**Guidance Notes to be used in Conjunction with the Participatory Budgeting (PB) Application Form**

**Applications are invited from individuals and groups/organisations living/based/operating within the South Ayrshire localities.**

1. Individuals, groups, and organisations must be based or provide a service within South Ayrshire localities and projects must directly benefit the residents in these localities.
2. If you do not have a constitution/bank account, you can organise a host organisation. This organisation will administer any awards made to your group, for example, if your application is for equipment, the host organisation can order and pay invoices on your behalf. **You must have this in place before submitting your application**, a host agreement form is available, and we will help you set out a clear agreement with your host organisation.
3. Each individual, group and organisation can submit **one** application. **This funding is not open to schools, but parent association/pupil council may apply but not for core activities.**
4. The maximum amount to bid for will be **£3000** and a minimum of £500.
5. If your total project cost is more than £3000 you may also apply for part funding, but please provide details of other funding sources for your project.
6. The short description of the project that you provide will be used in an information leaflet to be available at the event.
7. Your project must start after date of award if successfuland be **completed within 12 months** of funding being received.
8. The process must be fully open and transparent and comply with equalities legislation.
9. If the award cannot be used for the project outlined, please contact your Partnership Engagement Officer at sahscp.engagement@south-ayrshire.gov.uk in the first instance.
10. If the award is used for any other purposes without first speaking to your Partnership Engagement Officer, you will be asked to pay it back.
11. Any items or equipment purchased with the award must remain the property of the organisation applying for the use in the locality.
12. Your project must fit within the identified priorities for your locality – the priorities are specified on the application form.
13. All applications **MUST** be completed as stated in the application form by **Friday 19th July 2024. Any applications submitted after that time will not be accepted.**
14. Applications will be reviewed by the Locality Planning Partnership to ensure they fit within the themes of each locality**.**
15. We aim to advise groups by 2nd August 2024 if they are going through to the next round.
16. Successful groups will be invited to provide a display which must fit on 6ft table top at the Community event. All the displays will then be voted on by members of the local community attending the event.
17. Anyone aged 10 and over and attending school, living, working or member of a community group in the area is eligible to vote.

**Project Monitoring/Evaluation**

* All projects receiving funding will be required to undertake project monitoring and evaluation.
* At the end of the project period, all projects will be required to return a short evaluation form and show all expenses with relevant receipts.
* Where possible photographs of your project should be taken and produced as part of this process, please ensure that the relevant permissions are in place before doing so.
* A selection of projects may be visited by 2/3 members of the steering group at a date and time agreed.
* This visit will focus on who was involved, what difference the project has made to the participants/community and any future developments.