
Report To:	Policy and Resources Committee	Date:	7 August 2018
Report By:	Grant McGovern Head of Inclusive Education, Culture & Communities	Report No:	PR/20/18/GM/HS
Contact Officer:	Hugh Scott	Contact No:	5459
Subject:	Developing Participatory Budgeting in Inverclyde		

1.0 PURPOSE

- 1.1 The purpose of this report is to provide an overview of Participatory Budgeting in Inverclyde and to agree to further developing this approach to support decentralisation of budgets and enhance community empowerment.

2.0 SUMMARY

- 2.1 At the meeting of the Alliance Board on 11th December 2017, a report on the Community Choices Framework was discussed.

- 2.2 Participatory Budgeting (PB) is local people deciding on how to allocate part of a public budget.

The Community Empowerment (Scotland) Act 2015 defines Community Choices as:

Community Choices budgeting supports a democratic and engaged citizenship by enabling local people who have a direct say in how a defined public budget can be used to address their priorities. It is one method of community engagement that can be used alongside other models of empowerment as part of a wider approach to advancing participatory democracy.

- 2.3 It was agreed at the meeting of the Alliance Board on 19 March 2018 that CPP members continue to identify opportunities for participatory budgeting in Inverclyde.
- 2.4 In its 2018 – 19 budget, Inverclyde Council agreed to provide £350,000 (£50,000 per ward) to be distributed through Participatory Budgeting (PB). It is proposed that bids should be capped at a maximum of £25,000 in line with the recent changes to GTVO allocations. To encourage smaller bids from groups and organisations, no minimum amount is proposed provided the required application criteria are met.
- 2.5 Additionally, in March 2017 the Committee agreed to the allocation of £100K for the implementation of a Community Initiatives Fund to support local projects to alleviate poverty. The programme of public consultation and engagement outlined in this report is now suggested as an appropriate mechanism to allocate funding to appropriate anti-poverty initiatives. The allocation of funding in this case will be specifically targeted to community projects in the three Community Planning Localities rather than the Ward based approach recommended for the Community Fund.
- 2.6 A Communications and Engagement Plan will aim to deliver a consistent approach to branding and messaging and combine a range of strategies including community engagement events and other media including print and online, to encourage residents and community groups to

take part in the participatory budgeting consultation.

- 2.7 Community Learning and Development's (CLD) Community Capacity Team will lead on the consultations of Inverclyde's first phase of participatory budgeting in partnership with CVS and other relevant partners. In addition, following on from good practice elsewhere, CLD will create and manage a voting form for the steering groups and will draft appropriate guidance notes to support the shortlisting of applications. (See Appendix 3 and 4).
- 2.8 The allocation of grants from both the Community Fund and the Community Initiative Fund will be Inverclyde's first phase of implementation of Participatory Budgeting. To support the development of a fully effective approach to Participatory Budgeting (PB) by 2020, it is recommended that a short-life working group chaired by the Head of Inclusive Education, Culture & Communities should be established. This group will review and evaluate the effectiveness of this first phase and look to existing good practice to further develop Inverclyde's model.

3.0 RECOMMENDATIONS

3.1 That the Committee:

- a) Notes the content of this report and approves the intended actions;
- b) Notes the consultation, communications and engagement objectives, audiences and key mechanisms outlined in this report, the timetable for consultation and the potential release of funding to the community through the Participatory Budgeting process;
- c) Agrees to the implementation of a short-life working group to develop a long-term sustainable PB model for Inverclyde;
- d) Agrees to the release of Community Initiatives Funding through the above process to support initiatives to alleviate poverty within the designated Community Planning locality areas.

