding. Please tell us how much money you need and how you will use that money to benefit your selected theme and group.

**Themes and Group -** please indicate which of the combination of themes and groups your project is designed to benefit.

---------------------------------------------------------------------------------------

**Are you a constituted group?**

---------------------------------------------------------------------------------------

**I confirm that I have the support of Elected Member/s** (give their name/s)

-----------------------------------------------------------------------------------------------

**Conditions and Declaration**

I hereby certify that the information contained in this application form is accurate and

acknowledge that in the event of a grant being made, the application form will be the

basis of a binding agreement.

* The application contact MUST be able to attend the online event
* Any application made will be used ONLY for the purposes for which it is granted
* Any unspent monies MUST be returned
* I understand that failure to comply with the above requirements may result in the recovery of monies paid
* Applicants MUST be willing to participate in any promotion in relation to the event
* If you are under the age of 16 you onfirm you have consent from a responsible adult to complete this form
* Applications MUST be completed by **5pm 31st December 2021** (bids received after this time will not be reviewed)
* We [the community planning group and MutualGain] are committed to the principles inherent in the UK GDPR requirements and particularly to the concepts of privacy. We aim to ensure: transparency with regard to the use of data; that any processing is lawful, fair, transparent and necessary for a specific purpose; that data is accurate, kept up to date and removed when no longer necessary, that data is kept safely and securely.
* All programmes/projects/cause and organisations must not be linked to any political activity, be deemed as offensive by the planning group, or breach the Equalities Act 2010- in these circumstances, the project will not be considered.

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

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form by **5pm on 31st December 2021** by email or mail:

Email: Participatorybudgeting@newport.gov.uk

Mail:

Freepost

NCC Policy and Partnership Team

Bids received after this time will not be considered.

THERE WILL BE A PROCESS OF REVIEWING THE BIDS TO ENSURE THAT

THEY MEET THE ABOVE CRITERIA AND THAT THEY ARE LEGAL, BUT NO

JUDGEMENT ON THE IDEA WILL BE MADE BY THE PLANNING GROUP.

**BEFORE RETURNING YOUR APPLICATION FORM, HAVE YOU….**

* Checked the criteria to ensure you are eligible to apply?
* Provided contact details?
* Provided a clear description of the aims of the project and why it should be
* supported?
* Provided how much you want to bid for?
* Completed ALL the sections of the application form?
* Signed and dated the application form?