

# 1. Appendices

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# Appendix 1 Decision to carry out a “U Decide” Event

{Ward} have agreed to use {£amount} allocated from the CASH Grant budget to carry out a “U Decide” event within the ward. Bids will be checked in line with specific criteria, however ward support staff and Members have agreed to delegate decisions on the funding of projects to the local community via the “U Decide event”.

Ward Coordinator

Name (PLEASE PRINT):

Signature:

Date:

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Members

Name (PLEASE PRINT):

Signature:

Date:

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Name (PLEASE PRINT):

Signature:

Date:

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Name (PLEASE PRINT):

Signature:

Date:

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## Appendix 2 – Draft Work plan

Activity/Task (outcome)	Completion Date	Resources (who leads)	Milestones	Progress
Allocate budget			Agree with members amount to be allocated	
Set Up Steering group			Invite attendees Hold first meeting Develop terms of ref Agree way forward	
Planning for the event			Agree date, accessible venue, time and agenda Work out how long the event will last Refreshments How will projects present on the day (stalls/presentations) Ranking matrix Consider childcare, transport etc Evaluation form Feeding back	
Develop Publicity			Use publicity template and insert specific information	
Invite project ideas from local people and service providers linked to cash grant criteria			Sending out publicity Develop marketing plan Drop in sessions for people to discuss project ideas Attend resident groups, schools, faith organisations and other key meetings Promote in ward through ward web page and 1 central place Promote on staff internet Agree timescales Agree criteria in line with Cash and WARD priorities and produce guidelines	

			Drop ins/ coaching sessions for people wanting support to submit bids	
Shortlist application			Evaluate which projects are in line with criteria Inform successful bids that they are through to the next round and what this requires e.g. presentation at event Inform any unsuccessful bidders that they have not made it to the next round and why Publicise the projects going through to decision day	
Decision day including ranking mechanism, presentations of projects, refreshments			Ensure event runs to time and in line with planning Resident voting Calculating results Identify which projects are successful Announcement of successful projects starting from highest score	
Successful Projects			Where necessary, arrange for further information to be provided and contracts to be signed Ensure successful projects are clear of monitoring, scrutinising and evaluation process and timescales Sent out grant confirmation letters Once returned complete SAP payment request	
Evaluation			Ask all participants to complete evaluation form following the event	
Feedback from the event			Use information from the evaluation form to complete a report to feedback to participants about the event Provide feedback to steering group and ACT	
Monitoring, scrutinising and evaluating the process			Produce report on event detailing process what projects were voted for, what worked and what could be improved Ensure projects completed in line with project bid	

## Appendix 3 Draft letter to steering group participants

Dear

Would you like to help improve your local area?

I would like to invite you to be part of a steering group to implement a “U Decide” event in **{ward}** ward.

“U Decide” events directly involve local people in making decisions on spending priorities. Manchester city council has allocated **{insert amount of budget allocated}** from CASH grant funding to hold a “U Decide” event. The event aims to help local people be involved in local decision making and to support them in improving the local area.

The purpose of the steering group is to oversee, manage and evaluate the process ensuring that it is transparent and fair and implemented in line with the CASH grant process. The group will help to plan and market the event and will consist of ward coordination staff, other officers working within the ward, resident representatives from the ward and representatives from community and voluntary sector.

The first meeting will be held at **{time of meeting}** on **{date of meeting}** at **{venue}**. It is envisaged that this will involve approximately **{No}** of meetings.

*Previous PB events in other wards have led to funding being awarded to projects such as:*

- Fun days in libraries
- Recycling and environmental projects
- Older people’s crime prevention initiative
- Young people’s projects
- Garden projects, improvements to parks and hanging baskets
- Women’s health events

*Please can you confirm if you are able to attend by...*

*If you would like further information on this please contact **{details of WSO}***

## **Appendix 4 Draft agenda for first steering group meeting**

### **Steering Group Meeting**

**Date**

**Time**

**Location**

1. Welcome and Introductions
2. What are “U Decide” events
3. Purpose of the Steering Group (Terms of Reference)
4. Project plan – what needs to be done and who will do it?
5. Next meetings (time, place, venue)

## Appendix 5 Terms of Reference

### Purpose

The purpose of the steering group is to organise and manage a “U Decide” event for residents living in the {Ward} ward. The group aims to ensure the following:

- A clear and fair process is agreed and used in line with the principles of PB and the ward priorities.
- The event is planned and publicised effectively and local people are encouraged to attend
- to reach community groups and residents in the ward who are not currently being involved in ward activities
- Local people feel empowered through the process and feel that they can influence decisions in their local area
- Increased satisfaction within the area through the delivery of the project
- Projects funded through the process are monitored and evaluated
- The whole PB process is evaluated and feedback is provided to develop future PB events

### Reporting Structure

The group will be chaired by {insert name of chair – this could be ward support officer/coordinator or resident}

### Frequency of meetings

The group will meet on {insert no} occasions in order to plan, manage and evaluate the process.

