



# How to allocate Community First funds using a Participatory Budgeting approach

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## What is participatory budgeting?

Participatory Budgeting (PB) is an innovative way to fairly and transparently invest funds into your community.

### Done well it can:

- Improve the quality and impact of the projects that you fund
- Involve more of your community in your Community First programme
- Lead to greater collaboration and information sharing between local groups

Whilst this guidance is for using PB to distribute Community First funds, we believe that PB can be used in conjunction with public bodies and other funders, to bring even greater improvements. This could include leveraging time, money and other resources, so helping neighbourhoods to play a leading role in regenerating their area.

### It will result in:

- Your community better understanding the range of work going on in their neighbourhood and residents having a practical way to get involved
- Neighbourhood groups that are better able to express their needs and influence decisions made about your community
- Greater collaboration and partnership so more resources come into your area, and are spent better.

### Seeing is believing:

You are encouraged to watch two short online films. They explain what a successful PB event can achieve. They are available on YouTube:

- **PB in Blaenau Gwent:** A large event, run by a community policing team in South Wales. £30,000 was given out to small community groups using the PB grant making format. The film shows some of the presentations, how the scoring worked, and reactions from participants. It is about 8 minutes long. Watch it by clicking here: <http://youtu.be/VWsouNScWqs>
- **PB outcomes in Cornwall:** Interviews with participants in a PB programme in a small community in rural Cornwall. It shows how PB can help reach a wide variety of local people and support projects that improve a community. It is about 5 minutes long. Watch it by clicking here: <http://youtu.be/37ieinsbZLQ>

## Why use Participatory Budgeting?

The allocation of funds to your local ward is one of the most important functions of a Community First panel. But that does not mean panels should have all the power. Community First is also about a new way of working, that supports direct community control over where the money goes.

The Government's interest in engaging local people in spending decisions is well known. A whole range of policies such as the Big Society, Localism, Communities in Control, Place Based Neighbourhood Budgets, and even initiatives like Community First panels, all show this. One of the more effective ways of doing this, which has been used all over the world, is Participatory Budgeting (PB). Hundreds of communities have benefitted from using PB, especially where there are scarce resources and lots of good ideas on how to spend money.

Participatory Budgeting is based on a simple concept: when the community has a say when money is spent in their neighbourhood, it leads to better decision making and to more people getting involved.

The people most involved in community affairs are often working within local groups. These groups often struggle to find even small sums with which to make a difference. They will know more than anyone they know what the need is and understand what works.

Often, grant funding panels and application forms force groups to compete, as if they were in a 'dragons den'. This does not provide a chance for them to collaborate or influence the outcome. Only a few 'expert' people get to read and approve applications and the wider community is generally unaware what money is being spent in their community.

Feedback after a PB event from applicants, and those scoring or observing is generally very positive. When running over a number of years many have grown in size, particularly when local councillors or public agencies have been involved, and seen the benefit PB can bring. By using PB your Community First panel can help foster a new culture of participation and joint working in your neighbourhood.

### **What is different about Participatory Budgeting programmes?**

There are a number of important aspects to PB which are different to other ways of distributing grants to community groups. Some may seem challenging at first, but lots of communities have done them successfully and recognised the benefits.

**1: Everyone knows who else is bidding, and for how much:** All bids are shared with the other applicants and are presented to the community at a decision event. This helps to ensure that everyone knows the process is fair, knows what is going on and understands the work of the Community First panel.

**2: Applicants make a short presentation in front of a community audience and then everyone scores the bids:** This presentation is generally of 2 to 3 minutes in length and is supported by simple written information taken from their application. Members of the community are invited to score each of the presentations. It is common that groups applying can score applications made by others, but obviously cannot score their own.

**3: The whole community can have their say:** Not everyone will want to get involved but PB has been shown to be a 'community friendly' way to distribute funds. The presentation/voting format is engaging and participants get very interested when finding out who is doing what in their community. This is because people really do care and will take part if they can have a say and make a difference. Expect 40 or 50 people to come to your event, maybe a 100, or even more, from all ages and sections of the community.

