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Appendix 1 - PB Schedule

JUNE

- Give it a name
- Choose date/ time for voting event
- Choose & book venue
- Set Ground Rules
 - time limit on presentations, eligible groups, maximum/minimum amount of bids, type of bids, age range of bidders, age range of voters
- Publicise what is coming up – newspaper & word of mouth

JULY

- Identify upcoming events to raise awareness/ have stalls
- Create Application Form
- Guidelines for voting form – who is it for/ where will they get it from/ who will they contact for help?
- Publicity Drive
 - Inviting Bids; leaflets/ posters/ newspapers/ facebook/ schools/ community groups
 - Leaflet drops – every house in Berkhamsted? Who can do this?

AUGUST

- Official opening for bids at the beginning of August (2 mth process) (choose date)
- Bid writing/ awareness raising workshops

SEPTEMBER

- Bid submission deadline – end of September (choose date)
- Advertising the voting event day
- List of questions for voters to keep in mind when voting
- Guidelines for voting, type of voting (x or 1,2,3?)
- What way will people vote? Electronic/ forms

OCTOBER

- VOTING EVENT (Mid Term Break)
 - Introduction
 - Presentations
 - Voting
 - Refreshments
 - Results – How are we going to show this?

Appendix 2 -Criteria & Ground Rules

Criteria

- For local people, charities and community groups
- For sporting equipment only
- Equipment must benefit the HP4 area
- Profit making companies will not be eligible
- Examples of what can be applied for; replacement of sports equipment and facilities, sports kits for clubs and schools, outdoor gym equipment, darts, pool table.
- Examples of what cannot be applied for; running cost for projects, staffing costs, maintenance of equipment, facilities in a sporting venue that do not meet any sporting need i.e toilets
- Final decision regarding eligibility rests with the BID steering group

Presentations

- Presentations are limited to 2mins
- No electrical equipment for presentation
- Prop's that can be carried on/ off stage are welcome
- Q&A session will be held at the end of the session – all bidders must take part

Voting Procedures

- All voters must be present at the whole event
- Only those that arrive before the 1st presentation can vote
- Tickets will be allocated to people as they enter
- Late arrivals do not get a ticket
- Tickets will be exchanged for voting forms at the end of the Q&A session
- People who leave early do not get a vote
- People who leave early must submit their voting ticket

Voting Eligibility

- Only those with a resident postcode in HP4 are eligible to vote
- Only people aged 10+ are eligible to vote
- Only one voting form is allocated to each person



Berkhamsted Ideas Delivered

Make your BID count!

YOU decide!



Berkhamsted Youth Town Council has been allocated £50,956 by Dacorum Borough Council for Sporting Facilities in the HP4 area, its up to YOU the people living in HP4 to decide how this is spent.



For local people, charities and community groups, it is up to YOU to come up with ideas for sporting equipment. We welcome bids from £1-£50,956.

The outcome will be decided by YOU at a voting event on Sunday 30 October in Berkhamsted Civic Centre. YOU will have the opportunity to hear presentations from all the bidders and YOU will decide how the money is spent.

You can find out more by contacting your Youth Council representative, Gemma on 01442 384349 or email berkhamstedyouthtowncouncil@hotmail.co.uk. The closing date for completed bids is Friday 30 September.

All projects must benefit the HP4 area.

Appendix 3.1 – Inviting people to event - Leaflet



Berkhamsted
Ideas
Delivered

BID Voting Event

This is **YOUR** chance to make a difference.

YOU can vote on the project bids put forward by the HP4 area.

Sunday 30th October
2.00pm-5.30pm
Berkhamsted Civic Centre

At the event, **YOU** will see presentations on each proposal from residents and groups in the HP4 area and **YOU** will join hundreds of others to vote on how the £50,956 is spent in **YOUR** area.

For more information contact Gemma on 01442 384349



Cakes and refreshments will be provided.

Doors will open at 2pm, presentations will start at 3pm.

Spaces are limited, you must be there before 3pm to be eligible to vote.

Voting will take place after all the presentations have finished. You are not eligible to vote at any other stage.

Voters must be aged 10+, resident in the HP4 area, have proof of address (letter).

