

Application form

Please complete the form in plain English, without using any acronyms.
Please tick here to confirm that you have read the guidance ✓

About your organisation

Q1 Name of lead organisation or partnership

The Breckland Partnership (LSP)

Q2 Address

Elizabeth House, Walpole Loke, Dereham,
Norfolk, NR19 1EE

Main contact for this application

Q3 Title / name / surname Mr Mark Fretwell

Q4 Position Partnership (LSP) Officer

Q5 Email mark.fretwell@breckland.gov.uk

Q6 Phone 01362 656 822

Working together

Q7 Does your project involve any other organisations / partnerships? If yes, please list them here.

The project will be managed by the Breckland Partnership and will actively involve all the member organisations: Breckland Council; Norfolk County Council; Norfolk Constabulary; Norfolk Police Authority; LSC; Icen Partnership; Dereham Area Partnership; Wayland Partnership; Keystone Development Trust; NHS Norfolk; The Eastern Daily Press; Peddars Way Housing Association; Norfolk Chamber of Commerce; Norfolk Association of Local Councils; Voluntary Norfolk; and Norfolk Rural Community Council.

The project will also seek involvement from Breckland Youth Council, Friends of YNYD, and the Participatory Budgeting Unit.

About your project

Q8 What is the name of your project? Please insert in box.

Your

Partnership

Your Decision

Q9 Please give a brief description of your PB project here.

This project has three distinct stands: -

1. Breckland Youth Council Participatory Budgeting. Breckland's new Youth Council will be allocated £10,000 to run a participatory budgeting scheme specifically aimed at young people in the district. The Youth Council will seek applications from school groups, youth clubs and other youth organisations and will fund projects identified by young people to address the issues most pertinent to them.

2. Area-based Participatory Budgeting. Based on Breckland Council's and Norfolk Constabulary's area based working arrangements, £5000 will be made available to each of the five Breckland 'neighbourhoods'. A Community Panel – made up of Elected Members and local community representatives – will be set-up and will directly involve local people in making decisions on the allocation of funds for their 'neighbourhood'.

3. A Budget Simulator / Budget Training. A budget simulator will offer a fun and interactive way of involving residents in the budget setting process. Budget and PB training will be provided to panel representatives Total cost £5,000

Who you are involving

Q10 How many local people do you expect to involve in your PB project?

500+

Q11 What ages are the people who you hope to involve?

0-24 25-64 65+ All ages

Q12 Is your project directed at or particular relevance to a group of people?

Yes No

Q13 If yes, please tick to say who will benefit. Please tick all that apply

- | | | | |
|--|-------------------------------------|-----------------|-------------------------------------|
| Disabled people | <input checked="" type="checkbox"/> | Young people | <input checked="" type="checkbox"/> |
| Older people | <input checked="" type="checkbox"/> | Carers | <input checked="" type="checkbox"/> |
| Parents | <input checked="" type="checkbox"/> | Women and girls | <input checked="" type="checkbox"/> |
| Families | <input checked="" type="checkbox"/> | Communities | <input checked="" type="checkbox"/> |
| Disadvantaged people living in rural areas | | | <input checked="" type="checkbox"/> |
| Disadvantaged people living in urban areas | | | <input checked="" type="checkbox"/> |

Other (Please say) All sections of the community will be engaged including the migrant communities, and faith organisations (inter-faith work).

Where your PB pilot is taking place

Q 14 Does your project involve (Please tick all the apply)

Communities of place - people who live in a defined geographical area with physical boundaries, such as a neighbourhood, housing estate or village.

If so, what geographical area does your PB pilot cover?

Name of town, city, village or area

- Breckland local authority area
- Five Breckland 'neighbourhoods' – Attleborough, Thetford, Swaffham, Watton and Dereham (towns and rural hinterlands)

Community of identity - a community that is defined by how people identify themselves or how society identifies them, for example young people, older people, faith groups, disabled people, ethnic groups or lesbian, gay and bisexual people.

If so, what community of identity does your PB pilot cover?

Young people aged 11-19 years (linked to Breckland Youth Council)

Communities of experience or interest - such as people who use a particular service, school pupils, patient groups, sport and leisure groups etc.

If so, what community of experience or interest does your PB pilot cover?