**4: Different funders can pool their resources and so bring greater impact:** It is common that once a PB programme has been tried and seen to be successful, other people working in the same area realise they can use the same format to distribute their funds. Greater control can be given to the community over bigger public budgets, like policing, health, youth work and environmental schemes. Better partnership working can occur and services can become more joined up. Most importantly, un-met need in a community can be recognised, and communities can take on greater responsibility for making their area better.

### **The added value of the PB approach**

PB is more than just about deciding who to fund with your Community First money. It can become a celebration of positive action in the community. One that creates a lasting legacy. It has been shown time and again that the benefits of using PB can spread widely and have a lasting impact, beyond what your money can bring.

People active in your community get to meet each other, often for the first time. This happens at the information event and at the presentation and scoring event. These meetings offer a rare chance to hear about the work of others and maybe think about taking new approaches to what you might already be doing.

Marginalised or ignored groups, who may be unused to completing applications forms and so struggle to get funding elsewhere, can often do well in PB processes. This is because they can speak directly to their wider community. When there is a limited resource and lots of good ideas on the table priority is naturally given to small locally based projects with a commitment to improving their neighbourhood.

Participants learn on the presentation day what it takes to be a successful project and often leave with a greater confidence to apply elsewhere. Even unsuccessful groups will often go on to find funding elsewhere.

Spending time with people who may become useful partners in the future helps build a positive sense of what can be achieved in your community. Participants really value that feeling, enjoy taking part and will want it to happen again.

## Making it happen

There is a lot of advice you can access to help you plan your PB process, but we aim in this guidance to give you the basic information you will need to distribute Community First funds by a small scale PB programme. It has been written by those with practical experience of running small PB events.

## Overview of how to use PB to distribute your funds

There are a set of commonly used stages in any PB processes. These have been tried and tested in communities large and small, on sums ranging from a few hundred pounds to many millions. If you decide to do a PB style Community First grant distribution you will need to consider the following things. *More detailed information is available later in this guidance:*

1. **Form a planning group:** Your Community First panel should be the basis of your PB planning group. You should ask new people to join you to help organise things if they can contribute time, skills or money.
2. **Give your PB process a name:** Select a good name that means something to people in your local community. Maybe include the name of your neighbourhood too, as it can help get people involved.
3. **Agree your Priorities:** In your Community First plan you should already have determined your priorities, and you may choose to use some or all of these for the PB process.
4. **Inform and engage the participants, primarily through other local groups:** Invite local groups interested in applying for Community First funding to an information sharing event. There they can learn about the process, develop and grow their ideas, and find out how to apply.
5. **Receive the applications:** Make sure applicants know your priorities, and that they will need to make a presentation in front of a community audience. Tell them that they will be scoring other people's projects too.
6. **Hold your 'decision' event:** The most important event for most people will be when all the ideas are shared and the community gets a chance to vote on where the money should go.
7. **Announce the results:** Celebrate the successful groups and support unsuccessful applicants.
8. **Spread the word:** Use social media, posters and word of mouth to tell people what you are doing.

## The importance of agreeing the overall aims of your project

This will help get everyone working together. You can also use a record of your aims to evaluate and learn from your experiences later on. Your aims, apart from distributing funds according to your Community First priorities, could be things like: getting more people involved in your Community First Panel; reaching new sections of the community; improving your partnership working; or tackling issues that matter locally or to your panel.

## Participatory Budgeting Step by Step Guide

This section shares guidance on each of the steps needed to run a PB style grant distribution, as well as a list of templates you can use.

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### Supporting templates and examples

- A. [Sample wording for an invitation to apply for funding](#)
- B. [Sample agenda for a PB planning meeting](#)
- C. [Sample plan for running a PB process](#)
- D. [Sample agenda/timings for a decision day event](#)
- E. [Sample for scoring applications](#)
- F. [Sample of evaluation sheet to be used at a decision event](#)

### More information

The PB Unit, a government funded project to get PB more widely used, is no longer running. Their website remains a great resource however. It is full of case studies, showing different ways to run PB, links to expertise and knowledge, and free toolkits.