Grant McGovern
Head of Inclusive Education, Culture and Communities

4.0 BACKGROUND

- 4.1 Participatory Budgeting (PB) is local people deciding on how to allocate part of a public budget. Detailed information on PB can be found in Appendix 1.
- 4.2 The Community Empowerment (Scotland) Act 2015 provides a range of new powers to strengthen the voices of communities in the decisions that matter to them. It makes particular provisions on participation in public decision making, and the role that Participatory Budgeting can play in this.
- 4.3 Nationally, there is a COSLA and Scottish Government agreement for 1% of a local authority's budget to be decided using Participatory Budgeting by 2020/21.
- 4.4 A number of local authorities have used the PB model to focus mainly on small grant giving in areas such as community safety, local environmental issues, etc, rather than involving the public in decisions on mainstream budgets. This would be inappropriate for the full implementation of PB which requires that 1% of the Council's budget is included in the process – this would be £1.9M for Inverclyde.

5.0 PROPOSALS

- 5.1 This paper sets out a communication and engagement programme for Participatory Budgeting consultation based on good practice from other local authorities. Below are the overall objectives of the consultation campaign, the key audience targeted and the key mechanisms used.
- 5.2 The overall objectives of the consultation and communications plan are:
 - To ensure a high level of engagement across all communities in allocating the Participatory Budgets;
 - To demonstrate clearly to the local community that Inverclyde Council and partners welcome and are actively listening to the views of the stakeholders;
 - To give stakeholders and communities the opportunity to be involved, influence and to have a say in determining the Participatory Budget;
 - To build capacity for Participatory Budgeting.
- 5.3 The key mechanisms include designing a new branding to consult and communicate around the activities using the message around Participatory Budgeting.

The evidence gathered from Our Place Our Future community consultation results will inform the identification of priorities that:

- **Promote positive mental health and wellbeing in Inverclyde** – examples include: dementia friendly activities/projects, ideas that promote volunteering opportunities, ideas which help build skills, confidence and resilience within the community and community growing initiatives.
 - **Support the development of a more positive environment** – examples include environmental clean-ups, development of community facilities and public spaces, anti-litter campaigns.
 - **Bring people together** – examples include developing new activities, ideas which support intergenerational activities, events which bring local communities together, ideas which promote the use of facilities, amenities and services and consultations in local need. Ideas which reduce social exclusion.
- 5.4 Every community has different needs and the priorities should reflect this. In all cases a clear focus with simple funding criteria will help to create better projects and attract good

quality applications. This will also help the community to score the projects in the final selection process.

- 5.5 At the Council Budget Meeting on 16 February 2017 it was agreed to set up an Anti-Poverty Fund using the existing Welfare Reforms Policy Earmarked reserve plus an additional £200,000 allocated from Reserves giving a fund total of £1.0million. At the subsequent meeting of the Policy and Resources Committee (March 2017), members agreed that £100K of the Anti-Poverty Fund would be allocated to a Community Initiatives Fund to support locally based anti-poverty initiatives.

It is now suggested that the programme of public consultation and engagement outlined in this report to support PB would be an appropriate mechanism to allocate funding to community-based anti-poverty initiatives. However, the allocation of funding in this context will be specifically targeted to community projects in the three Community Planning (CP) Localities rather than the Ward based approach recommended for the Community Fund.

The CP localities are Port Glasgow, Greenock East and Central and Greenock South and South West.

5.6 Funding Allocation

As part of its 2018–19 budget, Inverclyde Council agreed to provide £350,000 to be distributed through Participatory Budgeting (PB) with an allocation of £50K per Ward. This process would provide first steps in the implementation of Participatory Budgeting in a phased, managed approach through to full implementation by 2020 as required by the Community Empowerment (Scotland) Act 2015.

It is proposed that bids should be capped at a maximum of £25,000 in line with the recent changes to GTVO allocations. There is no minimum amount proposed to encourage smaller bids from groups and organisations as long as the required criteria is met.

5.7 Funding Criteria - £50,000 for each ward

1. Applications from individuals, community groups or organisations must be made on a not-for-profit basis;
2. The proposed project or initiatives must provide a service in, or benefit to, the Ward;
3. All project cost are included in the application. Where appropriate, to ensure sustainability, the costs for 3 year on-going maintenance and repairs of the proposed project or initiative, e.g. community garden, must be included in the financial details section of the application. Similarly, details of routine running costs, e.g. salaries, electricity, rates/rents, insurances, etc, for a 3-year period should be included.