Appendix 4 – Application Form

Briefly outline the cost of your project

Who/what help would you need from outside agencies?

Any other comments

All application forms must be completed and returned before Friday 30 September 2011.

Return your form to:
Youth Council representative, Gemma Dalton, Swan Youth Centre,
137 - 139 High Street, Berkhamsted, HP4 3HH
Email berkhamstedyouthtowncouncil@hotmail.co.uk
Telephone 01442 384349



Berkhamsted
Ideas
Delivered

Make your BID count!
YOU decide!



the PBunit
making people count

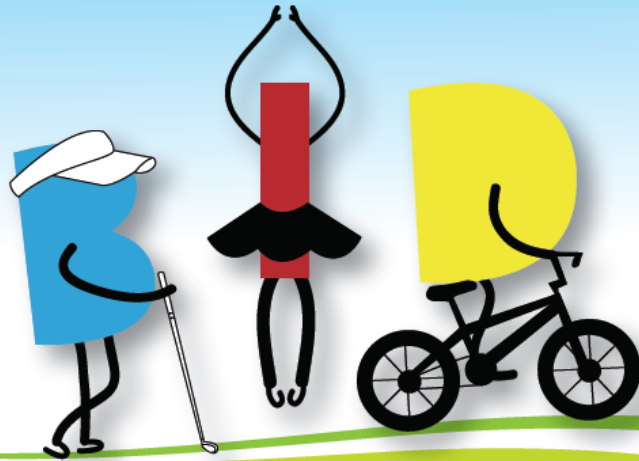


Application Form
For bids for Sporting Facilities
in the HP4 area

Berkhamsted Youth Town Council has been allocated £50,956 by Dacorum Borough Council for Sporting Facilities in the HP4 area, its up to YOU the people living in HP4 to decide how this is spent.

For local people, charities and community groups, it is up to YOU to come up with ideas for sporting equipment. We welcome bids from £1-£50,956.

The outcome will be decided by YOU at a voting event on Sunday 30 October in Berkhamsted Civic Centre. YOU will have the opportunity to hear presentations from all the bidders and YOU will decide how the money is spent.



All projects must benefit the HP4 area.

Application Form

First Name	_____
Surname	_____
Address	_____ _____
Postcode	_____
Telephone No.	_____
Email	_____

Are you representing a group? Yes No

If you have ticked yes please state the name of the group

What is your project? (please use additional sheet if needed)

How does your project benefit the HP4 area?

Appendix 5– Letter for interested parties

Dear,

RE: Berkhamsted Ideas Delivered

Thank you for registering an interest in the exciting new project Berkhamsted Ideas Delivered. Please find the following documents enclosed;

- Rules for BID
- Application Guidelines
- Application form

Berkhamsted Youth Town Council look forward to receiving your completed bid before **Friday 30 September 2011**. Any bid received after this date can not be accepted.

All applications will be reviewed by the BID steering group on **Wednesday 5 October 2011**. The steering group will assess the eligibility of the application based on the criteria. Applications that meet the criteria will proceed to the voting day; applications that do not meet the criteria will be rejected and signposted to alternative funding options.

Please make sure that you are available on **Sunday 30 October 2011** between 2.30pm - 6.30pm. This is the date when the final decision will be made by the voters of HP4. You will be required to do a short 2min presentation to the audience to explain your project before the voting will begin.

Successful applicants must be willing to enter into an agreement with the steering group and work with them following the voting event. This will involve producing receipts for purchases and updates when needed. Money received must be spent within 1 year of signing the funding agreement.

If you want more information about BID we will have a drop in session on **Tuesday 6 September 2011**, 7pm at the Swan Youth Centre. You can meet the steering group, ask questions about the process and get helpful tips for filling out the application.

If you have any other queries please call Gemma on 01442 384349 or email berkhamstedyouthtowncouncil@hotmail.co.uk.

Yours Sincerely,

Gemma Dalton
Berkhamsted Youth Town Council

Appendix 6 – Letters to bidders that met the criteria

Dear Sir/ Madam,

RE: Berkhamsted Ideas Delivered

We are pleased to inform you that your application to Berkhamsted Ideas Delivered meets the criteria outlined and will go through to the voting event on **Sunday 30th October 2011, 2pm – 5.30pm, Berkhamsted Civic Centre.**

Well done for your efforts so far, the next step for you will be to put together a 2 minute presentation explaining who you are, your project, how it will benefit the HP4 area and why people should vote for you.