All available for free at [www.participatorybudgeting.org.uk](http://www.participatorybudgeting.org.uk).

### Connecting to expertise through social media

To find out more about PB or to ask any questions about PB you can use these online forums. All Community First panels are welcome to join them:

-  Join discussions and find news on the PB in the UK Facebook group at <http://www.facebook.com/groups/278917175561062/>
-  Join The PB in the UK group on LinkedIn at [linkd.in/13ISTzj](http://linkd.in/13ISTzj)

## Step 1 – Form a planning group

PB programmes take more organising than a standard ‘expert’ panel. You will need a dedicated group of people to design the process, agree how much money can be distributed, decide when things happen and invite the community to participate. Your Community First panel should be the basis of your PB planning group. If they can contribute time, energy, skills or money you can ask new people to join to help organise things.

Once you have decided to use this approach, the most important thing to agree is:  
**“How much can people ask us for in their applications?”**

You might decide to spend your entire Community First budget through a PB process, or just a part of it. Though it is a good idea not to fund just one project, too many can become unmanageable. You will need to match the total amount available and the amount each applicant can ask for, according to your own capacity. This guidance suggests 10 applications as a manageable number, with about two thirds of them going through to be funded. More than that will mean a longer decision day and more work for you.

**Here is a typical scenario:** A Community First panel makes £5000 available through a PB process. It then sets the maximum for each application at £750. 20 applications are received, and the Community First Panel selects the 10 best ideas to make presentations. The total requested is just under £7,500. Though a few will not be successful, most projects have a good chance of being funded.

### Questions to ask at the first planning meeting

- How could we promote the event so the community and potential applicants know about it?
- How do people contact us with any questions or concerns?
- Who would be a good host, facilitator or compere for the event?
- How will we resolve a complaint of unfairness or mismanagement?
- Do we have the skills, insurance and facilities to hold an event?
- Do we have a budget to hire a venue, provide refreshments, send out publicity and application forms?
- If our expenses pot is not enough, can we beg or borrow them?

There is a template for the first planning meeting agenda and another template for writing a PB delivery plan. You should adapt the timings and details to suit your own situation.

Remember to respect the requirements of the wider Community First process.

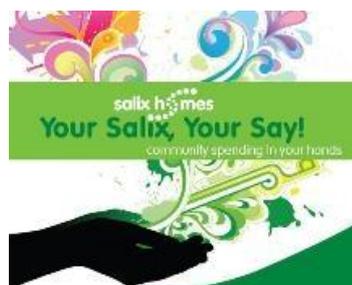
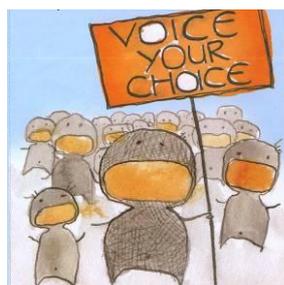
## Step 2 – Give your PB process a name

When you want to attract people's attention you need a good name. Select a name for your PB programme that means something to people in your local community. Others have chosen names like 'U-Decide', the 'Big Dish Out', 'In your Hands' and 'The Community X Factor'. Maybe include the name of your neighbourhood too.

You can discuss ideas at your first planning meeting, or ask members of your community to come up with one. In one community they asked children at a local primary school to come up with the name. That also helped spread the word about the project.

Consider whether you should include the name of the neighbourhood or community that will benefit. This may further help local people to understand that this is about things that will matter to them and that they can have a say.

You can make your publicity even more interesting if you devise a simple logo or picture to describe your programme. Here are a few samples of what other people have done:



### Getting the message out

You want people to know about your Community First funding so that they can put forward proposals for funding. Later on you will want them to take part in the decision event. To do that you need go to the places they go to pick up information about their community. Use techniques like placing articles in the local press, or a mention in your local Council for Voluntary Service newsletter. Using social media is often very cost effective. Flyers and posters in the right places will help to get your name out there too.

## Step 3 – Agree your priorities

Every community has different needs. What would be seen as a good project will be different in each Community First neighbourhood. You should already have determined your priorities in your Community First plan, and you may choose to use some or all of these for the PB process. Narrowing the focus by publishing simple funding criteria will help create better projects and attract good applications, and also help the community to score the projects when the time comes.