Funding will not be provided for:

- Any political or religious group activities*;
- Applications requesting solely routine running costs for existing community facilities, e.g. salaries/electricity/rates/rents/insurances etc;
- Private businesses or individuals applying on a commercial (for-profit) basis;
- Applications from schools - these are the responsibility of the local authority**;
- Community groups in receipt of Council funding through other sources, e.g. Grants to Voluntary Organisation (GtVO) unless the proposed project or initiative is significantly different from project being funded.

* - Applications can be accepted from faith groups provided they meet criteria 2. above.

** - Parent Councils and Associations can submit applications as recognised constituted groups for projects or initiatives that meet the criteria outlined in 2. above.

5.8 Funding Criteria – Community Based Anti-Poverty Initiatives

As above in 5.7, but applications also must be focussed in specified Community Planning Localities and aim to support people living in poverty and/or focus on mitigating the impacts of poverty in those areas.

5.9 Additional funding is available for Community Organisations and Community Councils via the Community Choices Fund 2018/19. Community Learning and Development's Community Capacity Team will also support community groups looking to access this funding source. CVS have submitted an application to this fund to cover Greenock East and Central (Part of Ward 2 & 3). If successful, this will provide additional resources with an enhanced focus on working with targeted individuals and groups in our communities to support the development of future models for PB in 2020/21.

5.10 Community Engagement and Consultation

The attached Communications and Engagement Plan (Appendix 2) will aim to deliver a consistent approach to branding and messaging, and combine a range of strategies including community engagement events and other media including print and online, to encourage residents and community groups to take part in the participatory budgeting consultation.

Community Learning and Development's (CLD) Community Capacity Team will lead on the consultations of Inverclyde's first phase of participatory budgeting in partnership with CVS and other relevant partners. In addition, following on from good practice elsewhere, CLD will create and manage a voting form for the steering groups and will draft appropriate guidance notes to support the short-listing of applications. (See Appendices 3 and 4).

5.11 Future Planning for Full Implementation of Participatory Budgeting

The allocation of these funds is Inverclyde's first phase of implementation of Participatory Budgeting. As noted in Section 4.4, the focus on the allocation of grants to fund small scale community projects would be inappropriate for the full implementation of PB. It is therefore proposed that a short-life working group chaired by the Head of Inclusive Education, Culture and Communities is implemented to develop a long-term, sustainable PB model appropriate to Inverclyde's wider community needs.

Membership of the group will include:

G McGovern	Head of IEC&C (Chair)
H Scott	Service Manager CLD
M McKenna	Service Manager Corporate Policy
TBC	Environment & Regeneration
TBC	HSCP (Health)
TBC	HSCP (Social Services)
TBC	Financial Services

Others identified as appropriate.

An Equalities Impact Assessment will be completed by the short-life working group.

6.0 IMPLICATIONS

6.1 Finance

Financial Implications:

The costs below were approved as part of the Council's 2018-19 budget and are included for the benefit of members.

One off Costs:

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (if Applicable)	Other Comments
EMR	Community Initiatives	2018-19	350,000	N/A	
EMR	Welfare Reform	2018-19	100,000	N/A	Community Based Anti-poverty initiatives

Annually Recurring Costs/(Savings):

Public Engagement Events, communications and administration costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
Budget Development EMR		2018 - 19	Up to £5000		Facilities hire, promotion, etc.

6.2 Legal

N/A

6.3 Equalities

Has an Equality Impact Assessment been carried out?

YES (see attached appendix)

NO – Will be carried out by the short-life working group at a later date.

6.4 Repopulation

Well planned and effective engagement in the PB process for residents and community groups will enhance Inverclyde's reputation as a place to live and work.