Presentation Rules

- Presentations are limited to 2mins (all presenters will be stopped at 2mins)
- No power point/ electrical equipment
- Prop's that can be carried on/ off stage are welcome
- Q&A session will be held at the end of the session – all bidders must take part

Please bring bank account details of the group you represent.

If you have any other queries please call Gemma on 01442 384349 or email berkhamstedyouthtowncouncil@hotmail.co.uk.

Yours Sincerely,

Gemma Dalton
Berkhamsted Youth Town Council

Appendix 6.1 – Letters to bidders that did not meet the criteria

Dear Sir/ Madam,

RE: Berkhamsted Ideas Delivered

We regret to inform you that your application to Berkhamsted Ideas Delivered does not meet the criteria outlined, and so will not go through to the voting event.

We propose that you visit www.dacorum.gov.uk, use the search facility to look for 'external funding'. You will find a monthly external funding newsletter which will be beneficial when looking for other funding opportunities for your project.

We wish you the best of luck for the future and hope that you find a suitable source of funding for your project. We hope that you will still have your say at the voting event on Sunday 30th October, 2pm-5.30pm, Berkhamsted Civic Centre.

If you have any other queries please call Gemma on 01442 384349 or email berkhamstedyouthtowncouncil@hotmail.co.uk.

Yours Sincerely,

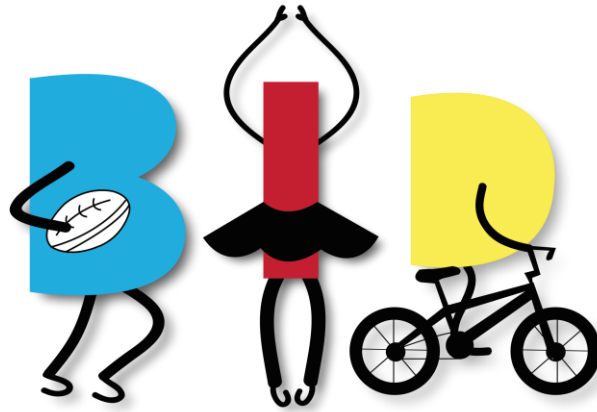
Gemma Dalton
Berkhamsted Youth Town Council

Appendix 7 –Voting Form

Make your VOTE count!		YOU decide!	
1	1st Northchurch Scout group Kayaks and associated equipment for young people aged 11-15 - £3,276.00	<input type="checkbox"/>	
2	Ashlyns School Trampoline & spotting decks - £4,200.00	<input type="checkbox"/>	
3	Ashlyns School Vinyl Pool Liner - £10,000.00	<input type="checkbox"/>	
4	Berkhamsted Bowls club Bowls equipment for juniors - £2,250.00	<input type="checkbox"/>	
5	Berkhamsted Cricket Club Sight Screen for the main square - £3,000.00	<input type="checkbox"/>	
6	Berkhamsted Gymnastics Club Gymnastic equipment - launch pad and foam vault - £3,180.00	<input type="checkbox"/>	
7	Berkhamsted Raiders Goalposts, nets, flags and training equipment - £5,092.85	<input type="checkbox"/>	
8	Berkhamsted Town Council Astroturf and Kickboards - £15,000.00	<input type="checkbox"/>	
9	Bridgewater School Nets, poles, rackets and drawing new lines on old courts - £2,000.00	<input type="checkbox"/>	
10	Happy Days Pre-school Play equipment for 2-5years - climbing frame, scooters/ trikes and trampoline - £1,431.30	<input type="checkbox"/>	
11	Kings Road Church Crash mats, sumo suits, pool table, football goals, table tennis equipment, dart board, trampoline - £2,250.00	<input type="checkbox"/>	
12	Kitcheners Bowls Club Small sized bowls for women and children - £908.00	<input type="checkbox"/>	
13	Maclay Football Club Portable goals, Team Kit, Portable Team Shelters, Football Bibs - £5,142.91	<input type="checkbox"/>	
14	Northchurch Baptist Church Football goals, table tennis table, pool table, netball nets for aged 6-18 - £1,174.50	<input type="checkbox"/>	
15	Northchurch Cricket Club Scoreboard & connection fee - £2,000.00	<input type="checkbox"/>	
16	Northchurch Parish Council Resurface skate ramp - £4,500.00	<input type="checkbox"/>	
17	Potten End Cricket Club Bowling Machine and practice equipment - £3,399.00	<input type="checkbox"/>	
18	Potten End Parish Council Out door gym equipment - rowing machine, exercise bike, cross trainer, safety surfacing -£4,400.00	<input type="checkbox"/>	
19	Sacred Heart Youth Groups Football equipment, table tennis table, pool table for 4-19 year olds - £1,202.84	<input type="checkbox"/>	
20	St Michaels & All Saints Church Sunnyside Football kit including footballs, goals, pump, whistles, bibs, pool table for 11-18 year olds - £694.84	<input type="checkbox"/>	
21	The Lighthouse Table tennis, pool table and air hockey for 12-16 year olds - £379.97	<input type="checkbox"/>	
22	Westfield First School All weather surface for playground -£9,880.00	<input type="checkbox"/>	
		Total - £85,362.21	



