

Application Guidance

Applying for PB online means that you can edit and save your application all the way to the closing date: you don't have to get it perfect in one go!

This version of the guidance includes images of the process to help guide you through.

Step 1: Log in

You must [log in](#) to apply and vote online. If you have a previous account, please use that to login if you can.

If you are creating a new account, you can:

- Create an account using a username, email and password
- Create an account linked to your Facebook page or Google account
- Sign in using an existing MyGovScot account

Register

Sign up with:



Or fill the following form:

Do you represent an organisation or collective? [Sign up here](#)

Username

Name that appears next to your posts

Email

Password

Confirm password

If you are creating an account for the first time you may be sent a verification link to your email (like you would when you create an account for other websites) - you will be instructed to check your emails if this is the case. Please double check you have entered your email address correctly, and check your spam or junk folder if the email doesn't appear in your inbox.

Anyone who is not able to complete the process online can access alternative options for each stage at their local library branch.

Step 2: Complete your application

Once you're logged in, follow the links on the main homepage to the PB you want to apply for (either Locality or Youth).

Next to the section showing the phases of the funding (which step of the process we're currently in), you'll see a blue box on the right of the screen called "Submit an application". Clicking this box opens the application page.

CURRENT PHASE

Accepting projects

Submit a project application

There are a maximum of 11 questions (depending on the fund you are applying to) to complete in the new application form:

1. Select the fund (Locality PB or Youth PB) you are applying to from the drop-down Heading list by clicking on the arrow. (Locality PB is pictured below). You must also select which locality (which part of North Ayrshire) you are submitting your application for.

[Go back](#)

Create a project application



REQUIRED FIELDS

Heading

- UK Shared Prosperity Fund PB: UK Shared Prosperity Fund PB
- Locality PB: Arran
- Locality PB: Garnock Valley
- Locality PB: Irvine
- Locality PB: Kilwinning
- Locality PB: North Coast
- Locality PB: Three Towns

2. Input the title of your application - this can be the project name, or the name of the organisation applying. Please note that the example in the following images is an imaginary group for the purposes of demonstrating how to complete the application form!
3. Enter a summary of your project. This is the 'elevator pitch' for your application – a short, catchy explanation of what you're looking for the funding for.

REQUIRED FIELDS

Heading

Locality PB: Arran

Title

The Big Basking Shark Picnic 2024

Summary

(maximum 200 characters)

Normal **B** *I* U **S**

Community picnic celebrating community, marine ecosystems and basking sharks. All funds raised go towards marine education and protection. £1000 for groundsheets and tech for outdoor film festival.

body p span span span

4. Tell us about what you're applying for in the Description box, including a breakdown of how you'll spend the funding you're applying for. This doesn't need to be lengthy – most people won't read anything that's too long! – but this is where you engage people in your vision! You should refer back to the **Criteria and Themes** for the PB you're applying for to make sure that you've evidenced what's being asked for somewhere in the course of your application. Please note that this box will stop you from adding additional information after 6000 characters, so you might want to type this section into a Word document to check the character count before copying and pasting it into the box.

Description of project (including breakdown of costs)

Format **B** *I* U **S**

We are planning the 2024 Big Basking Shark Picnic, an event held annually in Whiting Bay in celebration of the local basking shark population. Our community organisation is passionate about raising awareness of these gentle giants native to the waters off the coast of Arran, and engaging residents and visitors alike to local marine life in all its forms.

At the picnic we will have stalls, information sessions, food provision and activities for a range of age groups connected to marine ecology and education.

The funding we're applying for would be spent as follows:

- £150 for groundsheets to protect participants from any inclement weather (it's summer in Scotland after all!)
- £850 to hire out a weather-proof tech system, including a state of the art projector and speaker system, a generator and lights, enabling us to show films and documentaries throughout the picnic

body ul li

5. Enter the full amount you're applying for into the Estimated Price box as a number only e.g. 400 for £400 or 350 for £350

Estimated Cost

Estimated price

6. If you would like to, you can now upload a video to support your application! If you have a video on a site like YouTube or Vimeo, you can paste the link into the Video URL box. You can also use this as your application as long as you ensure you've answered all the questions on the rest of the form and the content of the video meets the criteria for the fund you're applying to. Bear in mind that most people won't watch anything over 2-3 minutes long – keep it short and sweet! If you do decide to upload a video application, you still need to enter a summary of your project, and you should state 'We have included a link to a video application' in the 'Description of project' box.

7. Add a descriptive image. This is like a 'cover image' for your application and helps to make it

Descriptive image

You can upload one image of following content types: jpg, png, up to 20 MB.

Title



Basking Shark.jpg

[Remove image](#)

eye-catching when people are deciding who to vote for later on! This could be your organisation's logo, an image of the project you're applying for or anything else that helps bring your application to life. If you're struggling to find something that's high quality or is the right thing, you can download fantastic high quality stock images for free from [Pexels.com](https://www.pexels.com) and use one of those. If you don't upload a photo by the application closing date, a generic image will automatically appear instead. To upload the image, click 'Add Image', then 'Choose Image', then select the image from your own computer's images that you'd like to include. The name of the image will be the same as whatever you've saved the image as on your own computer. If you try to upload an image or a document, but the size is incorrect or you change your mind, you will need to press the red 'cancel' button to tell the

application you're not including this - it might try to stop you submitting your application if you don't click 'cancel'.

