**Love Castlemilk Live Castlemilk**

**Participatory Budgeting Exercise**

**Guidance Notes**

**It is essential that you read these guidance notes carefully before completing your** **Application Form.**

Below, you will find information on the Participatory Budgeting Exercise 2024-2025, including how to apply. The section entitled *Completing your Application Form* provides guidance on how to answer each of the questions in the Application Form.

Where possible the Application Form should be completed electronically and emailed to [**rachaelmcmullan@cassiltoun.org.uk**](mailto:rachaelmcmullan@cassiltoun.org.uk)

To be considered, applications need to be submitted by the end of the day on Sunday 12th January 2025

Paper copies are also available on request and must be returned by above date to Castlemilk Stables, G45 0AZ.

Please email [**rachaelmcmullan@cassiltoun.org.uk**](mailto:rachaelmcmullan@cassiltoun.org.uk)or[**John.Harkins@nhs.scot**](mailto:John.Harkins@nhs.scot)to get a paper copy but should be returned to Castlemilk Stables by Friday 10th January at 4pm for consideration.

If you are using a paper copy and require more space to answer any question, you should use additional sheets (A4) and ensure that they are clearly marked with the section to which they refer.

Please note that the boxes will expand to provide an adequate amount of space to insert information, but size restrictions have been applied. We would therefore request that you provide your information concisely.

**A.** **Purpose of the community budgeting exercise**

Glasgow City HSCP has made some grant funding available as part of their contribution to Place Based Working. National Lottery and the Lintel Trust have also allocated some additional funding via Cassiltoun Housing to increase the amount of awards we can make. Local residents will decide how this grant funding is allocated to eligible people, projects or organisations that are based in the Castlemilk area. See the accompanying Participatory Budgeting info sheet note for more information on Community Budgeting.  The grant fund is being administered by Cassiltoun Housing Association on behalf of all funders. They will hold the funds and make the agreed donations on behalf of this partnership.

**B.** **Who can apply?**

Community and voluntary organisations that are based in or serve the Castlemilk area and have full control over their proposal are able to apply. They can apply for either £500 or £1000 funds. But only one per idea. Organisations should:-

* Be not-for-profit and should not allow anyone to profit from being associated with the organisations;
* Have a Managing Body, management committee (or similar body) which meets regularly;
* Have elected office bearers e.g. chairperson, secretary and treasurer;
* Have a Governing Document (e.g. a constitution) that has been approved by the organisation and signed by an office bearer
* Have a bank account with at least 2 unrelated signatories in the organisation name.
* Provide receipts / costs for all spend
* There is no minimum or maximum income cap for organisations looking to apply

Local Individuals and non-constituted groups can only apply for the smaller grant award of £500. They must be:

* Supported by an organisation with all of the above;
* Be known to the supporting organisation and detailed in what capacity they are known;
* Able to make use of the supporting organisation to hold monies/ make payments in relation to the idea
* Provide receipts / costs for all spend

At this time, we will not be able to accept applications from Local Authority Council Organisations or ALEOs. Parent Councils are welcome to apply but only projects taking place out with school hours will be considered. We will also not be able to support any applications solely focussed on promotion of religious and political beliefs.

If your application is successful, you will be asked to provide the names, and their positions within the organisation, of members who are authorised to withdraw funding.

**C.** **How much can we apply for?**

There is £11,000 in total available but, as we wish to support as many groups as possible, there will be a maximum limit of 6 x £1000 applications and 10 x £500. There is no minimum amount.  Funding awarded as part of this project must be spent by no later than December 2025.

**D.** **When does my application need to be in for?**

To be considered, applications need to be submitted on **12th January 2024** after which their eligibility will be assessed by a panel consisting of people who work and or live in the area. Eligible applicants will be informed no later than **24th January 2025.** Before going to public vote.

**E.** **How are proposals assessed?**

Application Forms will be assessed against the following criteria:

* Evidence of eligibility, e.g. appropriate governance arrangements, organisational policies and financial management etc.
* Evidence from supporting organisation – for non-constituted groups / individuals.
* Satisfactory assessment that the proposal fits with one of the Priorities outlined below.
* **Support healthy communities**
* **Support mental wellbeing**
* **Reduce isolation**
* **Environment / Greenspace**
* **Promote healthier lives**

**F.** **How will successful application be decided?**

All considered applications that meet the criteria will be forwarded to a public vote. We will host voting boxes in a variety of community venues and via pop up voting events over a 3 week period. One vote per resident (G45 postcode) with people invited to nominate top 3 ideas.