### What needs to happen?

If you have decided to allocate all of your Community First funds through a PB process, then you will need to accept projects which meet all of these priorities.

If you have chosen to allocate a portion of your funds using PB, you may decide to limit the priorities you wish projects to address.

For example if you have 4 priorities and have chosen to use PB to allocate 50% of your funds, it would be appropriate to restrict applications for the PB process to projects which address 2 priorities.

### Why your priorities matter

Once you have agreed your priorities for your PB grant distribution, you need to inform potential projects who may want to apply for funding under these priorities. (See step 4 for how to do this)

If you get too many ideas coming forward, your chosen priorities will also be used to help you select the shortlist of projects invited to go ahead and make their presentations. (See step 5).

When you hold your decision event the priorities will also be used by everyone to score the projects, alongside the quality of the proposal, the passion of the proposers and the other ideas being put forward. (S step 6. )

Finally, after you have handed out the money and seen the benefits of the project, you can use your priorities to assess whether this approach to distributing your funds was a good one, and whether you were able to make a difference in your community

## Step 4 – Inform and engage

Community First money is for you to allocate towards areas of need in your community, on behalf of your whole community. To do this you have to let the community know what is going on. There are two main ways you can do this, apart from the usual flyers and email messages. These are: **holding an information event** and **using your Community First Panel website**.

### Holding an information event

Invite any local groups interested in applying for Community First funding to an information sharing event. There they can learn about the process and find out how to apply. You can also use this meeting as an opportunity to spot gaps and needs in the community. You can also work out ways you can work together and not overlap in what you are doing. It is a good idea to plan this meeting a couple of weeks after your publicity has gone out. Invite local community groups, resident associations, churches and so forth to come along with ideas for projects. They can then ask questions, and tell others a little about their idea. You will want to allow one to two hours for this meeting.

#### On the day:

- Hold the event at an accessible community venue. Maybe ask your local Council for Voluntary Service (CVS) to help you organise it, or contact your local council. You could ask a local councillor to chair the meeting. Recruit whatever help you can.
- Attendees introduce themselves and groups they are representing.
- Then you should provide a brief overview of your PB programme.
- Ask attendees to give a one minute overview of their idea.
- It may be that a member of the community has an idea for a project but does not want to deliver it themselves. In which case, ask them to be clear about this and ask if anyone else would like to help develop the idea. Part of the purpose of the information event is to get people working together.
- Give everyone an opportunity to ask questions and if possible allow time to discuss each proposal. Use this time to consider how other people could get involved.
- At the end of the meeting you can hand out application forms. Remind people of key dates, such as when they need to get their completed proposals back to you.
- Ensure everyone knows they will have to make a presentation.

### Using your Community First Panel website

All panels have a website or Facebook page and you should use yours to explain what you are doing. Add things like key dates, where the decision event is being held, how to submit an idea for funding, and how to ask questions. After Community First money has been allocated you should post news of the event. Add photographs from the day and if possible information on how the projects are doing. It will all help to keep people informed and engaged.

## Step 5 - Receive and process the applications

Sometime after your information event will be the date by which completed proposals must be sent in to you. So there is a common format to the applications, it is best to design a simple application form. Applicants also need to know what you, and the community, will want to fund. Make sure they know your priorities. Make sure they understand that they will need to make a presentation in front of a community audience. Tell them about the format and that they will be scoring other people's projects too.

### Reviewing the Applications

Between the closing date and the date of the decision event, it is a good idea to hold a review meeting to look at each application. At least three people should be involved. At the review meeting you might decide to shortlist the applications to a more manageable number, or make comments to the applicants to help them in making their presentation. Panels might suggest combining applications if they match each other well. We suggest 10-15 presentations as a good target for a manageable event. We suggest that you accept around 25% more applications than you can fund. This will mean there is an element of competition, but not too many disappointed applicants.

