

EAST AYRSHIRE

**Health & Social Care**  
Partnership

# Wellbeing for All: People Decide

East Ayrshire Health and  
Social Care Partnership  
Participatory Budgeting

## Guidance for applicants

Please use in conjunction with information pack and application form

## What is participatory budgeting and why is it important?

The East Ayrshire Health and Social Care Partnership, along with our partners in collaborative commissioning are delivering a Participatory Budgeting (PB) approach in and across each of East Ayrshire's three localities.

PB is a process that enables local people to have a say in deciding how, and where, local money is spent to deliver services, that address local needs and issues

This guidance document will provide applicants with information on our key principles, our learning approach, our shortlisting criteria and where you can find support to assist you with your application.

PB is a democratic way for people to have a direct say on how public money is spent and PB can:

- Improve the quality and impact of projects
- Involve more people who live in your community in decision making
- Lead to greater collaboration and information sharing among local groups
- Lead to a better understanding in communities of the range of groups that exist, and their activities, enabling people to express their needs and influence decisions made about their community.

## Principles and guidance

The principles we are working to are:

- **Open to all** - existing and new, public, third, independent, community, school, parent/pupil association, un-constituted groups (min three people in all cases) Applications are invited from groups/organisations based/operating in the East Ayrshire area or who are interested in operating in East Ayrshire.
- **Flexible** - place based and supporting projects across East Ayrshire and supporting communities of interest. Support for building on what already works well, new projects and tests of change. Groups may submit multiple applications.
- **Experimental** - we will try it this way; we are investing in capacity and learning.
- **Transparent** - £250k total funding available, shortlisting criteria provided below.
- **Fair** - no minimum/maximums for applications; solutions proposed within applications considered first, then balance supporting small/large partners and leveraging investment from others.
- **Empowering communities** - people living in East Ayrshire make the final decisions on the projects supported.

## Guidance

1. If you do not have a constitution/bank account, you can organise a host organisation. They 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 from Michael Byers (contact details: phone 07717377463 or [email Michael Byres](#)) which will help you set out a clear agreement with your host organisation.

2. Applications from the same group must be for different projects.
3. This funding can be used to part-fund projects. If this applies, details of the other funding sources must be provided.
4. Funding has to be used by summer 2023
5. Applications must be returned by 28th July 2022.
6. Applications should be made using an [online form](#).
  - Using this method does not require the form to be posted or emailed following completion as it is automatically saved to our system allowing us to access it directly this way. Alternatively:
  - Download and print off a paper copy of the form from the [EAHSCP website](#). Once completed this form should be sent to; Michael Byers, Planning & Performance, The Johnny Walker Bond, Strand Street, Kilmarnock KA1 1HU
  - An electronic form can be accessed from the [EAHSCP website](#) and completed electronically. Following completion the form should be saved and [emailed to Michael Byres](#).
7. Projects must clearly demonstrate fit with identified priority areas (see our Information Pack).
  - Applications will be reviewed by the steering group using the criteria below.
  - If funding cannot be used for the project as outlined, please contact Michael Byers (contact details provided above) in the first instance.
  - As part of our principle to be flexible we extend this to the use of the funds. There are many ways this can happen but would include if circumstances do not permit the funding to be used for the activities as described or as part of the learning is that it could be delivered differently. Please contact Michael Byers should you need to discuss the circumstances and agree flex in funding arrangements.
  - We encourage and support everyone getting the best value for money and to make savings wherever possible. If you should make savings on the activities you have been funded for we would like you to reinvest this money in the project / activities which were originally funded. Please keep a note of what savings you make and how you reinvested this saving as will ask you for these details.
  - Applicants will be informed if they have progressed to the public vote by Friday 5 August 2022.
  - Applicants that progress to the public vote will be invited to a marketplace display where all those who are eligible to vote will decide which projects will be awarded funding to address priorities in their localities.
  - It is anticipated that voting events will be held in the week 8-13 August 2022.
  - The lower limits for voting are not focussed on age, rather the lower limit for this PB exercise will be children who have completed Primary 4 and are attending school. Other individuals who will be deemed eligible to vote will be those living, working or volunteering in each of the locality areas.

## Projects: impact and learning

- All projects receiving funding will be required to participate in a learning approach to delivery and impact. This means projects will be expected to gather and share information that will shape future collaborative commissioning activity.
- All projects will be expected to demonstrate the impact of the funding. This can be done in anyway which best tells the story of the impact on community and people and the context of the activities.

## Shortlisting criteria

The following will be used to shortlist applications received:

- Gateway questions - application is in line with principles above and meets the terms of guidance points 1 to 5 highlighted above.
- Delivering in priority area questions - application shows clear link between what the project will deliver and achieving one or more identified priorities.
- Learning - application shows how the project will enable learning about, what being supported feels like, what helps people/families achieve what matters to them and how money can be even better spent in the future, by identifying the sorts of information that the project will gather.
- Flexible and fair - having reviewed all applications against delivering in priority areas and learning criteria, the steering group will aim to balance of projects: in each locality/across East Ayrshire/targeted at communities of interest, small/large organisations, and projects that leverage other investment.

Please note that support is in place to assist groups/ organisations with the application process. Please see below.

## Support and more information

Full information is available in the accompanying information pack and a full guide to participatory budgeting can be found in our [Participatory Budgeting Toolkit \(PDF 911Kb\)](#).

If you need support with your application, please [contact Michael Byers](#), Planning and Performance Officer, East Ayrshire Health and Social Care Partnership.