



YOUTH PARTICIPATORY BUDGET OF LA GARROTXA

Appendix 1: How to organise a Participatory Budget?

Participatory Budget is a process in which a smaller community (e.g. a town, a school, an organisation) decides what to spend a certain proportion of common funds on.

Organisers should follow 4 main rules, while creating PB:

- 1** **TRANSPARENCY** The rules are clear and simple; everyone has full knowledge of the process; the way of submitting ideas and voting does not exceed the competence of the residents.
- 2** **EQUALITY** Everyone has the same right to submit projects and vote. Representatives of each group that make up the community are involved in setting the rules.
- 3** **UNIVERSALITY** The whole community is included in the budget.
- 4** **VOLUNTARISM** Both participation in the project team and submitting ideas or voting is voluntary.

How to organise a Participatory budget? Step by step instructions

1. Establishing the rules

The group initiating the participatory budget (initiative group) makes clear rules and formulates them in short and clear regulations.

2. Promoting the budget

The initiative group disseminates information about the budget and invites the community to participate.

3. Gathering ideas

The initiative group gathers all the ideas, reviews them and checks if they are in accordance with the regulations. The group approves a project if it is in accordance with regulations, rejects a project if it clearly violates regulations (e.g. the aim of the project is illegal) or gives notes and time to make corrections (e.g. a project lacks estimation of costs).

4. Promoting projects

The initiative group should provide everybody an equal opportunity to promote their projects and to learn about projects. The team should organise space - both physical (e.g. bulletin board) and online (social media, dedicated website) where ideas can be presented. They can also organise an event where the community can learn about the projects and talk about them.

5. Organising voting

The initiative group should organise a democratic voting process, where every eligible person can cast a vote and has the same opportunity as others to do so. Organisers should also establish a clear procedure for counting votes and making sure all the rules are understandable.

6. Implementation of projects

The initiative group is responsible for elected projects to be implemented and for all the community to be informed about the final stage.

REMEMBER! The aim of the PB is not only spending money but also creating an opportunity for the community to share and discuss their ideas, to hear the voices of people and groups that normally are excluded from decision making processes and to integrate the community.