Appendix 8 - Agenda for Voting Event



Agenda

Sunday 30th October 2011

2.00– 3pm	Registration
2.45 – 3pm	Introduction to the BID voting event
3.00 – 3.50 pm	Presentations
3.50 – 4.10 pm	Question Time
4.10 – 4.40 pm	Voting/ Refreshments
4.40 – 5.10pm	Counting votes
5.20 pm	Results & What happens next?
5.30pm	Close

Please note these times may change

Appendix 9 - How to Vote Guidance

Please choose 3 projects from the list and mark them in order of preference, therefore;

- Mark your first choice/ most favourite project – 1
- Your second choice - 2
- Your third choice – 3

Please fill out the address to demonstrate that you are eligible to vote.

Returning Officers

Voting must be clear and the final decision regarding voting papers will rest with the returning Officers.

- Kevin Ambrose, Participatory Budgeting Unit
- Gemma Dalton, Berkhamsted Youth Town Councillor

Appendix 10 – Organiser Timings for Voting Day

<u>Time</u>	<u>Action</u>	<u>Who is responsible</u>
12:45 – 1.30	Setting up the room – tables/ chairs	Gary Mc Donald
1pm- 1.15pm	Volunteers meet at Civic Centre Reception/ unpack food in kitchen/ Put on t-shirts	Claire Muir
1.15 - 1.30pm	Put all posters on wall/ Notice boards	Claire Lynch + 3
2pm - 3pm	Meet & Greet @ Door/ Checking voting eligibility/ Directing people to get tickets	Garrick, Molly, Alex
2pm - 3pm	Handing out tickets as people enter/ taking note of number of under 10's	Ailish + 2 people
2pm - 3pm	Seating people at event/ Answering questions	Gemma, Emily, Jak + 2
2.45 - 3pm	Introduction	Alistair, Kevin
3pm - 3.50pm	Presentations start in alphabetical order	Alistair
3pm - 3.50pm	Time presentations, Stop Watch/ Rotary Lights	Garrick, Jak, + 1
3.30 – 4.40pm	Set up refreshments in Reception / Man stall	Cllr Laws, Kirsty, Molly
3.50 – 4.10pm	Question Time - Invite all bidders on stage	Alistair
4.10 – 4.40pm	Exchanging raffle tickets for voting forms after presentations (4 corners of the hall)	Nicky Mc Intyre, Clare Muir, Gemma, Emily + 4

4.10 – 4.40pm	Voting – man ballot box Refreshments	Ailish Kirsty, Molly
4.20 -	Set up Flip Charts up on stage	Harry
4.40 – 5.10pm	Counting Votes Returning Officers	Cllr Laws, Garrick, Alistair, Ailish, Jak, George, George, Emily, Clare Muir, Cllr Armytage Gemma, Kevin
5.20 – 5.25pm	Results/ What happens next	Kevin, Alistar
5.25 – 5.30pm	Evaluation Forms/ Close	Gemma, Harry

