

Guidance Notes

Communities Leading Change is a creative way for individuals, groups and organisations to choose which projects in their locality they want funded. Anyone who lives in the District can bid for funding however it has to be used to benefit the area in which the PB event is aimed. There are two events happening in Newry Mourne and Down.

Event one will be a Mournes District Electoral Area Participatory Budgeting event which will be held in Kilkeel, Newry Street Unite Centre at 7pm on 18 October 2018. This funding event is aimed at delivering projects targeting any of the 3 priority areas:

- i) Rural Isolation
- ii) Health and Wellbeing
- iii) Improving your area (can be anywhere within the Mournes DEA)

Bidders will fill in a simple application form by 6 October and once checked for safety, legality, and deliverability you and your project team will be asked to attend the voting event to pitch the project to the community. Those attending the event (the local community) will then vote for who they want the funding to be allocated to. You/a representative of your group must be free to attend the voting event at the specified time/day otherwise your application will be void.

Important Dates	
Application Opening	8 Sept 2018
Information Evening	13 September at 5pm, Newry Street Unite
Close of applications	8 October
Feedback for applications	w/c 8 October
The Mournes DEA Voting Event	18 October 7pm – 10pm, Newry Street Unite, Kilkeel
Update on Projects from successful bidders	March 2019

Eligibility Criteria

- Any individual, community group or organisation can bid for funding up to £500. **We will always receive more applications than we have funding for.** Therefore not everyone will be successful. However there are a range of alternative funding sources that you may be able to access. Communities Leading Change partners will be available on the day to advise you.
- If any person (s) is under the age of 18 a supporting adult should be available to help with the pitch and sign the application form.
- Support will be available to complete the forms, deliver presentations and help with any queries or issues needed to make your bid.
- Additional Support will be available on the day if you are unsuccessful in your bid.
- Funding will only be allocated to projects delivered within the specified geography
- Funding will only be allocated to non- profit organisations
- You must be able to spend the funds within *6 months* if successful.
- You must be able to attend the voting event.
- You must complete and return the form by post or email/face-face.
- Funding applications will be subject to such other checks as are deemed necessary during the application process.
- No audio visual presentation equipment will be available at the voting event but bidders are encouraged to be innovative in their bid.
- Bid presentations are to be a **Max** 3 minutes.
- Successful bidders are required to send a small paragraph on how their funding was spent – a template will be provided, this will be used in press releases and any PR activities to do with the event. Examples of information required: How many people participated, how it benefitted the local community, have any improvements been made as a result of this project, lessons learned and any feedback received.