### Selecting proposals for going through to decision day

When selecting proposals, we suggest that you consider the following questions:

- Does the project address the local priorities the panel has set?
- Is the timetable for delivery achievable?
- Will the project result in an improvement in the quality of life or opportunities for local people?
- What are the possibilities for the participation of local people and volunteers in delivering the project?
- What benefits to the neighbourhood will result from the project?
- Do the project costs represent good value for money?

Once you have decided on which applications to accept, you need to invite them to attend the presentation day. You may also want to give feedback on what your review panel thought about the application. Make positive suggestions, pointing out where a written application was unclear, or more information was needed. Panels can continue to work with selected projects after the decision event, by making useful suggestions, or agreeing amendments to how the money is being used. Collaboration and mutual support is at the heart of the PB process.

## Step 6 - Hold your 'decision' event

The most important event will be the 'decision day', when all the ideas are shared and the community gets a chance to vote on where the money should go. This decision day normally lasts 2-3 hours, though you may need longer. It is generally held in a local community venue like a school, community centre or church hall.

### Checklist for running your decision event

Planning a public meeting always takes some degree of preparation and these are some of the arrangements you will need to make:

- Have a team of helpers on the day - 4 or 5 people is usual.
- Allocate one person to run a reception desk where people receive their copies of the papers for the meeting and where voting slips are returned.
- Allocate seating to anyone presenting - give them a table or seat near the front if possible
- Have a place presenters will stand. Many venues will have some low staging or a podium, so everyone can see and hear.
- Decide who will be an independent monitor of the scoring or will help to decide any disputes.
- Can you get a local celebrity or character to act as host?
- Have an area where you can count the scores. A table and a laptop are helpful to add up the scores.
- If you have a large space, think about having a PA system or microphone. You may need a hearing loop if anyone relies on a hearing aid. Think about access issues generally
- You may want to provide those at the meeting with tea, coffee and other refreshments. Work out how much you may need and how you will serve it.
- Allow up to 3 minutes to hear each presentation. Have a time keeper so it is fair and people do not speak for too long. Timing is important. Assuming you have 10 presentations you may need to leave 45 minutes to an hour to hear them all.

Encourage presenters to make their presentation engaging, by using music or poetry, bringing a poster, model or display. We recommend avoiding PowerPoint due to the technical assistance involved in showing them, which can be distracting and unfair on those unable to produce a slick presentation. But each process will be a bit different so you are encouraged to experiment

**There is a sample agenda, scoring sheet and evaluation form for the decision event at the end of this guidance.**

## Step 7 - Announce the results

This often happens on the day, shortly after the last presentation is made and the votes counted. It is an opportunity to celebrate the successful groups and to support the others. Managing disappointment is important. Having an independent person on hand to also check the results is essential.

### Communicating to successful applicants

You should aim to announce on the day who you believe has been successful. It is however a good idea to announce these as provisional results, to give yourselves an opportunity to double check your addition. Make sure you keep copies of all the voting papers.

You may decide to announce the results in a particular order and give out the actual scoring, so everyone knows who is the most successful project. Or you can just announce the recommended projects in no specific order.

After the decision day you will need to be in touch with the successful projects as you begin to complete the funding proposal that you will submit to your funders (see below). Involving those who will be delivering the project is another opportunity to refine and improve the proposal before submitting it.

### Communicating to your community

Once you have checked the results you may wish to issue a press release, or put the results onto your website. Perhaps invite participants to come back together in a few months to hear what has happened.

### Funding your selected projects

Once your event has decided which projects to fund, you need to submit details for each one to CDF confirming your decision. This is submitted via an online form.

Guidance on how to recommend a project for funding is provided in the guidance from CDF, please ensure you refer to this carefully when making recommendations.

### Recommending a project for funding

On receipt of this proposal, CDF will enter into a grant relationship with the funded organisation. The funded group will be required to send monitoring information once it has completed the project. We will also expect the funded organisations to submit photos or other information to the panel for its website.

## Step 8 - Spread the word

PB is about communicating to a wide local audience and this process is an opportunity to spread the word about the good work your Panel is funding. Use social media, posters and word of mouth. Engage with the local press, councillors and public officials throughout your process, so they know what is going on. Suggest to local partners doing it again, but perhaps aim for a bigger event next time.