Appendix 11 - Results

POINTS	CLUB	AMOUNT
185	Raiders Goalposts, nets, flags and training equipment	£5,092.85
138	Lighthouse Table tennis, pool table and air hockey for 12-16 year olds	£379.97
106	Mcclays Portable goals, Team Kit, Portable Team Shelters, Football Bibs	£5142.91
84	Berkhamsted Town Council Astroturf and kickboards	£15,000
82	Ashlyns Trampoline & spotting decks	£4,200
75	Westfield 1st School All weather surface for playground	£8,000
63	Berkhamsted Cricket Club Sight Screen for the main square	£3,000

62	Northchurch Baptist Church Football goals, table tennis table, pool table, netball nets for aged 6-18	£1,174.50
53	Berkhamsted Gymnastics Gymnastic equipment - launch pad and foam vault	£3,180
50	1st Northchurch Scout Group Kayaks and associated equipment for young people aged 11-15	£3,276
37	Berkhamsted Bowls Club Bowls equipment for juniors	£2,509.77 of the £2,850 in their bid
	<u>BIDS BELOW THIS ROW WERE NOT SUCCESSFUL</u>	
32	Happydays Pre School Play equipment for 2-5years - climbing frame, scooters/ trikes and trampoline	£1,431.30
27	Sacred Heart Youth Group Football equipment, table tennis table, pool table for 4-19 year olds	£1,202.84
26	Kitchners Bowls Club Small sized bowls for women and children	£2,250
24	Northchurch Parish Council	£4,500

	Resurface skate ramp	
21	Sunnyside Church Football kit including footballs, goals, pump, whistles, bibs, pool table for 11-18 year olds	£694.84
15	Northchurch Cricket Club Scoreboard & connection fee	£2,000
13	Kingsroad Church Crash mats, sumo suits, pool table, football goals, table tennis equipment, dart board, trampoline	£2,215
6	Pottenend Cricket Club Bowling Machine and practice equipment	£3,399

Appendix 12 – Successful Bidders Letter

Dear Sir/ Madam,

Congratulations on your successful bid application; the support from the voters demonstrates that your project truly meets the needs of local residents. We hope you enjoyed the first few steps of the process and we look forward to working with you closely in the future.

The next step for you is to complete the enclosed form and bring it back with you to the briefing meeting on **Wednesday 9th November 2011, 6pm-7pm, Council Chamber, Berkhamsted Civic Centre**. Please make sure that you or a suitable representative from your group attends this meeting.

If you have any other queries please call Gemma on 01442 384349 or email berkhamstedyouthtowncouncil@hotmail.co.uk.

Yours Sincerely,

Gemma Dalton
Berkhamsted Youth Town Council



Appendix 13 – Legal Agreement

Berkhamsted Ideas Delivered

Legal Agreement for successful Bidders

..... (Insert name of receiving party) hereby accept the sum of £ on behalf of (Insert name of group) to be used for the following sporting equipment;

.....
.....
.....
.....

We agree to spend the capital sum for the specified purpose within a period of 12 months and return any unspent money to Dacorum Borough Council. We agree to provide an update report at the Berkhamsted Town Council Annual General Meeting in April 2012.

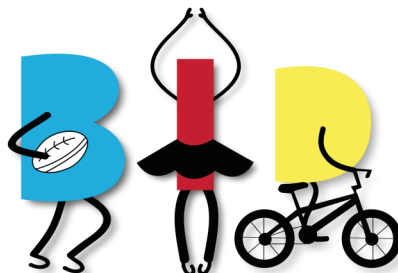
Within 14 days of the money being spent we agree to provide a documented account setting out how the money was spent together with copies of all receipts.

Signed:..... on behalf of (insert receiving parties name)

.....

Name:.....

Date:.....





Appendix 14 – Statement of Accounts

Berkhamsted Ideas Delivered

Statement of Accounts

Name of group

Amount received through BID funding.....

Total amount spent by your group

Please list all of the purchases made in the table below, receipts must be kept and submitted for all purchases.

Date of purchase	Name of company where purchase was made	Cost
Total Cost		

Signed:..... on behalf of (insert receiving parties name)

.....

Name:.....

Date:.....