N/A

Communities of purpose - that enable and empower people who are going through the same process or have a shared objective to accomplish something they want or need to do, whether it's influencing or improving something, for example through a petition for a local bypass.

If so, what community of purpose does your PB pilot cover?

N/A

Q15 What level will decision-making be happening? Eg Ward, division, safer community team, parish, district, primary care trust area, county

Decision-making will happen at the following levels: -

1. Breckland Youth Council Participatory Budgeting: **local authority district**
2. Area-based Participatory Budgeting: **safer neighbourhood areas**

Decision-making at the neighbourhood level will be fed-up to the Breckland Partnership (LSP) Board to ensure that common - district-wide - issues are identified and addressed

How your project meets our principles

The national PB Unit has identified distinct values, principles and standards needed to run a successful PB programme. We would like you to look at the values and tell us how you plan to work within this framework.

Value: Local ownership

Q16 How do you plan to involve local people?

1. Breckland Youth Council Participatory Budgeting.

20% of all young people aged 11-19 yrs in the Breckland District took part in the elections of the fifteen Breckland Youth Councillors. This is a significant level of engagement for a demographic group that is often hard-to-reach. The fifteen Breckland Youth Councillors (the Council) will form the decision making body for this strand of the project and will work with local young people – most notably –within their schools to identify local youth led projects.

2. Area-based Participatory Budgeting.

Local Elected Members and representatives of the local community will form the decision making body for this strand of the project. Existing Community Action Groups and Neighbourhood Forums will be fully utilised to engage local people in the process across the five areas. Area-based Participatory Budgeting will directly involve local people at the neighbourhood level in making decisions on the spending and priorities.

Value: Direct involvement

Q17 What decisions will local people will be making?

1. Breckland Youth Council Participatory Budgeting.

The Breckland Youth Council will make decisions on the allocation of £10,000 to projects identified by local young people.

2. Area-based Participatory Budgeting.

The five Community Panels will each make decisions on the allocation of £5,000 to projects identified by local people.

By utilising existing governance arrangements and by undertaking this work under the umbrella of the LSP – if priorities/projects are identified by the above panels that can not be funded through the Participatory budget, then they can be forwarded to the LSP Board for further consideration and potential resource commitment.

Value: Support for representative democracy

Q18 How will your PB project involve local councillors?

1. Breckland Youth Council Participatory Budgeting.

Breckland Council's Youth Elected Member Champion will provide support and guidance for the Youth Councillors on this process. However, the Youth Elected Member Champion will not have any decision-making capacity. All Youth Council meeting minutes are presented at the Authority's Full Council meetings, therefore all Elected Members will be made aware of all decisions.

2. Area-based Participatory Budgeting.

The five Community Panels will each have Elected Member representation so that Executive and Ward Councillors will be actively involved in the decision making process.

Value: Mainstream Involvement

Q19 How will your PB project help us to move towards using PB to allocate our mainstream budgets?

This project will pilot the participatory budget process in the district. It will give – for the first time – a budget and decision-making power to the groups highlighted above. The delivery and subsequent evaluation of the participatory budget project will determine whether funds can be allocated this way in the future by the Breckland Partnership (LSP) and other partner organisations.

Value: Accessibility

Q20 How will you make sure that everyone, especially underrepresented groups, are able to take part in your PB project

The participatory budgeting process will be accessible to all communities with appropriate promotion through a broad range of media. Targeted promotion will be aimed at marginalised groups, e.g. migrant communities.

As highlighted above, the Breckland Youth Council is well placed to secure engagement from local young people.

For the area-based project, the utilisation of existing Community Action Groups and Neighbourhood Forums, which are well attended by a cross-section of local people, will ensure that the project is accessible with no barriers to all local people. The support of specialist agencies will be sought where required.

Value: Transparency

Q21 How will you make sure your PB project has clear and open processes?

The project will have open and clear processes and will actively involve local people in the development and subsequent scrutiny of all funded projects. The involvement of local people will not stop at the allocation of funds as they will be expected to scrutinise the delivery of projects.

All rules and procedures devised for the project will be drawn up in partnership with local residents.

The rules and procedures will be clearly articulated; circulated to all participants; and, accessible on the Partnership website and shown in the Voice magazine (distributed to all district residents).