7.0 CONSULTATION

N/A

8.0 BACKGROUND PAPERS

N/A

Participatory Budgeting

Summary

Participatory budgeting (PB) can be defined, in simple terms, as **local people deciding on how to allocate part of a public budget**. It is therefore more than consultation.

Participatory Budgeting, as with many other areas in Scotland, has mainly focused on small grant giving rather than involving the public in decisions on mainstream budgets. There is an aspiration in Scotland for 1% of a local authority's budget to be allocated through PB.

Through use of online methods we have demonstrated that it is possible to deliver PB at scale, but an approach like this would need to be resourced. In looking to scale up PB in Inverclyde, there are a number of areas of mainstream budgets - aspects of the Transportation, Education and Capital budgets - which could fit well with a PB approach. Some suggestions are given as to how this approach could be further developed to support decentralisation and community empowerment ambitions.

There is a need for high level buy in and acceptance of PB as a way of working. There needs to be a commitment to resource such an approach, and this does require continuing to build capacity and provide the leadership and direction needed.

Involving the public in the design and delivery of services

Involving the public in the design and delivery of services is essential to transforming our public services, according to the Christie Commission on the future delivery of public services, and the Commission on Local Democracy.

Participatory Budgeting (PB) is a method for involving the public in decisions about local budgets, and as such is part of our wider community engagement approach. The Community Empowerment (Scotland) Act 2015 provides a range of new powers to strengthen the voices of communities in the decisions that matter to them. It makes particular provisions on participation in public decision making, and the role that Participatory Budgeting can play in this. Aspirations in relation to PB are being raised, both locally and nationally, laying down a challenge as to the ambition and scale of Participatory Budgeting in Inverclyde.

Participatory Budgeting Principles

Our approach to Participatory Budgeting in Inverclyde is based on the following principles:

1. Local Ownership	Residents should be involved in setting budget priorities and identifying projects for public spend in their area wherever possible.
2. Direct Involvement	PB should involve direct as well as representative engagement wherever possible.
3. Support for representative democracy	Participation mechanisms such as PB should be seen as supporting representative democracy rather than undermining it. Councillors hold a unique position as community advocates and champions. PB can increase citizens' trust of councillors and boost the role of ward

	councillors.
4. Mainstream Involvement	Over time PB processes should move towards residents being involved in decisions over mainstream budgets (as opposed to only small grants processes).
5. Accessibility	Participants must have good and clear access to PB processes.
6. Transparency	PB processes are designed to give citizens full and clear knowledge of public budgets in their area, even those over which they do not have a direct say.
7. Deliberation	PB processes should take citizens beyond personal choice and involve real deliberation around budget decisions
8. Empowerment	PB events are centrally concerned with empowering local citizens in decisions over local services and shaping their local area through allocating part of a public budget. Citizens, officers, councillors and partners should plan and lead PB events together, demonstrating local people's empowerment. Evaluation should explore how well PB has empowered people. Good capacity-building is essential for good community empowerment and should always be used in PB processes.
9. Shared responsibility	PB should build common purpose and a commitment from all stakeholders.

What does PB offer as a community engagement tool?

Participatory Budgeting can cover a range of activity from communicating, consulting, involving, partnership and decision-making, which in and of itself can be more or less empowering.

