

## ‘Your Say, Your Way’ (YSYW) Guidance notes

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### What is ‘Your Say, Your Way’ funding and what can it fund?

The ‘Your Say, Your Way’ programme is currently running across Luton, funded by Luton Council, London Luton Airport, Beds and Luton Community Foundation and EU CLLD. It aims to involve local people from across the whole community in influencing the decisions affecting their neighbourhoods. ‘YSYW’ is part of this process and brings a local funding opportunity for grassroots community projects to your wards (the town is divided into 19 wards for the purpose of local elections to the Council’,) every year.

#### What is the ‘Your Say, Your Way’ funding opportunity for local people, community groups and local organisations?

As a **resident**, the ‘YSYW’ funding opportunity enables you to decide on how funding for community projects should be spent in your local area. You can do this by voting directly at Decision Days and, in some cases, online. If you are part of a **community group, local organisation** or a **resident** and you have an idea for a project to improve your ward, you are able to apply for funding. If it meets funders’ criteria and other residents like the project and vote for it, then you could get funding to support your idea.

## **What can a ‘Your Say, Your Way’ grant fund?**

The ‘YSYW’ programme is for community led projects that can support work to improve local neighbourhoods by addressing the needs and priorities of their local communities. The key overall priorities for projects are based on Luton Council’s Investment Framework which presents a clear and coherent plan for Luton the local community, partners and potential investors and focuses attention on ensuring everything that we do is focused on:

:

- Supporting safe, strong and cohesive communities.
- Enhancing skills and education
- Improving health and wellbeing.

## **Want more information?**

Contact the ‘Your Say, Your Way’ team (see page 10) for specific contacts.  
e-mail [YourSayYourWay@luton.gov.uk](mailto:YourSayYourWay@luton.gov.uk) or visit [www.luton.gov.uk/neighbourhood](http://www.luton.gov.uk/neighbourhood)

The following eligibility criteria will be used to assess projects.

### Eligibility criteria

1	Linkage with local priorities.
2	Building community development and widening involvement.
3	Benefits and outcomes for local people.
4	Clarity on project and how it will work and be managed.
5	Realistic budget and value for money.
6	Impact on sustainability.

## Frequently asked questions

### 1. What is 'Your Say, Your Way'?

'Your Say, Your Way, is a creative way of allocating resources. Residents vote on proposals they want to see happening in their neighbourhoods. In this way they participate directly in the allocation of resources. The funding available through the 'Your Say, Your Way' Decision Days is aimed at addressing and tackling priorities and the needs of local residents.

### 2. Where can projects be delivered?

The ward or area you apply to for funding is the one in which you will deliver the project, or else the area where the people who benefit from your project come from. If you are planning to deliver a project for residents of a ward but want the activity to take place elsewhere, you can still apply but as with all projects you will need to be able to provide proof of their residence e.g. using registers etc. You may apply for funding from more than one ward.

### 3. Who can apply?

Any community member, community group or local organisation that can deliver projects within the stated area, as long as:

- (a) The group is constituted/has agreed terms of reference
- (b) The group has a recognised organisation that can act as banker – either the group itself or, for example a school, church, mosque etc.
- (c) Organisers are able to demonstrate compliance with relevant statutory requirements, e.g. DBS checks for working with children, vulnerable adults, equal opportunities and Health & Safety.
- d) The group does its work “not for private profit”
- e) You can apply for 'Your Say, Your Way; even if you have been successful in securing funding from us on a previous occasion. **However**, your application must be for a different project **or** one that compliments it e.g. a group may have applied for a start up grant for a football team but now want to send some of their

volunteers on a coaching course to coach the team/s in the future. There are lots of other examples like but it is up to you to demonstrate it is different.

f) The group is not making more than one application for YSYW funding (e.g. A PTA cannot complete an application for afterschool activities, and another one for a drama production) in one ward. There can only be one bid per group/single organisation per ward. However, organisations/groups who use the same building can all apply (e.g. a church may accommodate a Toddler Group and a Lunch Club and both could apply individually).

**PLEASE NOTE:** Assistance can be given after the initial applications have been received to support groups with (a) to (c) above.

Please contact us as soon as possible when you are considering your proposal and application if you have any questions about the above.

#### **4. Can I apply for funding in more than one ward?**

An organisation can only apply for funding in a maximum of two wards *even if the projects are different.*

#### **5. Is there help available with filling in application forms?**

There is support available from the YSYW team and workshops are available for community group representatives to attend to help develop project ideas and complete application forms (please see timelines for each area). Please telephone your YSYW Area Officer (contact details provided on page 10) to discuss your needs, find out more and to book your place(s).