Value: Deliberation

Q22 What ideas do you have for building debate, thoughtful consideration and deliberation into your PB process?

The project will take local people beyond simply personal choices and will involve real deliberation around difficult budget decisions. The programme at each decision-making event will provide enough time for participants to think and to deliberate before they vote or make their decision. Suitable and interesting deliberation processes will be created by local residents to help everyone participate as fully as possible. Appropriate resources will be provided to facilitate effective deliberation at each decision-making event.

Value: Empowerment

Q23 How will your PB project empower individuals and communities?

The project and all associated publicity, events and processes will state clearly that empowering local people is the key priority.

Empowerment will be achieved in a number of ways, most notably: -

- Young people making budget decisions on projects affecting young people
- Local residents and Elected Members in five 'neighbourhoods' empowered to make budget provision on locally identified priorities
- All LSP partners coming together to plan and lead participatory budgeting events across the district
- Community Action Groups, Neighbourhood Forums and Youth Councils provide an opportunity for local people to influence decision making.

The monitoring, evaluation and scrutiny of the project will explore how well participatory budgeting has empowered local people.

Value: Shared responsibility

Q24 Who will you involve in your PB project and how?

As highlighted above, all Breckland Partnership members will be involved in the development and delivery of this project. In particular: -

The Breckland Youth Council (with support from Breckland Council's Sustainable Communities Team) will lead on Strand 1 and engage young people through school/town councils and other youth forums.

Breckland Council and Norfolk Constabulary will lead on Strand 2 (area-based working). Elected Member and suitable community "representatives" will lead on decision-making at the local level. A range of public and voluntary sector partners are already activity involved in the Community Action Group and Neighbourhood Forum network and will lead on engagement activities.

The process will be adapted to suit the local situation in each of the five areas or in the case of the Youth Council, the target population, and will meet the needs of all stakeholders.

About your project - when

Q25 When are you planning your PB project to take place?

Start date End date

Q26 What are the key milestones for your project?

What will you be doing?	When will you be doing it?
Promotional Media / Consultation / Road-shows / Planning events	Sept 09 – Oct 09
Community and Youth panels – organise events	Oct 09
PB events take place	Nov 09
Evaluate PB events	Jan / Feb / Mar 10
Evaluation / audit trail	Ongoing during PB

Q27 How much money would you like from Your Norfolk, Your Decision for your decision-making pot?

Q28 Please outline your anticipated overall project costs ie your contribution to the project. Please add more lines if you need to

Activity	Cost	Funding
PB Grants	£35,000	Your Norfolk Your Decision, Breckland LSP (decision pending)
Staffing	50 hours	In kind contribution from partner agencies
Venues	1,500.00	In kind contribution from partner agencies
Travel and Misc	1,000.00	In kind contribution from partner agencies
Printing	1,000.00	In kind contribution from partner agencies
Budget Simulator & Training for reps	5,000,00	LSP funding decision or In kind contribution from partner agencies

A funding report to be taken to Breckland Partnership to secure £15,000 contribution to PB funding pot (locally).

Your commitment

One of the aims of Your Norfolk Your Decision – developing PB in Norfolk, is to share learning and build expertise. If your PB pilot is funded as part of Your Norfolk, Your Decision we will expect you:

- To use the provided PB evaluation framework to evaluate your pilot, and the outcomes of any projects or activities funded by your pilot.
- To agree to us publishing our evaluation on www.norfolkambition.gov.uk
- To provide a case study (template provided) for the Your Norfolk, Your Decision PB toolkit
- To be willing to make a presentation as part of a master class session in 2010
- To brand your project with the logo that we will provide to you
- To provide spokespeople who are able to talk about the project to local media and/or provide quotes for media releases

Q29 I confirm that our PB project will honour these commitments. ✓

Q30 All projects need to meet their own organisations or partnership's policies. Please tick to confirm that this project meets your internal policies.

I confirm that this proposed project meets our organisation's policies. ✓

Finally

Q31 In 50 words or less please tell us why we should choose your PB project.

The Breckland Youth Council will ensure that a PB fund is directly accessed by young people to address the issues that matter most to them.

A readymade infrastructure of Community Forums will ensure that local people in Breckland's neighbourhoods will have real influence on allocation funding allocations in their area.