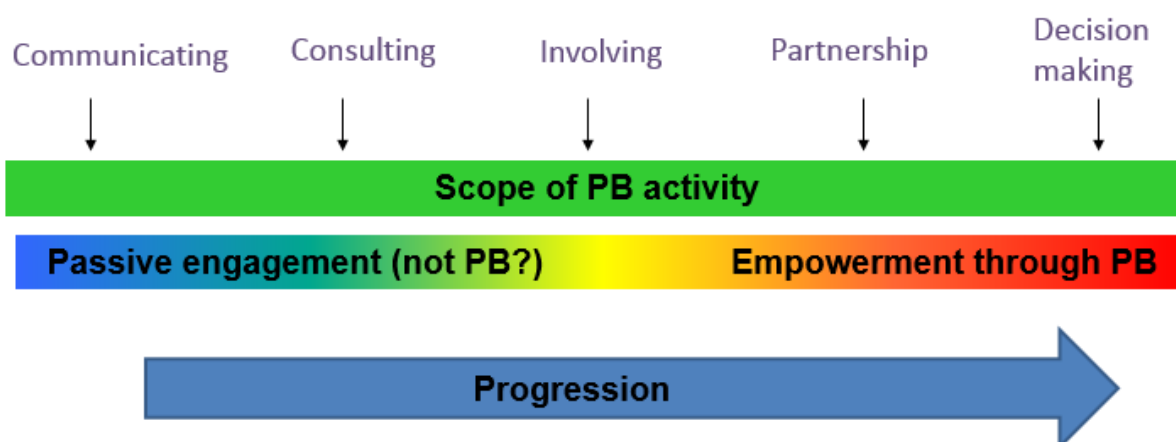


Figure 10 – Empowerment through PB (Jez Hall)

Participatory Budgeting has the potential to create a lasting shift in relationships between citizens and public services. Citizens should feel that their participation is meaningful. It is important that

where PB is used as a method, it is done in an empowering way. Deliberation can and should be built into any stage of public engagement. Involving the local community in decisions about budgets can engage local people, build social capital, and deepen democracy. It also helps to improve use of public money by targeting resources more effectively at local level.

What is needed to support scaling up of PB in Inverclyde?

If PB is to move into the 2nd Phase - influencing the outcome of mainstream budgets and involving service users in decisions about the commissioning of services - then a number of factors need to be put in place:

High level buy-in

Implementing PB at scale requires high level political and organisational buy-in. There is currently commitment to PB as an approach at both national and local level. There needs to also be buy-in from senior managers.

Budget

The starting point is to identify the budget from across possible funding streams or particular service areas where there is a need to commission goods/services. It requires those with the power to decide how public money is spent – service managers, commissioners, elected members – being willing to involve local people in decision-making about a budget, while ensuring value for money in how that resource is spent.

Commitment of staff time and resources

We have seen that PB is worth doing at scale and that it is possible to do it BUT operating an annual programme at a wide level will take a commitment of staff time and resources. This includes the infrastructure needed to support PB. Undertaking a PB exercise is an ‘opportunity cost’ – if area / community / service / partner staff and organisations are doing this then they are not doing something else. It needs to be thought through as part of a planned and considered approach to ensure that resources are used wisely.

PB as a way of working

PB should become the way we do things when it comes to identifying and delivering community-based projects and initiatives. As part of our decentralisation efforts, PB could enable us to continue conversations with our citizens regarding the shape, type and level of public services they want to see.

Inverclyde Council remains committed to localisation of service provision. It is in this context that PB can be a means to:

- build community capacity, empower local communities
- improve transparency and accountability
- develop understanding about the difficult decisions required
- develop solutions which suit the local area
- improve services where they are needed and wanted
- increase interest/participation in community activity and also in traditional democratic processes.

Community Engagement Plan

Date	Action
June 2018	A planning group will be formed that has representatives from the wider partnership and community.
June / July 2018	Maximum bid amounts of £25,000 per bid with no minimum amount.
July / August 2018	Branding and publicity and marketing developed and agreed. Dissemination of the PB scheme online, at community events and information sessions, in community centres and across the partnership network, on-line and in the press.
July / August 2018	Partnership approach taken to ensure we engage a wide range of local residents and community led organisations in the PB process, particularly those not currently engaged with services or who need additional support to articulate their needs/views.
August 2018	Community and voluntary groups will propose projects for funding against the agreed priorities and then present them at a decision day event, where residents vote on which should receive funding.
August – October 2018	<p>The detail of the PB process will be designed on the basis of local circumstances and priorities. However, a number of common models have evolved in Scotland and proved successful. The two most relevant to Inverclyde are:</p> <ol style="list-style-type: none"> 1. Presentation format - those requesting funding deliver a short presentation and the community then votes. Eligible voters register at the event prior to the presentations starting and stay for all the presentations for their votes to count. This is a better format if there are a small number of applications. 2. Marketplace - those requesting funding display information about their project or idea and once participants have visited all the stalls, vote. Eligible voters do not need to stay for the duration of the event. This is a better format if there are too many applications to be covered via a presentation format. <ul style="list-style-type: none"> ➤ Whatever the chosen format, it's supported by written information taken from a simplified application form. Members of the community will be invited to score each of the proposals. They will score or vote for more than one idea. ➤ Everyone knows who else is bidding, and for how much: All bids will be shared with the other applicants and presented to the community at a decision event. ➤ One 'decision' event will be held in each of the ward areas. ➤ Provisional results will be announced on the day and confirmed in writing.

