



# Shared Vision Your Decision

Information Booklet

### **What is 'Shared Vision – Your Decision'?**

It is an Edinburgh based project which enables local people to decide how public money is spent in eradicating Islamophobia and associated prejudice behaviour. We understand that Islamophobic behaviour also affects other faith communities and would welcome bids which also work with these communities. This type of funding allocation is known as Participatory Budgeting.

### **What is Participatory Budgeting (PB)?**

The Official Definition is "PB directly involves local people in making decisions on the spending priorities for a defined budget." This means engaging the community to discuss spending priorities, and thereafter make spending proposals and vote on them.

### **Who are the funders?**

Police Scotland, the City of Edinburgh Council and The Scottish Government have made a total of £40 000 available as part of their ongoing commitment to addressing Islamophobia across Edinburgh.

### **Who can apply?**

- Any constituted organisation or group based in Edinburgh
- Any un-constituted individual or group based in Edinburgh, provided their bid is supported by a constituted group. Basically this means the constituted group manages the money and the un-constituted individual or group delivers the project

### **What can you apply for?**

- All bids must evidence how the money will be spent eradicating Islamophobia or associated prejudice behaviour in Edinburgh. The projects should aim to foster good relations and/or reduce prejudice. Examples could include:
- Putting on an event or a series of events/classes to bring communities together (multi-faith sewing classes/cooking classes/sport activities etc)
- Increasing understanding and awareness to address commonly held perceptions and misconceptions of Islam
- Raising awareness of religiously aggravated hate crime
- Working with hate crime offenders
- New and innovative projects and ideas are welcomed. If you are unsure if your proposal meets the criteria please contact us.

### **What kind of things will not be funded?**

- Routine property or running costs e.g. heating, rent, salaries
- Retrospective funding for items already purchased
- Any form of political lobbying
- Applications from schools will not be accepted however Parent Councils/Associations or similar groups can apply for extra activities/facilities over and above normal learning and teaching

### **How much can you apply for?**

- The minimum amount you can bid for per project is £250
- The maximum amount you can bid for per project is £5000
- You can submit up to 3 applications but each application must be for a different project

### **How do you apply?**

You must complete and submit an application form by 12 noon on 12th December 2016. Application forms and associated guidance can be found at:

**[www.scotland.police.uk/shared-vision-your-decision](http://www.scotland.police.uk/shared-vision-your-decision)**

### **Is help available to you to work up your idea or complete your application form?**

Yes, we really want your application to succeed, so please contact us if we can be of any assistance.

### **What happens after I apply?**

Your application will be checked by the Shared Vision – Your Decision Steering Group to confirm it meets the criteria. This may result in us contacting you for further information to support your application going forward.

In January 2017 a two week voting period will open, at which time the Edinburgh public will have the sole decision in relation to which projects are awarded funding.

### **Guidance on completion of Application Form**

#### **Section 1: The Information in this section will be publicised**

- 1.** Organisation / group / lead individual name: What is the name of your organisation/group or lead individual
- 2.** Tell us about you, your organisation, or your group (what do you do?) Summarise what you, your organisation or your group are all about
- 3.** Tell us about the project you would use the money for. Provide us with details of the project. (The steering group will use this section to ascertain if your bid meets the criteria)
- 4.** Describe your project in no more than 30 words This is a summary of the above, and is the paragraph which we will use to describe your project on all marketing materials to the potential voters. This is your chance to sell yourself and your project to the public

- 5.** Who do you hope will benefit from this project? Who are you doing this for? Who are the intended beneficiaries of your work? Which communities will you reach?
- 6.** Where will the project be delivered? Do you have a focus on a particular area or is your project citywide. Please remember it must be for the benefit of the Edinburgh community.
- 7.** How long will your project run? We understand that if you are purchasing equipment or similar it may be long term, but if this is a specific initiative how long do you expect it to run. Please note that the funding must be spent in full by March 2018.
- 8.** How many people do you hope will benefit from your project? It's not a numbers game and we appreciate a good project which helps 5 people can be as valuable as a project which helps 100 people...this is just a guide for us.
- 9.** Is your project open to all? If not, please explain. This process is about community cohesion and bringing people together, however we understand some projects may not be suitable for particular genders/age groups etc.
- 10.** Is anyone else working with you on the project? If yes, tell us about this. This should not impact your application and we encourage joint working where suitable.
- 11.** Do you require permission from anyone or any additional insurance to carry out your project? (We may ask you for evidence of this) If you are looking to hold an event in a public space for example you may need landowners permission, public liability insurance etc, or you may already be covered
- 12.** Please outline a breakdown of the cost of delivering this project. Please detail any quotes or estimates for goods/equipment/time etc

**13.** Do you have additional funding or income from charges which will contribute to this project? Please detail source of other funding and whether this has been confirmed

**14.** How much money are you applying for? Total amount of grant you are bidding for (From £250-£5000)

**15. Contact Person:** Full contact details including address, telephone number and email address

**16. Account Details:** If successful payments will be made directly to this bank account so please ensure accuracy

**Launch Event - Information for Applicants:**

Please note that you or a suitable representative must attend this event to be eligible for a funding award.

**Date:**

Saturday 28th January 2017

**Venue:**

City of Edinburgh Methodist Church, 25  
Nicholson Square, Edinburgh. EH8 9BX

**Set-up time:**

From 1215-1300

**Marketplace Time:**

1330-1530

On Arrival:

Each individual/organisation/group will have a stall to promote their project. (Please note if you have submitted more than one application you will still only be eligible for one stall, however you can promote each of your projects from this stall. You will be allocated a stall on the day.

**Format:**

This event will be a marketplace format. you will be provided with a table and chairs if required. Electrical points are not available. The venue does have wifi, but please do not rely solely on this.

**Voting:**

Members of the public will be invited to attend in order to get further information on each project. Anyone from the age of 8yrs, who lives, works, studies or volunteers in Edinburgh is eligible to vote.

**Preparation:**

People will be circulating around the stalls and this is your chance to 'sell' your project. In preparing for your stall think about the following;

- Visual Impact
- What is the main message you wish to get over?
- What questions are you likely to be asked and how would you answer?

Applicants who have taken part in similar events previously have advised that this was a great opportunity to promote their organisation, recruit new volunteers and learn about other forms of assistance through talking to participants.

**Access:**

This venue is fully accessible for all members of the public. There is a working lift within the premises and accessible toilet facilities are available. Guide dogs are permitted in the venue. Applicants can temporarily unload their vehicles immediately outside the venue, however thereafter suitable parking will have to be found.

After the launch event: This event will be used to launch a 2 week voting period. Voted will be accepted online and in paper format. Further information in relation to this will follow.

**If you require any further information, please contact**

Sergeant Scott Kennedy

Police Scotland

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