## Appendix 6 Voting Slip

“U Decide” Event **{ward}**                      **{Date}**                      Voting ref no \_\_\_\_\_

**Make your vote count:** Please rank each presentation by putting projects in order of what you think is the most important to least important.

**For example:**

Score your favourite project **{project total}**

Score your second favourite project **{project total -1}**

Score your least favourite project 1

Project no	Project Title	Ranking
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

**NB:** If you do not rank all projects from **{project total}** -1 your form will not be counted

## Appendix 7 Project Submission Form

Name \_\_\_\_\_ Tel no \_\_\_\_\_

Organisation  
(If relevant) \_\_\_\_\_ Email address \_\_\_\_\_

Address \_\_\_\_\_

Name of project \_\_\_\_\_

What is your project?

How much are you bidding for and how will the money be spent?

What difference the project will make to your local area and who will benefit?

How will it be delivered?

Have you previously applied for a cash grant Yes / No?

Have you been involved in council activity in last 12 months Yes / No?

Name (PLEASE PRINT): \_\_\_\_\_

Signature: \_\_\_\_\_

Position in the group: \_\_\_\_\_

Date: \_\_\_\_\_

{Ward} Ward has agreed to allocate {£amount} to hold a "U Decide" event. Bids will be checked in line with criteria, however ward support staff and Members have delegated decisions on the funding of projects to the local community via the "U Decide event". Successful projects will need a bank account for funds to be transferred to.

## Appendix 8 Eligibility Criteria Form for “U Decide” Event

Project Name \_\_\_\_\_

Project Group \_\_\_\_\_

Amount requested £\_\_\_\_\_

Has the project met the following relevant criteria:

Criteria	Yes/No
Is the bid in line with council policy?	
Are there any perceived legal or health and safety issues identified that would impact on the delivery of the project?	
Is the project considered as personal items, e.g. individual training?	
Is the bid from commercial or profit-making organisations?	
Has the activity already taken place?	
Is the activity deemed to be of a religious or party political nature?	
Does the bid involve the purchase of alcohol or gambling activities?	
Is the bid deemed to be for the financial benefit of the applicant?	

<b>Based on the above criteria, will the attached proposal go forward to the “U Decide Event”?</b>	
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Ward Coordinator/ Ward Support Officer

Name (PLEASE PRINT):

Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Appendix 9 Letter to send out to all resident/tenant groups and voluntary /community sector organisations



MANCHESTER  
CITY COUNCIL

WSO Details

<Add1>

<Add2>

<Add3>

<Add4>

<Date>

Dear <name>,

### How can we help you improve <insert ward> ward?

Do you have any ideas of projects that can help to improve <insert ward>? We have £<insert amount> to allocate to projects that local residents feel will benefit their community.

### Who can submit a project bid?

Community and voluntary groups can submit one project proposal up to the value of **£<insert cap>**, which they feel, will benefit residents living within the ward.

Proposals must be submitted by **<insert deadline for project submission>**. Bids received after this date cannot be considered.

### How do you submit a project bid?

You will need to tell us:

- What is your project idea?
- How much you are bidding for and how the money will be spent?
- What difference the project will make to the local area and who will benefit?
- How will it be delivered?

You can tell us by completing the attached form.

## **What happens once a project bid has been submitted?**

Once all bids have been received, a small panel made up of council officers and community members will check them to ensure that they are in line with council policy and if there are any legal or health and safety issues.

You will then be informed whether the bid will be put forward to the “U Decide” event.

### **The “U Decide” Event**

If your bid has been put forward, you will be required to attend the “U Decide” event on <insert date, time, venue> and tell Fallowfield residents about your project.

Local residents at the event will be asked to vote on which projects will benefit the community the most. The results will be announced at the end of the event and the projects that score the most will be funded.