The successful applicants will be informed by email on 21st February and publicised on local social media pages.

**G. Will the organisations who received funding (even as part of supporting organisation) be required to present evidence on how the money was used?**

Yes, as a part of post funding compliance review, organisations will be required to provide written summary of how the funding benefited the targeted community and the breakdown of the spending. The template for this will be circulated in due course following award.  All successful applicants will be expected to retain any receipts associated with this award as they may be asked to provide these at any time during the term of the award.

**Completing your Application Form**

**Before you start, you must check that your proposal is eligible for funding. If you are unsure, you should contact**

[**rachaelmcmullan@cassiltoun.org.uk**](mailto:rachaelmcmullan@cassiltoun.org.uk)or[**John.Harkins@nhs.scot**](mailto:John.Harkins@nhs.scot)

The following guidance relates to each question on the Application Form.

**INFORMATION ON YOUR ORGANISATION**

**1.** **“Name, address and contact details of the person / organisation applying for funding”**

Provide all of the details requested in the form.  These should be the main contact details.

Please note, this person should be the main contact for the idea/ project in relation to the Application Form and who is able to provide additional information or respond to specific questions, where appropriate.

**2.** **“Details of supporting organisation – if required”**

Provide all of the details requested in the form. Please note, this person should be the main contact from the supporting your organisation in relation to the Application Form and who is able to provide additional information or respond to specific questions, where appropriate.

**Your application for funding**

**3.** **“Name of your idea.”**

Please give your Application Form an appropriate title so that it can be distinguished from other grant awards you have received in the past or may receive in the future.  For example, “Training Programme 2025” or “New Equipment 2025”.

**4. “Summarise your idea”**

This is the summary that will be used when presenting your idea to the public for voting. You will be able to go into further details regarding your project in the ‘what you want to do’ section. This summary should just be a generalisation of overall aims you would like to achieve with the money. This should be no longer than about 3 sentences.

**5.** **“Which of the identified Priorities does your project come under?”**

Applications need to relate to at least one Priorityto be eligible. Please tick the appropriate Priority(s).

**6.** **“Who in the local community will benefit from this project, and how?”**

Which members of the community will benefit if your application is successful e.g. children, older people, etc. and in what ways will they benefit e.g. by being more active, or by reducing isolation, etc.

**7.** **“What do you want to do/ Why do you want to do this/ How will you do it”**

This should be a brief description of what your organisation will do if your Application Form is successful.  It should cover the services or activities that will be provided, where and when this will happen, who will be involved and explain why there is a need for it.

**8. “Proposed Start/ end date”**

This must be in the 2025-26 financial year

**9. “Making a difference”**

Please tell us how many people you expect to benefit. Please also tell us how people will benefit.

**Finance**

**10.** **“Applicants can only apply for either £500 or £1000 for each idea.”**

Pleasetell us the amount you are requesting from the Community Budgeting. You must meet required criteria for this amount.

**11.** **“Please provide a breakdown of the expenditure to be incurred on this proposal.**“

If your application is successful, how will funding be spent?  Enter details of the cost of each element of your proposal – e.g. equipment to be bought, services to be paid for, etc.

Pleasetell us the amount you are requesting from the Community Budgeting pot. Please tell us about any other funding you have secured or requested for the proposal and tell us the total cost of your proposal. If you have match funding from another source, please add the source in brackets after the cost so we know where these costs are to be allocated.

Please note, it is not necessary for organisations to secure match funding, we hope these funds will cover your whole idea! However, we do ask that any match funding required for your ideas to happen is already in place before applying.

**12. “Local supporting organisation”**

If you are a constituted group, you do not need to complete this section.

If you are an individual or non-constituted group, you need a supporting organisation to support your application including transfer of funds to their organisation. Your supporting organisation should complete this part of the form.

**Terms and Conditions**

Please read this guidance carefully and if your organisation agrees to be bound by its terms, it must be signed by the person applying or an office bearer before your Application Form is submitted (and by person named if submitting for a supporting organisation).