



# Communities' Choice Torfaen Application Guidance

*Part 1: Expression of Interest (EOI)*

## 1. INTRODUCTION

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**Communities' Choice** aims to empower local communities by giving residents the opportunity to decide how public funds are allocated to projects that matter most to them. Local **People Committees**, made up of residents from each community, will oversee the delivery of projects in their area.

Through this Participatory Budgeting (PB) Fund, people living in **Blaenavon, Thornhill & Upper Cwmbran**, and **Trevethin, Penygarn & St. Cadocs** can directly shape how funding is spent to benefit their communities.

This guidance is developed to help applicants complete the Part 1 Expression of Interest (EOI) form for the Communities' Choice Participatory Budgeting (PB) Fund in Torfaen.

Applications should align with the priorities identified through community engagement.

Please read this document fully before applying.

## 2. WHO CAN APPLY

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You can apply if you are one of the following:

- ✓ A voluntary or community group
- ✓ A registered charity
- ✓ A social enterprise or CIC
- ✓ A private business with a clear community interest
- ✓ An individual supported by a constituted group

**\*\* Private businesses are welcome to apply; however, the focus must remain on community benefit and should not be viewed as a profit-making opportunity. We are seeking initiatives that are not-for-profit in nature and deliver clear value to the community \*\***



### 3. COMPLETING THE EOI FORM

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The form is your opportunity to describe your project idea and explain why it is important for the community. It must include:

- ✓ Organisation and contact details.
- ✓ The area your project will serve.
- ✓ A short project title and summary.
- ✓ Basic timeline for delivery.
- ✓ A headline budget and funding requested.
- ✓ Relevant experience or qualifications
- ✓ The priorities and themes your project addresses
- ✓ Intended outcomes (up-to-three).
- ✓ Where the project will take place and who is involved.
- ✓ Projects must benefit at least one of the Communities' Choice.

### 4. ALIGNING WITH COMMUNITY PRIORITIES

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Your proposal must address one or more of the top priorities identified by the community in within their area. All proposals must clearly demonstrate how they align with at least one of the five local priority categories (overarching themes) that have been identified by residents. ***Refer to the full [Our Priorities Report](#) for examples of recommended initiative types within the area:***

**Blaenavon:** Youth Activities, Transport, Heritage & Tourism, Antisocial Behaviour, Health & Wellbeing, Environment & Place

**Thornhill & Upper Cwmbran:** Health & Wellbeing, Youth Services, Environment & Place, Community Building, Education & Skills, Antisocial Behaviour

**Trevethin, Penygarn & St. Cadocs:** Environment & Place, Youth Services, Health & Wellbeing, Older People's Activities, Crime & Community Safety, Education & Skills



## 5. CROSS-CUTTING THEMES

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In addition to aligning with local priorities, projects are encouraged to demonstrate how they contribute to the following cross-cutting themes. These themes will also be considered during the assessment process, and addressing more than one may strengthen your proposal:

- ✓ **Inclusion & Equal Access**      How will your project ensure everyone can participate, especially underrepresented or vulnerable groups?
- ✓ **Community Engagement**      Will local people be involved in the planning, design or delivery of the project?
- ✓ **Environmental Responsibility**      How will you reduce waste, emissions, or promote sustainability?
- ✓ **Health & Wellbeing**      Will your project contribute to improving mental, physical, or social wellbeing?
- ✓ **Skills & Capacity Building**      Will your project help individuals gain confidence, skills, or new experiences?
- ✓ **Collaboration & Partnership**      Are you working with other groups, partners or agencies to deliver or support your project?
- ✓ **Financial Transparency**      Is your budget clear and well thought out, with responsible spending planned?

*\*You do not have to cover all themes, but clear links to several will enhance your application.*

## 6. BUDGET & FUNDING INFORMATION

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You will need to provide an estimated total cost for your project and specify the amount you are requesting from the PB Fund.

Typical costs could include:



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|---|--------------------------|---------------------------------|
| ✓ Personnel (e.g. facilitators, trainers) | ✓ Venue or space hire    | ✓ Materials or equipment        |
| ✓ Travel or transport                     | ✓ Promotion and outreach | ✓ Miscellaneous and contingency |

*\*The minimum award available is £300 per application and the maximum is £10,000. If your project requires more than this amount, please contact the Communities' Choice team before submitting your application.*

## 7. OTHER CONTRIBUTIONS

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If your project has other sources of funding or in-kind contributions (e.g. volunteer hours, donated materials), please list them clearly. Indicate whether they are confirmed or pending.

## 8. EVALUATION & COMMUNITY BENEFIT

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Briefly explain how you will measure the impact of your project. This might include participant feedback, the number of people supported, improvements in wellbeing, or enhanced community connections.

*\*Proposals that clearly demonstrate community benefit, inclusive participation, and strong alignment with priorities will receive higher scores.*

## 9. REQUIRED DOCUMENTS

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If your proposal is invited to submit a full application (Part 2), you will be asked to provide the following information (among other details). You should refer to PB 1.4 Supporting Documents Required for the full checklist depending on the type of organisation you are:

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|--|---|
| ✓ Constitution or governing document (organisations) | ✓ Safeguarding policy (if working with vulnerable groups) |
|--|---|



- ✓ Equality and Inclusion policy
- ✓ Data Protection policy
- ✓ Recent bank statement or account verification
- ✓ Proof of insurance, DBS or qualification certificates if applicable

*\*If you don't have these or need support, TVA is available to help.*

## 10. WHAT HAPPENS NEXT

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All eligible EOIs will be assessed and scored by the local People's Committee using a balanced scorecard. Shortlisted applicants will be invited to complete Part 2 of the application, where you will complete a more detailed proposal and budget.

Finalists may be asked to present their projects at a local community voting event. Projects receiving the highest number of votes will be reviewed and awarded funding accordingly.

## 11. SUBMISSION CHECKLIST

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Before submitting your form, please ensure you have:

1. **Completed all EOI sections**
2. **Clearly linked your project to local priorities**
3. **Estimated a realistic and eligible budget**
4. **Provided your contact and organisation details**
5. **Signed and dated the declaration**

## 12. DATA PRIVACY

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Your personal and project information will be held securely by Torfaen Voluntary Alliance (TVA) and used solely to manage the Communities' Choice PB process. We comply with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.



If you have any questions about how your data is stored or used, please contact [communities-choice@tvawales.org.uk](mailto:communities-choice@tvawales.org.uk)