**Locality PB Application Criteria**

Please ensure that you have read and understand this document before submitting your application, as the criteria will be used to review your application between applications closing and the public vote opening.

Applications that do not meet the ‘Essential Criteria’ and ‘What We Will Not Fund’ **will not** progress to the public vote.

**Policies and procedures**

If you do not have all (or some of these policies) in place at the time of application, please contact participatorybudgeting@north-ayrshire.gov.uk for further support. By applying for this funding, you confirm that you have the following policies and processes in place:

* Any relevant insurance required to carry out the proposal
* An equal opportunities policy. If your group or project is not open to all (e.g. only for a certain gender or age group), we encourage you to expand on this in your application
* Updated PVGs in place (following the refreshed 2025 process) if your proposal is working with young people or vulnerable adults
* A child protection policy if your organisation works with children or young people
* Your organisation should have its own bank account, or alternatively, have identified an organisation willing to host the funds for you if your project successfully secures the funding.

We may ask to see evidence of this as part of the application or grant award process.

**Essential Criteria**

1. You may only apply for funds for **not-for-profit** activities. Community organisations, including local uniformed organisations, may apply where they are providing a service in, or of benefit to, their Locality. You may apply as an individual if you are applying for the benefit of (or are sponsored by) a community organisation, and your application should make this clear.
2. If you are looking for support for activities aimed at children under 8, you should apply to Locality PB. If the majority of your application’s beneficiaries are aged between 8 and 25, you should apply for **Youth PB**.
3. Your application must be for activities/events/resources for one or more of the following 4 themes:
	1. **Health and wellbeing:** ideas or projects that promote feeling physically and mentally well, including projects that address issues such as social isolation, addiction, eating well and physical activity. This includes projects that improve the wellbeing of vulnerable groups; build confidence, skills and resilience; and help to bring people together to create positive personal and community change.
	2. **Building community spirit**: ideas or projects that bring people together to create a change in a local area through volunteering, befriending, mentorship, community events and community cohesion activities.
	3. **Cost of living**: ideas or projects which provide a local response to the Cost of Living crisis and support people within the community. Initiatives may include addressing food insecurity; the provision of specialist advice or support; making existing activities financially accessible for more people, and creating welcoming spaces for people to use during the winter.
	4. **Green projects**: ideas and projects that have a positive impact on the environment, such as projects that promote repair, reuse and recycling; community growing initiatives; active travel projects (walking, cycling and wheeling); and projects that raise awareness of the natural environment and how we can protect it.
4. You can apply for any amount up to £1000 and you can also bid for less. You must include a breakdown of your costs in your application.
5. You must be able to spend the funds within 12 months of the grant award if successful and will be required to evidence this spend as part of the grant award. Failure to provide the required evidence at the end of the 12-month period may result in you being unable to apply for the next round of PB grants.
6. You must have any legal or other permissions and relevant insurances required to carry out your project.
7. You must allow your project to be used in any North Ayrshire Council promotional material.
8. Only **one application per organisation** will be considered to increase the opportunities for a wide range of projects to be funded. If your project takes place in more than one locality, please select the locality where most of your project takes place.
9. You may apply in **either** Locality PB or Youth PB, but not in both. This is to increase the opportunity for a range of projects to be funded.
10. You may submit an application to the Community Wealth Building PB in addition to either Locality or Youth PB, but this must be for a **different** project.
11. You must submit your application by **Monday 15th September**. If submitting a paper application form, this must be returned to a member of the Community Learning and Development Team no later than **Friday 12th September by midday**.

**What we will not fund**

1. **Applications from schools (these are the responsibility of the local authority).**

Parent Councils and Associations can apply for extra activities out with the school day (before or after school) if they enhance and benefit the wider community**. You must upload or include evidence that young people have been involved in shaping the application**.  If multiple applications are being submitted from one school (e.g. sports groups / parent councils) this may reduce the chances of all being funded - please discuss within your school.

1. **Applications from public sector staff to run projects as part of their paid remit.**
2. Any political or religious activities. Applications can be accepted from faith groups if they are for local community work.
3. Retrospective funding for projects. If you are looking for funding for Christmas celebration events, for example, we strongly encourage you to apply to other funders as we cannot guarantee you will have received your funding in time for your event if successful.
4. Routine maintenance and repairs.
5. **Routine running costs (salaries/electricity/rates/rent/insurance etc)**. Common examples would be:
	1. We are able to cover the cost of one-off hall hire for an activity, but cannot contribute to ongoing rent costs, as the organisation should be able to meet these costs independently.
	2. Salaried staff costs cannot be covered, but we can cover the cost of bringing in an external facilitator or specialist to provide a one-off activity.
	3. We are able to fund public entertainment licences, street trader’s licences and public liability insurance for one-off events. However we cannot cover the cost of ongoing insurance policies required for your day to day operation.
6. More than one application per organisation
7. Applications from organisations for funds that they then plan to distribute on to other organisations like a grant.
8. **Private businesses.** Applications **can** be accepted from social enterprises and other community businesses (e.g. CICs) but the project must meet the rest of the criteria outlined above.