<p>January/ March 2019</p>	<p>Positive impact of PB:</p> <p>A community with a better understanding of the range of groups that exist and activities going on in their neighbourhood or community, where everyone has a practical way to get involved.</p> <p>Neighbourhood groups, community members and residents better able to express their needs and influence decisions made about a community</p> <p>Greater collaboration and partnership occurs, often meaning more resources for distribution come into an area or community, and when they do they are well spent.</p> <p>Understanding grows: 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.</p> <p>New voices are heard: Marginalised groups, who may be unused to completing long application 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.</p> <p>Money reaches further and goes deeper: 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.</p> <p>Aspirations are raised: Participants learn on the presentation day what it takes to be a successful project and often leave with greater confidence in their ability to apply to other funds. Even initially unsuccessful groups will often go on to find funding elsewhere.</p> <p>Positive relationships builds new opportunities: Spending time with people who may become useful partners and collaborators can build a positive sense of what can be achieved. By working together we always achieve more.</p>
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Funding Criteria

1. Applications from individuals, community groups or organisations must be made on a not-for-profit basis;
2. The proposed project or initiatives must provide a service in, or benefit to, the Ward;
3. All project cost are included in the application. Where appropriate, to ensure sustainability, the costs for 3 year on-going maintenance and repairs of the proposed project or initiative, e.g. community garden, must be included in the financial details section of the application. Similarly, details of routine running costs, e.g. salaries, electricity, rates/rents, insurances, etc, for a 3-year period should be included.

Funding will not be provided for:

- Any political or religious group activities*;
- Applications requesting solely routine running costs for existing community facilities, e.g. salaries/electricity/rates/rents/insurances etc;
- Private businesses or individuals applying on a commercial (for-profit) basis;
- Applications from schools - these are the responsibility of the local authority**;
- Community groups in receipt of Council funding through other sources, e.g. Grants to Voluntary Organisation (GtVO) unless the proposed project or initiative is significantly different from project being funded.

* - Applications can be accepted from faith groups provided they meet criteria 2. above.

** - Parent Councils and Associations can submit applications as recognised constituted groups for projects or initiatives that meet the criteria outlined in 2. above.

Inverclyde - Participatory Budgeting Events – 2018

Guidance for Shortlisting

1. **Panel:** Council officers to review all applications, to ensure it meets appropriate guidelines and grant criteria
2. **Documentation:** Officers will keep a complete record of the decision making as this will provide a transparent record of the decision making process.
3. **Process – The shortlisting will be in 2 stages:**
 - Stage 1:** Individual scoring
 - Stage 2:** Group discussion and agreement of projects/ideas to go forward to the PB event.
4. **Stage 1:** All checked applications will be forwarded to you by the agreed date, preferably by email but by hard copy if preferred. You will be provided with a 'Short-listing Scoring Sheet' for each application, where you will score each project. The sheet includes a comments section for your use. You will also be provided with a summary sheet, where you will note your final scores for each application.
5. You will only be scoring Questions 6, 7, 12, 14 and 15 (each scored 1 to 3) the rest of the form is factual or financial information. Consequently the minimum score for applications to progress is 5, the maximum score possible is 15. However, the rest of the form will assist you when considering these questions and may provide additional information.
6. **Stage 2:** Stage 2 of the short-listing process will be a group discussion. We will review the scores provided by the group on the master score sheet. This should enable us to see how many of the projects are shortlisted. Some further discussion may be needed if/where scores vary significantly or where there are a few projects with the same scoring, in which case, further discussion will be required.
7. **Declaration of Interest:** where a shortlister has a declaration of interest with any application they should write declaration of interest after the name of the group and should not complete the rest of the form (please still sign the form). Scoring for declaration of interest applications, will be taken as an average of all other shortlister's scores.
8. **Confidentiality:** Please be aware that application forms should not be shared with anyone else and please ensure they are kept securely, as they will contain applicants personal contact details etc. All hard copies of applications should be brought back to the group shortlisting meeting, where they will be shredded. All emailed forms should be deleted following the agreement at the group shortlisting meeting.

