**PARTICIPATORY BUDGETING**

**PARTICK & THORNWOOD IDEAS FUND 2024-25**

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**APPLICATION FORM**

**Essential Criteria:**

* **You must have completed feedback and finance report of any previous application to fund – at least two weeks before closing date of this round.**
* Individuals can apply for between £150 and £500
* Groups can apply for between £150 and £1,500
* **You must submit your application by the 5th May 2024 - midnight deadline**
* **You must be able to spend the funds by the 30th September 2024 if successful**
* **You must return feedback report by 31st October 2024**
* You must have any legal permission or insurance required to carry out your project
* You must allow your project to be used in any of our promotional material
* You are available to take part in public marketplace event – 16th May 2024(2-4pm)

For what we will not fund – please refer to the guidance notes.

Please return to either the Annexe reception or email to pb@annexecommunities.org.uk

For Office Use Only:

|  |  |
| --- | --- |
| Name of Group: |  |
| Round No: |  |
| Date ApplicationReceived: |  |  | Previous Funds Report Received | Yes / No  |

1. WHO IS APPLYING?

Lead Applicant Name:

Group Name or Organisation (if applicable):

Have you or your group previously received Funding YES / NO

Have you completed all feedback and finance reports YES / NO

How long has your group existed

How many members does it have?

Contact Address (including post code):

Telephone No.: Mobile No.:

Email Address:

What are you applying as?

|  |  |
| --- | --- |
| Individual |  |
| Non-constituted local group  |  |
| Constituted but not registered as a charity |  |
| Registered as a Charity/SCIO |  | Charity number? |  |

What area do you serve/operate in? (If a group)

1. WHAT ARE YOU APPLYING FOR?

Title of Project:

Is this a new project: Yes No

1. SUMMARISE YOUR IDEA

Sell your idea in 30 words! **This summary IS IMPORTANT and will be used on social media platforms and local publicity to let voters know about your idea and vote - so make it as engaging and clear as possible!** – Remember only the first 30 words will be on voting poster!

1. FULL OUTLINE OF YOUR IDEA?

Include information about what you will do, how you will do it, when and where it will take place? How many people will directly benefit from your idea?

Please explain - what positive difference it will make to those involved?

1. TOTAL FUNDS REQUIRED?:

Please give a detailed breakdown of costs e.g. equipment, premises, materials:

1. INFORMATION OF LOCAL INVOLVEMENT

Explain how you know this project is needed, wanted or will benefit Partick and Thornwood community?

Explain how the idea will be promoted/advertised in the Partick and Thornwood area – How will you recruit participants/get residents involved?

Explain how the people benefiting from the idea will be selected? (If limited places are available)

SPONSOR

Only required if the lead applicant is under 18, or applicant is from outside area. Please provide details of your sponsor below:

Name:

Address:

Telephone No.:

Email:

Relationship to applicant:

Sponsor signature below to confirm that they have read and understood their obligation in the application guidance

Signature of sponsor:

KEY DATES 2024-25

**22nd April 2024 – Open for applications**

25th Apr & 2nd May – Applicant support appointments available (2-4pm)

**5th May – Application window closes (midnight)**

8th May - Steering group reviews applications to check they meet eligibility requirements. Applicants are informed of outcome.

**16th May – Opening of online and phone voting**

16th May – Meet the Ideas Fund public event at the Annexe (2-4pm)

**26th May - Voting closes**

29th May – Applicants informed of outcome and grants dispersed

**End of September 2024:** Project delivered, and feedback report returned

CHECKLIST (tick below)

If applicable, you have returned feedback from previous Ideas Fund Application – records will be checked

 You are aware of the key dates for this project

 You understand your obligation to report on funds and project

 You have completed each section of the application form

 You have a bank account in order to receive funds if successful

To be signed by Lead Applicant:

Lead Applicant Signature:

Date: