



Communities' Choice Torfaen

Participatory Budgeting Process

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for Communities' Choice Torfaen



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Process Detail

Stage 1: Promotion & Community Engagement

- **Identification of PB Areas** – Announce the focus areas for the PB initiative, concentrating on three key communities: 1. Blaenavon, 2. Thornhill & Upper Cwmbran, 3. Trevethin, Penygarn & St. Cadocs.
- **Public Awareness & Promotion** – Raise awareness of the PB initiative through social media, local events, and community networks.
- **Community Consultation Engagement** – Gather input through meetings, surveys, and engagement with community groups and centres to identify local priorities.
- **Priority Issue Forms** – Encourage individuals, groups, and community members to identify local needs by completing priority issue forms.
- **Qualification Development** – Develop a ‘Managing a Budget’ training as an introduction for newly recruited People’s Committees and community-led initiatives. This will be coordinated by the Communities Choice Coordinator and ACLW, with support through Google Classroom to enhance the committee's understanding of PB.

Stage 2: Peoples Committee & Community Engagement

- **Establish the People’s Committee** – Form a panel of volunteers, consisting of residents and community members, in each identified area (x3) to create the People’s Committee (referred to as members).
- **People's Committee Training** – Members will receive support to understand their role in monitoring the process and complete the training in Managing a Budget.
- **Communities Choice Friday Drop-in** – Host a drop-in session at the CWTCH where the Communities Choice Team can engage with residents, organisations, and community groups to discuss the scheme.
- **Collating Input and Feedback from the Community** – Residents will be directed to suggestion boxes in community hubs and digital forms via QR codes on posters and social media. They will also actively participate in gathering and reviewing priority/issue form data from community consultations.
- **Meeting the Needs** – The results of the engagement will be promoted, identifying the greatest needs identified, and invite ideas from the local community, community groups and organisations.
- **Communities Choice Friday Drop-in (Extended)** – The drop-in session will evolve from an information session to provide guidance workshops with the Communities Choice Team, addressing enquiries from potential applicants, assessing eligibility, and helping applicants refine their project ideas and budgets. Where necessary, applicants will be signposted to alternative funding streams for initiatives that do not align with PB or explore other public funding options.

Stage 3: Call to Action

- **Initial Screening** – Members will review proposals for basic eligibility, including alignment with funding priorities, feasibility, impact, and compliance with the PB process (supported by the Communities Choice team).
- **Shortlisting by Peoples Committee** – Members will evaluate, and shortlist viable projects based on alignment with the top 3 (or more) local priorities identified in the engagement. They will score and sense-check applications as a group to ensure the selection of the most relevant projects.
- **Training & Development** – Provide support for shortlisted applicants improve their project proposals and budgeting through completing the training. Training and resources will be available through Google Classroom.
 - **Final Applications** – Applicants will submit full project proposals with more detailed budgets and justifications.



- **Application Review** – The members will ensure transparency and fairness before public voting.
- **Engaging with Operational & Strategic Networks** – Engage with identified partner networks to sense-check progress and outcomes, ensuring transparency, accountability, and compliance, more importantly identifying and addressing any potential duplication.

Stage 4: Public Vote & Decision-Making

- **Project Promotion** – Publicity campaigns and community engagement activities will be held to allow residents to learn about shortlisted projects.
- **Community Voting** – Residents will be encouraged to participate in the public vote (online and/or in-person) to select finalists. Project applicants will be invited to in-person events to promote their projects to residents.
- **Funding Allocation** – Finalists will receive funding based on the outcomes of the final community vote.

Stage 5: Project Implementation & Monitoring

- **Funding Disbursement** – Approved projects receive funds in instalments based on project length and the budget submitted in their stage 2 proposal.
- **Implementation & Reporting** – Project leads provide updates on progress, spending, and community impact as agreed in the terms and conditions.
- **Monitoring & Evaluation** – The People's Committee will review project outcomes, ensuring accountability in spending and promoting a culture of continuous learning to inform future PB cycles.
- **Updating Operational & Strategic Networks** – Regular updates will be shared with operational and strategic networks, ensuring key partners are informed of progress, challenges, and key milestones.