It is a common experience that once a PB type process has been tried in a community there is an appetite to do it again. One of the most useful ways to convince others to listen to the views of the community and fund further PB style events is to produce a short 'evaluation' or 'outcomes' report. The suggestions below lay out some of the things that could be in your report.

Remember, this does not need to be a printed report in the traditional way. Use new technologies, such as your Community First Website or a local blogging site to spread the word. Your report is about how to get commitment and interest through recording and sharing your work. It should contain:

- Your priorities, and what you aimed to achieve.
- Some general information about your Community First Panel, such as when it was established and how to get involved.
- A brief overview of when and where your PB process happened
- A list of the successful ideas, including the amount and what the money will be spent on. A contact that people can approach to find out more is helpful. Include photos or other engaging ways to communicate.
- Results from your evaluation form. See the template of an evaluation form to hand out and collect at your decision event. You might also want to gather personal comments on the day or afterwards.

Repeating your process is not requirement of the funders, and different opportunities will exist in each community.

## Supporting templates and examples

### A: Sample wording for an invitation to apply for funding

**THE** *[Insert name of programme here]* **Community First Programme**

#### **Apply for funding to make a difference in your community!**

Through small financial investments our aim is to make our community a better place. We want to hear your ideas and we can fund the best.

#### **Purpose of a** *[Insert name of programme here]* **award:**

This Community First programme has a number of priorities, that members of your community have already agreed. These may help you focus your application on things that others in your community feel important. These priorities are:

*[Insert relevant priorities here.]*

#### **How much is available:**

- You can apply for up to: *[Insert amount each project can apply for]*
- The total amount of money we have to distribute is: *[Insert total amount]*

#### **Before you apply**

- Please read the information on our website.  
*[Insert name and link to your Community First website].*
- If you are unsure if your proposal is suitable just get in touch and we will advise you. Contact us here: *[Insert contact details].*

#### **How to apply**

- Come to our information event where you can pick up an application form, meet other potential applicants and get help to develop your idea  
*[Insert details such as date, time and venue of the information meeting, as well as other ways to pick up an application form].*
- You need to return your completed application by *[Enter date]* and send it to: *[Enter details on where to return applications].*
- You will be asked to make a presentation about your idea on: *[Enter date and details of decision event].*
- You will have 3 minutes to make your presentation. Members of the community in the audience will then vote on who gets funded.

#### **To find out more, get in touch!**

## B: Sample agenda for PB planning meeting

The planning group should be based on your Panel, but you might want to invite people to join you. A local community worker, a local councillor, a local head-teacher or school governor, for example, could all have something to contribute. Allow up to a couple of hours for this meeting. Suggested timings are below:

Items	Tasks	Time
Introductions	<i>Elect a chair or spokesperson to run the meeting, and someone to take notes. Participants introduce themselves and suggest one thing they can contribute, if they wish.</i>	15 mins
Review the guidance	<i>Those present receive an overview of the process and have a chance to ask any questions. It may be useful to make a 'risk' and 'opportunity' list. Each person adds one 'risk', and one opportunity, onto a flipchart or large piece of paper.</i>	30 mins
The PB Fund	<i>Agree how much you are putting into the programme, and how much each applicant can request.</i>	10 mins
Naming your PB process	<i>Ask for suggestions for a name for the process. Select the best ideas and refine down to a short list. Vote using a show of hands.</i>	15 mins
Set criteria for bids	<i>Review your priorities in your Community First Plan. The results will be used to request bids from the community. See step 3 for more on setting priorities.</i>	15 mins
Set some important dates	<p><i>See the timeline below to help set dates for:</i></p> <ul style="list-style-type: none"> <li>• <i>Publicity available in the community and application form ready to distribute</i></li> <li>• <i>Date for the information session</i></li> <li>• <i>Closing date for applications, and where they should be sent</i></li> <li>• <i>The date of a review panel to check applications</i></li> <li>• <i>The date (and likely venue) of the decision event</i></li> <li>• <i>The date funds have to be spent and reported on</i></li> <li>• <i>Next date the Steering group meets</i></li> </ul>	20 mins
Evaluating the PB process	<i>Agree the key aims you are seeking to achieve by using a PB approach. This could be things like: wider community involvement; a fairer way to make decisions; improved collaboration; or a range of other things that matter to you. Select about 5 key aims, which you can use later to ask participants for their opinion of how the process worked.</i>	15mins