### **Successful projects**

Successful contracts will be required to:

- Ensure that they provide all necessary information such as bank account details, referee etc
- Sign a contract to say that you will carry out the project in line with agreed requirements
- Provide information on the progress of the project
- Provide feedback from the project including receipts to show how the money was spent, feedback from people involved and people who will benefit, photos, etc

NB: Please note we cannot fund any of the following:

- Personal items, e.g. individual training
- Bids from commercial or profit-making organisations
- Activities that have already taken place
- Activities of a religious or party political nature
- Purchase of alcohol or gambling activities
- For the financial benefit of the applicant

Yours sincerely

Ward Support Officer

## Appendix 10 Letter re project bid going forward to “U Decide” event

Dear

Thank you for your recent project bid {details}

I am happy to tell you that your bid has been successful in going forward to the “U Decide event” on {date, time, and venue}

You will be required to do a 2/3?-minute talk at the event saying

How much are you bidding for?  
What difference the project will make?  
Who will benefit?  
How will it be delivered?

You will be required to arrive at the event at {time} and do your talk between {times}. All other project bids will also be required to do a talk.

Local residents who live in the {ward} ward and attend the event have the opportunity to rank all projects to show what they think will benefit the community the most. The results will be announced at the end of the event and the projects that score the most will be funded up to the value of £{amount}. You will also be able to score projects at the event.

### Successful projects

Successful contracts will be required to:

- Ensure that they provide all necessary information such as bank account details, referee etc
- Sign a contract to say that you will carry out the project in line with agreed requirements
- Provide information on the progress of the project
- Provide feedback from the project including receipts to show how the money was spent, feedback from people involved and people who will benefit, photos, etc

If you would like any further information, please contact {ward support officer details}

Yours sincerely

## Appendix 11 Letter re project being unsuccessful going forward to “U Decide” event

Dear

Thank you for your recent project bid {details}

Unfortunately your bid has not been successful in going forward to the “U Decide event”.

The reason(s) are as follows (delete as appropriate)

- The bid was not found to be in line with council policy
- There are legal or health and safety issues that would impact on the delivery of the project
- The projects is considered as personal items, e.g. individual training
- The bid is from commercial or profit-making organisations
- The activity that have already taken place
- The activities is deemed to be of a religious or party political nature
- The bid involves the purchase of alcohol or gambling activities
- The bid is deemed to be for the financial benefit of the applicant

If you would like any further information on why the project has not been successful please contact {ward support officer details}.

You are still invited to attend the “U Decide” event on {date, time, and venue}

Yours sincerely

## Appendix 12 Letter to send out to all residents within the ward advertising “U Decide” Event

Dear

### Doing anything on {insert date, morning/evening or afternoon}?

Can you spare the time to decide how {amount} should be spent on improving your neighbourhood?

We would like to invite you to a “U Decide” event {Insert Date, location and time}

### What will happen at the event?

- {Amount} will be available for projects to improve the local area
- 3 minute talks will be given on project options
- You can score projects based on how you feel they will benefit your local area
- Votes will be counted and successful projects will be announced on the night
- Free refreshments will be provided during the event

### What kind of projects can be funded?

People living in and working in the local community have been invited to submit a bid on how they think they can improve the area. All bids must be received by {closing date} and will be looked at by a small panel.

Events like this have taken place in other wards and some of the projects funded were: -

- Fun days
- Recycling and environmental projects
- Older people’s crime prevention initiative
- Young people’s projects
- Garden projects, improvements to parks and hanging baskets
- Women’s health events

### Who can attend the event?

The event is open to anyone who lives in the {ward} ward. If you are not sure if you live in this ward you can check on the councils website at <http://www.manchester.gov.uk/councillors/search> or contact the {ward} support officer on 0161 {telephone number}

### Where has the money come from?

The money has been allocated by Manchester city council as part of the CASH grants program to help improve local neighbourhoods. The Cash grants scheme aims to help local residents and community groups take on projects that can make a real difference to their lives and neighbourhoods.

For further information on CASH, please contact your ward support officer.

## **Appendix 13 Community Event Agenda for Residents and Staff**

### **Resident Agenda**

**Agenda for {Ward} Ward “U Decide” Event**  
**Venue**  
**Date and time**

- 1. Arrival**
- 2. Introductions and Explanation of event (WC)**
- 3. 2 minute Presentations from each project**
- 4. Explanation of scoring system**
- 5. Votes to be submitted**
- 6. Refreshments and counting of votes**
- 7. Announcement of Winning projects**

**Staff Agenda for {Ward} Ward “U Decide” Event**  
**Venue**  
**Date and time**

**6:15-40**      **Arrival** (2 people manning reception and signing people in)

**6:40 - 6:50**    **Introductions and Explanation of event** (WC?)

- £10,000 has been allocated from MCC Cash Grants to help {ward} Ward residents decide on local priorities
- It is one of a number of pilots carried out in Manchester to:
  - Help people feel they can influence local decision making,
  - Help people living in {ward} ward improve their local area
  - Strengthen resident empowerment and involvement
- Information in packs – agenda for the event, further information on the projects submitted, ranking form and event evaluation form
- People who live and work in {ward} could put in funding proposals for up to £1,500 with ideas of how to improve their local area. Tonight people who live in the {ward} Ward can vote on what projects they think will help improve their area the most. Projects that are successful will be announced at the end of the event
- Explaining the rules – Each group that have put forward a project proposal will do a 2 minute presentation on their project. At the end of all of the presentations people will have 15 minutes to rank the projects in order of preference.

