



"COLWYN COUNTS / COLWYN YN CYFRI"

2014 - Information Sheet – FAQs

Question 1: What is Participatory Budgeting?

Participatory Budgeting (PB) is an innovative way of making decisions on how money is spent within a Community. Residents first propose schemes and then decide on which of these proposals will be delivered in their neighbourhoods; people participate directly in the budget allocation of resources. This is an established process that encourages and supports real community empowerment.

Question 2: Where can projects be delivered?

Anywhere within the Bay of Colwyn Town Council boundary, which includes the neighbourhoods of Rhos on Sea, Colwyn Bay, Upper Colwyn Bay and Old Colwyn.

Question 3: Who can apply?

Any group or not-for-profit organisation that can propose and deliver projects within the Bay of Colwyn area, as long as:

- a) It has agreed terms of reference or a constitution and
- b) It has its own bank account, or a recognised organisation that can act as banker
- c) It is able to demonstrate compliance with any relevant statutory requirements, eg CRB checks for work with children or vulnerable adults, and/or any relevant permissions or licenses.

PLEASE NOTE: Assistance will be made available after the initial applications have been received to support groups with (b) and (c) above, if required.

Question 4: Where has the money come from?

The Bay of Colwyn Town Council has provided £12,000 of Youth Grant funding and £30,000 has been allocated from Conwy County Borough Council's Vibrant and Viable Places (VVP) Community Fund (Welsh Government funded). It is hoped that other organisations may supplement this figure during the course of the Project.

Question 5: How much can be applied for?

There is at least £42,000 available. Project proposals are invited for individual projects requiring at least £500 but not more than £5,000. Organisations / Groups can submit more than one bid, provided the total amount they are applying for does not exceed £5,000. Larger projects involving match-funding from other sources are actively encouraged. Projects can include capital and/or revenue expenditure, however, any **revenue** expenditure will be limited to a maximum of £2,000.

Capital items included within projects (generally defined as items with an anticipated lifespan of 10yrs+) must be capable of being completed (purchased and invoiced) by the end of February 2015.

Question 6: What sort of projects can be proposed?

Any project which can demonstrate benefits for the wider Bay of Colwyn area is welcomed, however, projects with links to the themes of youth and/or healthy, learning or prosperous communities (the VVP themes) are particularly encouraged and are more likely to be successful (to meet the specific criteria for some of the funding available).

Question 7: How much detail is required on the application form?

The application form is designed to be very simple to complete. However, the more relevant information that can be included in the space provided, the better. The form has been designed to be completed either electronically or handwritten. A reasonably detailed budget breakdown is helpful in the assessment of projects, but is not essential at this stage. Applicants will be contacted after the closing date if any additional information is required.

Question 8: Once the Application Form has been submitted, what happens next?

Applications received on or before the closing date of **Friday 19th December 2014** will be considered by a small working group drawn from local residents (volunteers), elected members, representatives of our funding partners and other local community representatives, to check them against the agreed criteria and for any legal or practical delivery issues. This is **NOT** a pre-selection process. Any concerns will be fed back to applicants and amended applications invited. The aim is to ensure all the applications have the best chance of success.

All applicants and residents of the Bay of Colwyn area will then be invited to the Public Voting Event, provisionally to be held on the evening of Tuesday 20th January 2015, where the project proposers will be asked to make a short (3 minutes maximum) presentation to all residents of the Bay of Colwyn area who wish to attend (presentations will be supported by the original application details, in written summary format).

All residents of the Bay of Colwyn area will be invited to be at the Public Voting Event, to take part and to score each of the proposals, which will be presented in no particular order. Each proposal will be scored individually on its own merits.

The projects with the highest scores, within the total budget available, will receive confirmation of funding, and subject to conditions at Question 3 above being met, monies will be allocated to those projects as soon as possible after the voting event, with a view to completion at the earliest possible opportunity (and by 28th February 2015 at latest for any capital expenditure items).

Question 9: What if I have any other concerns about the application/presentation process?

The Town Clerk will be very happy to answer any queries by telephone or e-mail, both prior to submission of applications and in the run up to the PB Voting Event in January.

Contact details for queries and application forms are:

*Mrs Tina Earley
Town Clerk
Bay of Colwyn Town Council*

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