July 2018

Short-listing Scoring Sheet

Name of Group:					
Q	Detail	Criteria	Points	Score	Comment
Q6	Please tell us about the project/idea this money will help you fund.	Good clear examples of the project/idea that benefits the locality which funding will cover.	3		
		Reference to projects/ideas but no explanation of how the funding will benefit the ward.	1		
		No clear examples benefiting the ward.	0		
Q7	Why do you think your project/idea is needed and what will the impact be. (The difference it will make and how will this be shown).	Strong evidence that demonstrates the difference the project will make (e.g. we will show...). (We will ask for feedback from....).	3		
		Some mention of how to show the difference the project will make.	1		
		No mention of difference the project will make	0		
Q12	Who is your project/idea open to? <i>*please also check the rest of the application for reference to equality</i>	Yes – open to all or, Yes – good examples of how equality* groups are supported to be included.	3		
		No – but good reasons are given as to why certain groups are excluded e.g. older people groups; youth groups etc.	2		
		No explanation given.	0		
Q11 Q14	Please state the ward your project will benefit	Based in and benefiting the ward	3		
		Based out-with but benefits the ward.	1		

Q15	Which of the locality themes does your project/idea fit? <i>*Check for evidence</i> <i>*Cross reference Q6.</i>	All three of the themes	3		
		If at least two of the themes.	2		
		If only one of the themes.	1		

Signature:	Date:	Total Score: / 15
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Maximum of 15 points – minimum of 5 points to be considered.

Name		Address	
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If you work, volunteer or study in the area, please tick this box and provide the postcode.		Full Postcode	
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Age Group (Tick One)	8-12 yrs	13-17 yrs	18-25 yrs	26-45 yrs	46-65 yrs	66+ yrs
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How did you find out about this (Tick ALL THAT APPLY)							
Facebook, twitter, web, email		Taken part before		Poster, leaflet, newspaper, radio		I know a project taking part	
Word of Mouth		Just came across it		Other (please specify)			

Data Protection: Inverclyde Council is obliged to comply with current Data Protection Laws and will use this information for the purposes of Education (Scotland) Act 1980, Requirements for Community Learning & Development (Scotland) Regulations 2013, Community Empowerment Act (2013) and related purposes.

Further information can be found at www.inverclyde.gov.uk/site-basics/privacy

**By signing below you are agreeing to your information being gathered and processed as above:
If under 13 years of age parent/guardian required to sign on their behalf**

Name: (please print)	
Signature	
Date:	
Parent/Guardian Signature	

We keep this information for 5 years. If you wish your information to be removed please contact us and we will remove this within 30 days.

Voting Instructions

**Score your choices! Tick one box to show how many points you want to give to each project.
You MUST give EVERY project a score out of 5, or your votes won't count at all.**

1	2	3	4	5
Lowest score				Highest score

Stall No.	Group	Amount Requested	1	2	3	4	5
	<i>Example:</i>					✓	
1.	Port Glasgow Arts – We are a self-funding group who provide a social aspect and build confidence through our Art Club. The funding would be used to buy art materials and outings to art exhibitions.	£800.00					

CHECK! Have you scored EVERY Project? If not, your votes won't count!