### C: Sample plan for running a PB process

Use the table below to start making your project plan:

<b>Task or stage</b>	<b>From start of process (estimate)</b>	<b>Enter your proposed date here</b>	<b>Where the activity will take place</b>	<b>Key tasks/actions</b>	<b>Who is responsible for co-ordinating it?</b>
Set up and hold first steering meetings	2 weeks				
Publicise and send out application forms	4 weeks				
Hold information event	6 weeks				
Receive applications	8 weeks				
Hold review meeting	10 weeks				
Hold the decision event	12 weeks				
Distribute funds and deliver projects	6 months or more				
<b>Total recommended time to distribute funds using PB</b>	<b>12 weeks (3 months)</b>				

## D: Sample agenda/timings for decision day event

### Agenda

*[Enter date and venue]*

<b>Estimated Timings</b>	<b>Agenda</b>	<b>Notes</b>
Start time	<b>Welcome</b>	<i>Register people and hand out scoring sheets</i>
Start time +10 mins	<b>Describing the process</b>	<i>Ask your host to outline the running order and format of the day, and any rules. Remind participants of the format and list the priorities of the Community First panel.</i>
Start time +20 mins	<b>First presentations x 3</b>	<i>Allow 20 minutes to hear the first 3 presentations</i>
Start time +40 mins	<b>Break for first scoring round</b>	<i>Allow 5 minutes to score first 3 projects</i>
Start time +45 mins	<b>Second presentations x 3</b>	<i>Allow 20 minutes to hear the next 3 presentations</i>
Start time +65 mins	<b>Break for second scoring round</b>	<i>Allow 5 minutes to score first 3 projects</i>
Start time +70 mins	<b>Third presentations x 4</b>	<i>Allow 25 minutes to hear the final 4 presentations</i>
Start time +95 mins	<b>Break for third scoring round</b>	<i>Allow 10 minutes to complete/adjust scoring and collect in scoring sheets</i>
Start time +105 mins	<b>Scoring break</b>	<i>Allow 30 minutes whilst scores are calculated</i>
Start time +135 mins	<b>Announcing the results</b>	<i>Allow 20 minutes to announce results, hand out and collect evaluations and close the meeting</i>
Start time +155 mins	<b>Close</b>	<i>Total meeting time 155mins = 2hrs 35 mins</i>

**E: Sample template for scoring applications**

Each project is usually scored out of 10 points, with 10 being the highest. Using a grid like the one below enter and add up the scores. A spreadsheet is helpful or you can do it manually with a calculator. Re-check your scores later.

	<b>Enter Scores here</b> <i>(add more columns/renumber as needed. It is a good idea to number all your score sheets and match them to the numbers at the top of the columns, so you can check them later)</i>													
<b>Name of project</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	<b>Total</b>
<i>[Insert name of first project]</i>														
<i>[Insert name of second project]</i>														
<i>Etc.</i>														

**Entered by:** \_\_\_\_\_

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

**Checked by:** \_\_\_\_\_

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

## F: Sample of an Evaluation sheet used at a decision event

Use this or a similar form to collect comments at your decision event.

[Enter event name] **Evaluation Form**

Your Name: \_\_\_\_\_ (optional)

**How do you rate today...(5 is lots). Circle your answer below:**

The venue, catering and other arrangements	1	2	3	4	5
The content of the day	1	2	3	4	5
The presentations and information provided	1	2	3	4	5
Your ability to contribute to the day	1	2	3	4	5
How much the day met your expectations	1	2	3	4	5
Is this a good way to make this sort of decision?	1	2	3	4	5

**What was the best thing(s) about the day?**

**What was the worst thing(s) about the day?**

**What could be done better in future decision events?**

**Any other comments... (add more overleaf if you like)**

**Thank you!!**