#### **6. Can statutory organisations submit applications?**

Not directly, but applications from statutory organisations can be considered if they apply as a partner with a local community organisation (e.g. a PTA and a local school, a Neighbourhood Watch group and the Police etc). They also have to show that they are directly delivering services to the local community benefitting from the YSYW funding area and that the money applied for is not being used to replace existing mainstream provision.

#### **7. How much can be applied for?**

Community members and funders – who vote for the projects - are looking for maximum value for money from a range of projects and groups are invited to bid for up-to **£1,250 in this cycle**.

## **8. Why do we need an explanation of how projects meet local peoples' needs and priorities?**

This is to allow for appropriate allocation of funds as fairly as possible and to show all the ways in which your project can help improve the neighbourhood. The more you can explain how your project meets local needs and priorities, and the Council's overall priorities, the more interest it will get from residents who vote on it. The money available under each theme from funders also reflects the Luton Investment Framework's priorities, so the more your project can explain how it will benefit local people, the better chance it will have of securing funding.

## **9. How much detail is required regarding the project?**

The application form is designed to be simple to complete. However, the more relevant information you can include, the better! Please do not exceed the maximum number of words specified on the form – and feel free to use bullet points. You are welcome to attach any supporting documents or information. A detailed budget breakdown is also part of the assessment of projects, and, as explained in the previous section, it is important that you include a clear description of how the proposal will address and tackle local priorities and benefit local people.

## **10. What is YSYW Decision Day event?**

This is where the groups/organisations submitting bids will need to do a **3 minute presentation** to the local community. The presentation will give details on what the project is, how it will benefit the community and any other details the presenter feels the community need to know to make their funding bid successful. The local residents are given opportunity to ask few questions on the project and are also able to vote anonymously on which projects they want to see funded in the area.

All projects will need to do a 3-5 minute presentation on the Decision Day event.

Due to time constraints all IT based presentations must be available to organisers at least 3 days in advance of the Decision Day and cannot be changed after that, due to IT restrictions.

**However we do encourage you to be more interactive and creative with your presentation i.e. actual live demonstrations by dance groups, young and older volunteers presentations display boards or hand outs etc..**

### **11. What do I do if I have any other concerns about the application and presentation process?**

If there are any concerns both prior to submission of applications and in the run up to the Decision Day events, the YSYW team will be happy to answer any queries. You can contact them on using the contact details on page 10.

### **12. Can it pay for capital expenditure?**

As European funding supports the YSYW programme there are restrictions on spending in that successful applicants cannot receive more than £1000 for items of capital expenditure.

### Autumn Timeline 2018

Date	Event/meeting
Launch of Autumn PB cycle	12 <sup>th</sup> May 2018
TBC	Application Form and Presentation Skills workshop
Monday 31st August 2018 (or later depending on actual Decision Day dates)	Closing date for applications and check eligibility
Followed by .....	Project summary sheet sent to LLAG Chairs, LBC councillors /LBC rep on LLAG/ Beds and Luton Community Foundation rep
7 days before Decision Day	Eligible applicants are notified / invited to make a presentation of their project to the Decision Day
Decision Day	Dates TBC (length of event is subject to number of applications being presented and voted on) Applicants / supporters must be present for the full day, in order to present/vote

## Contact details for Area Projects & Involvement Officer

Area	Wards	Area LEAD /Officer	Telephone	Email
Central	High Town & Barnfield	Heather James	01582 548785	<a href="mailto:heather.james@luton.gov.uk">heather.james@luton.gov.uk</a>
Central	Biscot & Saints	Sultan Khan	01582 548780	<a href="mailto:sultan.khan@luton.gov.uk">sultan.khan@luton.gov.uk</a>
North	Bramingham, Icknield, Limbury, Northwell & Sundon Park	Sanjeev Kumar	01582 548774	<a href="mailto:Sanjeev.kumar@luton.gov.uk">Sanjeev.kumar@luton.gov.uk</a>
South	Dallow, Farley & South	Shohir Uddin	01582 548776	<a href="mailto:shohir.uddin@luton.gov.uk">shohir.uddin@luton.gov.uk</a>
East	Crawley, Round Green, Stopsley & Wigmore	Gary Roberts	01582 546985	<a href="mailto:gary.roberts@luton.gov.uk">gary.roberts@luton.gov.uk</a>
West	Challney & Leagrave	Gary Roberts	01582 546985	<a href="mailto:gary.roberts@luton.gov.uk">gary.roberts@luton.gov.uk</a>
	Lewsey	Shohir Uddin	01582 548776	<a href="mailto:shohir.uddin@luton.gov.uk">shohir.uddin@luton.gov.uk</a>