- You have the option to upload additional documents in support of your application, which can be in any of the formats listed. If you are uploading images or documents, please ensure they do not contain any personal information and that you have appropriate consent from anyone pictured. **If you are applying for Youth PB**, you can use this to evidence that young people have been involved in the application by uploading things like pictures of mind maps, flyers, meeting notes, ideas sessions or other content that young people have produced to support or inform the application.

To upload a document, click 'Add new document' then 'Choose document', and then select the document from your own computer's files that you'd like to include. The name of the document will be the same as whatever you've saved the document as on your own computer. The 'Add new document' button will remain to allow you to add further documents.

Documents

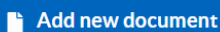
You can upload up to a maximum of 3 documents of following content types: pdf, doc, docx, up to 5 MB per file.

Title

Big Basking Shark Picnic Flyer 2023.docx

Big Basking Shark Picnic Flyer 2023.docx

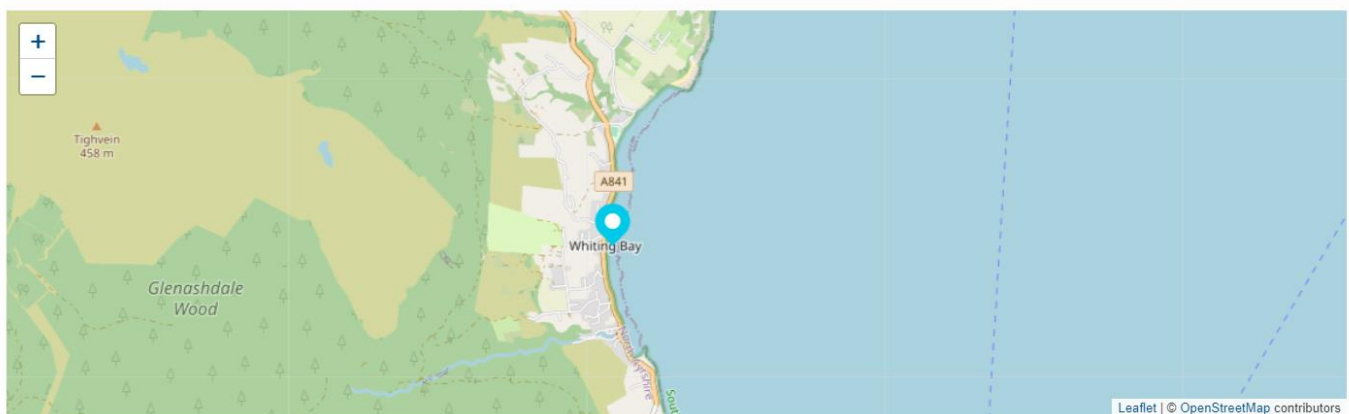
[Remove document](#)

 Add new document

- Pin your project on the map of North Ayrshire by zooming in (using the plus and minus buttons on the top left of the map or your mouse's roller) and clicking on the location of

Map location

Navigate the map to the location and place the marker.



[Remove map marker](#)

your project. The more you zoom in, the more detailed the map location will be (down to an individual street or building if you want!), or you can just pin the project over the town you're working in if that is a better fit with what you're doing. You can also click and drag the map to find the right place to put your pin.

10. In the 'Tell us more about your organisation' box, you can provide any additional information about who you are and what you do to support your application. This might include mentioning how you are constituted, if relevant, or any other information including links to your social media for people to find out more. Again, check the **Criteria and Themes** for the PB you're applying to to ensure that you've covered off all the information your application will be reviewed against once the application phase ends.

Tell us more about your organisation

We set up as a community organisation in 2009 after an amazing summer of basking shark sightings, when we realised that while many projects are happening to protect o

11. Finally, select the themes you are submitting your application under by clicking on the grey boxes that apply to your application. **Please only select the themes for the fund you are applying to** - the first word in each box will tell you which fund each theme belongs to

Themes

Tag this proposal. You can choose from proposed categories or add your own

Categories

Locality Building Community Spirit Locality Cost of Living Locality Green Projects Locality Health and Wellbeing UKSPF Active Communities UKSPF Green
UKSPF Local Heritage and Culture UKSPF Partnership Development

"Locality Green Projects"

Finally, click the tick box to confirm that you have read, understand and agree to the Terms and Conditions (including the funding criteria) and Privacy Policy, then hit 'Create Investment' to submit your application!

I agree to the [Privacy Policy](#) and the [Terms and conditions of use](#)

Create Investment

If you need any further support with your application, please contact participatorybudgeting@north-ayrshire.gov.uk

If you are unable to complete an application online for any reason, you should request a paper application form from your local library branch or by emailing participatorybudgeting@north-ayrshire.gov.uk, to be completed and returned to your nearest library no later than closing time on **Wednesday 11th September**.

Step 3: Keep an eye on your emails!

We will be in touch via email to update you on the progress of your application.

After applications close, they are all reviewed by a panel of local volunteers to check that the applications progressing to the public vote meet the criteria for each fund. This process takes place from 23rd September - 4th October, so you should make sure you are checking the email you applied with regularly during this time in case we need to reach you for any reason.

The outcome of all applications will be displayed on the site, including any reasons for applications **not** progressing to the vote.