

## Newport Small Fund Application

*Grants of up to £10,000 are available for community projects in Newport – If you wish to bid for an amount larger than £4,000, please find the large fund application.*

***This application form is available in Welsh or English on our Facebook page:***

**Participatory Budgeting Funding Opportunity for Newport**

**Event to be held online Saturday 27<sup>th</sup> March 2021, 11am – 1pm**



**Our Voice, Our Choice, Our Port**  
FUNDING STRONGER COMMUNITIES

## Participatory Budgeting Funding Opportunity for Newport

Aneurin Bevan University Health Board has made £100,000 available for Participatory Budgeting for well-being in Newport to support local communities to recover from the impact of COVID-19. This funding was secured from the Welsh Government Early Years and Prevention Fund.

Participatory Budgeting (PB) 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](#) to go to our FAQ document.*

Any community group, resident or not for profit organisation can bid for a share of the £100,000. Your bid just needs to benefit at least one of the eight groups **and** address one of the five themes listed below.

### 8 Groups:

- Black, Asian and Minority Ethnic Communities
- Disabled People and Carers
- Older People and Carers
- Children and Young People (10- 17)
- Young People 18- 25
- LGBTQ+ People
- Refugees, Asylum Seekers and Migrants
- Welsh Speakers

### 5 Themes:

- Digital Inclusion
- Mental Wellbeing
- Community Cohesion
- Information/ Knowledge
- Regeneration

## 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. £60,000 has been allocated to the first event on **Saturday 27<sup>th</sup> March 2021 from 11am to 1pm**, applicants can submit a bid for funding up to a maximum of **£4,000** for their project in this event.
3. £40,000 has been allocated to the second event on **Saturday 27<sup>th</sup> March 2021 from 2pm to 4pm**, applicants can submit a bid for funding up to a maximum of **£10,000** for their project in this event.
4. This application form is checked to ensure that it meets the full criteria (set out below).
5. Applicants that meet the criteria will be invited to put together a 3-minute video about their bid. Each film will be shown in a random sequence at a decision day event.

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 before the event closes.

## **Who Can Apply for the funding?**

- We welcome bids from young people aged 11+, if you are under the age of 18 we will require a consent form signed by a responsible adult
- If you are a non-constituted group or individual, the steering group will work with you to ensure a suitable support partner can be available to you
- Public sector organisations are not eligible to apply
- Private organisations can apply as long as they are non-profit organisations
- Individuals or groups associated with the public sector or for profit organisation are able to bid
- Bidders can be from anywhere in South East Wales, but all activities/interventions and legacy must remain in Newport
- A maximum of three bids will be accepted from any applicant, however, each bid must cover a separate target groups and the total for all three must not exceed £10,000

## **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 support sessions as follows:
  - **Monday 8<sup>th</sup> March at 6pm**
  - **Wednesday 10<sup>th</sup> March at 11am**
- Please let us know if you would like to attend one of these sessions by replying to [info@mutualgain.org](mailto:info@mutualgain.org). Details will also be posted on our Facebook site <https://www.facebook.com/MutualGain>
- Please ensure the application form is submitted by **midnight on Thursday 4th March 2021**. Late submissions will not be considered.
- Those who meet the criteria for the fund will be notified on the **11<sup>th</sup> March 2021**
- A film surgery will be held online through Zoom on the **16<sup>th</sup> March 2021 at 6pm**, the link for this will be shared closer to the time.
- The closing date for film submission is midnight on **Monday 22<sup>nd</sup> March 2021**. Late submissions will not be considered.
- The Participatory Budgeting events will take place online on **Saturday 27<sup>th</sup> March 2021**.

## **Voting:**

- Voting will be by Newport residents and take place through Zoom
- Voters will need to register via Eventbrite. This link will go live on our Facebook page and be shareable on the **29<sup>th</sup> March 2021**

- Those attending have 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

### ***Application Form:***

#### **Information about yourself/ organisation/ group**

Name of Organisation/ Person/ Group	
Name of Project	
Name of Main Contact	
Position in the Organisation (if applicable)	
Address and Postcode	
Main Contact Number	
Email	

**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?)

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

Explain the aspirations of the project, remembering that all bids must have a relation to at least one of the themes and groups.

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

The maximum amount you can bid for is £4,000. We welcome really small but helpful ideas that may only need a little bit 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.

**3. Which theme(s) are you addressing and which group(s) will benefit from your project? Mark on the matrix where your project fits, please indicate multiple benefits where appropriate.**

Groups		Themes				
		Digital Inclusion	Mental Wellbeing	Community Cohesion	Knowledge	Regeneration
	Black, Asian and Minority Ethnic Communities					
	Disabled People and Carers					
	Older People and Carers					
	Children and Young People 10-17					
	Young People 18-25					
	LGBTQ+ People					
	Refugees, Asylum Seekers and Migrants					
	Welsh Speakers					

## **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 bid contact MUST be able to attend the online event on Saturday 27<sup>th</sup> March 2021
- Any bid 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
- Applications MUST be completed by midnight on 4th March 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 **Thursday 4th March 2020** by email or mail:

Email: ourvoiceourchoiceourport@newport.gov.uk

Mail: Newport City Council

Civic Centre  
Godfrey Road  
Newport  
South Wales  
NP20 4UR

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?