**PARTICIPATORY BUDGETING**

**PARTICK & THORNWOOD IDEAS FUND 2025-26**

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**APPLICATION FORM**

**Essential Criteria:**

* **You must have completed feedback and finance report of any previous application to fund – at least two weeks before closing date of this round.**
* Individuals can apply for between £150 and £500
* Groups can apply for between £150 and £1,000
* **You must submit your application by the 19th October 2025 - midnight deadline**
* **You must be able to spend the funds by the 31stMarch 2026**
* **You must return feedback report by 31st March 2026**
* You must have any legal permission or insurance required to carry out your project
* You must allow your project to be used in any of our promotional material
* You are available to take part in public marketplace event – 30th October 2025 (2-4pm)
* **NEW \*\* Only one award per year to successful applicants \*\*NEW**

For what we will not fund – please refer to the guidance notes.

Please return to either the Annexe reception or email to [pb@annexecommunities.org.uk](mailto:pb@annexecommunities.org.uk)

For Office Use Only:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Group: |  | | | |
| Round No: |  | | | |
| Date Application  Received: |  |  | Previous Funds Report Received | Yes / No |

1. WHO IS APPLYING?

Lead Applicant Name:

Group Name or Organisation (if applicable):

Have you or your group previously received Funding YES / NO

Have you completed all feedback and finance reports YES / NO

How long has your group existed

How many members does it have?

Contact Address (including post code):

Telephone No.: Mobile No.:

Email Address:

What are you applying as?

|  |  |
| --- | --- |
| Individual |  |
| Non-constituted local group |  |
| Constituted but not registered as a charity |  |
| Registered as a Charity/SCIO |  | Charity number? |  |

What area do you serve/operate in? (If a group)

1. WHAT ARE YOU APPLYING FOR?

Title of Project:

Is this a new project: Yes No

1. SUMMARISE YOUR IDEA

Sell your idea in 30 words! **This summary IS IMPORTANT and will be used on social media platforms and local publicity to let voters know about your idea and vote - so make it as engaging and clear as possible!** – Remember only the first 30 words will be on voting poster!

1. FULL OUTLINE OF YOUR IDEA?

Include information about what you will do, how you will do it, when and where it will take place? How many people will directly benefit from your idea?

Please explain - what positive difference it will make to those involved?

1. TOTAL FUNDS REQUIRED?:

Please give a detailed breakdown of costs e.g. equipment, premises, materials:

1. INFORMATION OF LOCAL INVOLVEMENT

Explain how you know this project is needed, wanted or will benefit Partick and Thornwood community?

Explain how the idea will be promoted/advertised in the Partick and Thornwood area – How will you recruit participants/get residents involved?

Explain how the people benefiting from the idea will be selected? (If limited places are available)

SPONSOR

Only required if the lead applicant is under 18, or applicant is from outside area. Please provide details of your sponsor below:

Name:

Address:

Telephone No.:

Email:

Relationship to applicant:

Sponsor signature below to confirm that they have read and understood their obligation in the application guidance

Signature of sponsor:

KEY DATES 2025-26

**6th October 2025 – Open for applications**

9th October & 16th October – Applicant support appointments available (2-4pm)

**19th October – Application window closes (midnight)**

23rd October - Steering group reviews applications to check they meet eligibility requirements. Applicants are informed of outcome.

**30th October – Opening of online and phone voting**

30th October – Meet the Ideas Fund public event at the Annexe (2-4pm)

**9th November - Voting closes (5pm)**

12th November – Applicants informed of outcome and grants dispersed

**End of March 2026:** Project delivered, and feedback report returned

CHECKLIST (tick below)

If applicable, you have returned feedback from previous Ideas Fund Application – records will be checked

You are aware of the key dates for this project

You understand your obligation to report on funds and project

You have completed each section of the application form

You have a bank account in order to receive funds if successful

To be signed by Lead Applicant:

Lead Applicant Signature:

Date: