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

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**APPLICATION GUIDANCE**



Thank you for your interest in applying to the Partick and Thornwood Ideas Fund!

This guide will help you understand more about the fund, how to make an application, and the process of awarding grants. It is important that you understand the funding criteria, your commitments, and the community voting process.

WHAT IS PARTICPATORY BUDGETING?

Participatory Budgeting (PB) is a democratic way for people to have a direct say on how public money is spent. PB gives people the opportunity to identify and discuss what matters to them in their communities and to vote on their priorities.

The fund gives individuals and groups an opportunity to apply for grants to realise their ideas which will deliver a positive change for local people in the community. Everyone living or working in the Partick and Thornwood area will have the opportunity to vote and decide which projects are funded.

FUNDING CRITERIA

We are accepting applications for projects or activities that **will deliver a positive change for the Partick and Thornwood communities**. These projects must be openly accessible to any resident e.g. free, except where certain criteria are relevant to the project. For example, an after-school club could have a project that is open to children of that school, but not a project that requires the children to pay fees/have limited membership to attend.

Projects that have previously received funds must return a completed feedback report before they can reapply.

WHAT CAN FUNDS BE USED FOR?

Funds must be used to benefit the community of Partick and/or Thornwood. Funds can be used for a wide range of things from training, buying equipment, starting you own group, group running costs, activities, running events or trips. Funds cannot be used for alcohol, tobacco, or anything for your own personal needs. Ideas that have a religious or political aim cannot apply. You must spend all funds on your idea.

For examples of what’s been funded previously take a look at our voting results at: <https://www.annexecommunities.org.uk/project-budgeting/>

WHO CAN APPLY?

Applications can be made by individuals or a representative of a group or project. Groups can be constituted or un-constituted. We know that some projects based outside the area can deliver activities locally, so these projects can still apply if they are able to provide a local sponsor, but the application must include evidence of how the project will be specifically targeted to Partick and Thornwood residents. Anyone under the age of 18 can apply but must also provide an adult sponsor.

WHAT IS A SPONSOR?

We know that great ideas can come from anyone and any age. Anyone under 18 will need an adult sponsor. An adult sponsor must over 18 and be willing to support you to develop your idea and make it happen, ensure funds receive are spent in line with the application. An adult sponsor can be a parent, teacher or youth worker etc.

Or if your group is based outside the Partick and Thornwood area – but will involve and benefit Partick and Thornwood residents – you will need sponsor who lives in the area.

HOW MUCH CAN I APPLY FOR?

Individuals can apply for a grant of £150 up to £500

Groups or projects can apply for a grant of £150 up to £1500

PAYMENT OF GRANT

You must have a bank account in order to receive your funds if you are successful in your application. If you or the group, you are representing does not have a bank account you must nominate an individual to receive the funds.

DELIVERING PROJECT

For this round of funding projects must be delivered and completed by **30th September 2024**. Another round of funding will be available in October 2024.

REPORTING AND SPENDING

If successful in securing funds, **you will need to provide receipts to show evidence of what you spent the funds on**. We will also ask for you to report back about your idea with evidence of its impact, which can include photographs, anecdotes from people benefiting from your idea, and the difference your idea made.

COMMUNITY VOTING

The community voting allows people in the local area to have the opportunity to vote and decide which ideas are funded.

Who can vote?

Anyone can vote who lives or works in the Partick and Thornwood area.

How do people vote?

* There will be 2 voting methods, online and over the phone.
* Everyone eligible to vote has to make 3 equal votes.
* All 3 votes must be for 3 different ideas. This will make the process fairer and encourage people to consider other applicants and find out what the community has to offer.

Online voting

Voters will click on a link through social media platforms or Annexe website (<https://www.annexecommunities.org.uk/vote>). They will then be shown a list and brief description of all applicants’ ideas which they can click on for more detail. They will select 3 ideas from the list to vote for who they would like to receive the funds.

Phone voting

Voters will be able to phone a designated number during a set time-period and state their 3 different votes on the ideas they would like to receive funds.

Idea titles with brief descriptions will also be publicised via local organisations e.g. on public notice boards. This will raise public awareness and explain the voting procedure.

Once both voting methods have concluded the votes from both events will be totalled. The ideas with the most votes will receive funding, continuing down the list until the funds available are spent.

WHAT HAPPENS NEXT – 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

RETURNING APPLICATION FORM & SUPPORT

Please return your application form via email – pb@annexecommunities.org.uk

Or via post/by hand to Partick & Thornwood Ideas Fund, Annexe Healthy Living Centre, 9a Stewartville Street, Glasgow, G11 5PE

*Note – applications must be sent in original word format or on paper – photographs or images of application forms are not acceptable.*

Application support appoints are available – dates listed above.

*If you have any questions or need help with your application, please call 0141-212-3981, Monday to Friday during office hours, or leave a message.*

Good luck with your idea!

Question Guidance

**The following guidance aims to help you complete the application and understand what our panel will look for in your application.**

**Statement:** Please tick if your proposal will benefit the local area.

**Question 1 – Who is applying (you MUST supply either an email or a telephone number)**

Please write the full name of the lead applicant for the project (must be a single individual).

Please tell us the name of your group or organisation (if applicable).

Please write the full contact address.

Please write a contact telephone number

Please write a contact email address.

Please tick the correct box indicating whether you are applying as an individual, a constituted group, a non-constituted group (A constituted group has a formal constitution and a committee with set roles, e.g. a chair) or charity.

**Question 2: What are you applying for?**

Please give your project a name (this will be listed when people cast their votes).

Please tick whether this is a new project.

Please summarise your idea in 30 words or less. These 30 words will be used to publicise your idea for voting.

**Question 3: Summarise your idea**

Please summarise your idea in 30 words or less. This summary will be included in an information pack to help local people decide how to vote at the event. Please include why you feel your proposal is important and why it should be supported by the community.

**Question 4: Full outline of your idea?**

Please explain in detail what your idea is, this will help the steering group to understand what you plan to do and determine if the application is eligible to be put to the public vote.

Write a description of your idea. Include things like a start date and an end date. Tell us how your idea allows local people to participate in society / community life. What will the added benefit be? For example:

*“Our community needs more space for people to spend time outside and our young people need to be more active and learn about their environment……. Our youth group wants to learn about gardening and develop a community garden on the waste ground next to our building which is full of litter and dog fouling. These improvements will allow older people to walk around and enjoy this area. We will start the group in May and continue till last week in September.”*

**Question 5: Total funds required?**

Please write the total funds required for your project (this is the amount you are requesting from the Ideas Fund).

Please list out a full breakdown of how the funds would be spent on the project. E.g. what equipment you would buy or other expenses.

**Question 6: Information of local involvement?**

Explain how local people have been involved in developing the idea/project?

How will it benefit the Partick and Thornwood community?

**Sponsor**

Only complete this if the lead applicant is 16 or under or the applicant group is not based in the Partick and Thornwood geographical area.

Fill out the contact details. A phone number or email MUST be provided.

The adult sponsor must sign.

**Checklist:** tick to confirm that you are aware of the key dates of the project, and you understand your obligations

**Sign:** Lead applicant signs here