**6:50 - 7:25**    **2 minute Presentations from each project** (? Projects in total – must ensure groups keep to time)

**7:25 – 7:30**    **Explanation of scoring system**

- You should rank the projects 1- 11, giving the project you want to be funded the most 11, the second highest 10 down to your least favourite at 1. Forms must then be handed in to a member of staff. We will then stop for refreshments where staff will count up the scores and announce the winning projects at the end of the night
- Scoring sheets must be handed in by 7:45 (or within 15 minutes of announcement)
- Reminder to complete the evaluation form so we can learn from the event and look at holding similar events in the future

**7:30 - 7:45**    **Votes to be submitted**

**7:45 - 8:20**    **Refreshments (Counting of votes Claire and Angela)**

**8:20 - 8:30**    **Announcement of Winning projects**

- Explaining that all successful projects will be required to complete a grant acceptance form in line with funding criteria
- Projects will be required to be completed by September 10
- Groups will be required to complete an evaluation form to say what the outcome of the project was
- Announcing projects and number of votes

## Appendix 14 “U Decide” Event Evaluation Form

To help us to find out if the event has been successful, and if you would like us to do another similar event, please complete this feedback form and tell us

What did you like about the event?

What do you think could have been improved?

Prior to the event did you feel that you could influence decisions in your local area?

Do you think by attending the event you have influenced decision-making in your local area?

Do you think the projects funded will help you improve your local area?

PTO

Do you think the process was fair?

Would you attend a similar event in the future?

How did you hear about the event? Have you attended council events before?

Any further comments

Name \_\_\_\_\_

Postcode/address \_\_\_\_\_

Would you like to receive feedback information following the event Yes / No?

If yes, tell us how you would like to have it and details of how to do this  
(E.g. sent to you, sent by email, in newsletter, on website)

## Appendix 15 “U Decide” Project Progress Form

Name \_\_\_\_\_ Tel no \_\_\_\_\_

Organisation \_\_\_\_\_

Email address \_\_\_\_\_

Address \_\_\_\_\_

Name of project \_\_\_\_\_

Amount awarded \_\_\_\_\_

What was the aim of the project?

Budget spent to date and on what?

Progress

I am a representative of the above named group and state that the information contained in this form is correct and true to the best of my knowledge.

Name (PLEASE PRINT): \_\_\_\_\_

Signature: \_\_\_\_\_

Position in the group: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 16 “U Decide” End of Project Form

Name \_\_\_\_\_ Tel no \_\_\_\_\_

Organisation \_\_\_\_\_

Email address \_\_\_\_\_

Address \_\_\_\_\_

Name of project \_\_\_\_\_

What was the aim of the project?

Was the project completed successfully? Yes / No

If no why not?

How has the project helped to improve the local area?

How has it helped to encourage community involvement?

As a result of the "U Decide" process, do you feel that you were able to influence decisions in your local area?

How many volunteers were involved in the project? \_\_\_\_\_

Any other comments?

Amount of grant awarded \_\_\_\_\_

Amount of grant spent \_\_\_\_\_

If you have not spent the total grant this will need to be repaid to the City Council. Please send in a cheque for amount unspent, payable to **Manchester City Council**, to: -

Voluntary Sector Policy & Grants Section  
Chief Executive's Department  
P O Box 532  
Town Hall  
Manchester  
M60 2LA

**Please attach:**

- Receipts / invoices for all money spent
- Any additional information such as photo's comments from people involved or local people who will benefit

**Declaration**

I am a representative of the above named group and state that the information contained in this form is correct and true to the best of my knowledge.

Name (PLEASE PRINT): \_\_\_\_\_

Signature: \_\_\_\_\_

Position in the group: \_\_\_\_\_

Date: \_\_\_\_\_

**"U DECIDE" EVENT**

**Ward:  
Project Name:**

**Date:**

**"U DECIDE" EVENT**

**Ward:  
Project Name:**

**Date:**

**"U DECIDE" EVENT**

**Ward:  
Project Name:**

**Date:**

**"U DECIDE" EVENT**

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**"U DECIDE" EVENT**

**Ward:  
Project Name:  
Date:**

