

Participatory Budget INITIAL PROPOSAL APPLICATION – Instructions

What is the Participatory Budget?

Participatory Budgeting is a democratic process in which community members directly decide how to spend part of a public budget. It gives citizens the power to set budgeting priorities and make decisions on what community projects should be funded. The process involves: the brainstorming of project ideas, the development of initial proposals, and the selection of winning projects through voting.

This year, District 7 Supervisor Norman Yee set aside \$100,000 to be used for the Participatory Budget Pilot Project. Note: An additional \$250,000 has been set aside for Pedestrian Safety.

Statement of Intent

“The District 7 Participatory Budgeting Project aims to establish an inclusive way to identify projects within the district to improve the quality of our neighborhoods. These projects may range from bold, new and lasting, to simple, useful and thoughtful. The essence of the Participatory Budget is to involve as many community members as possible, regardless of age, race, and socio-economic background.”

How will it work?

Step 1. Brainstorming Orientation

We will host an Orientation Meeting, where you can learn more about the project, present your ideas, and have your questions answered. The meeting will be held on Saturday, February 22nd, 2014 from 10:30 am to Noon at West Portal Clubhouse, 131 Lenox Way, San Francisco (between Ulloa and Verdon).

Step 2. The Initial Proposal

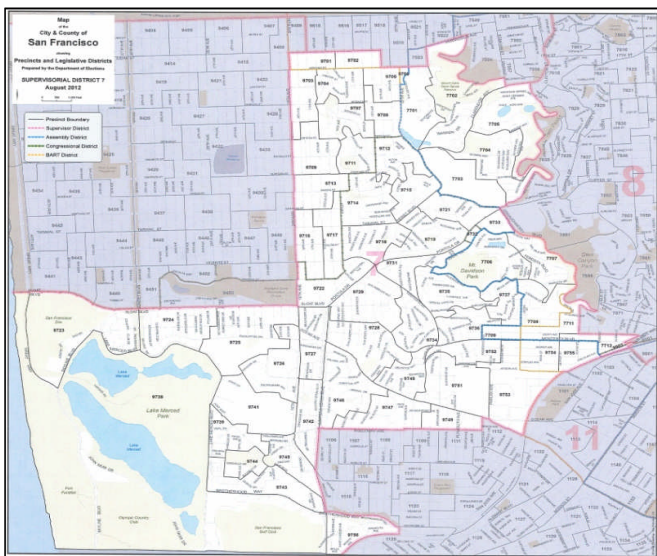
As a resident of District 7, you are invited to submit an initial proposal application for a project that will help improve our neighborhoods. A Project Proposal Workshop meeting will be held on Wednesday, March 5th, 2014 from 6 pm to 7:30 pm at Commodore Sloat Elementary School, 50 Darien Way, San Francisco (between Junipero Serra and San Rafael Way). Initial proposals submissions are due on **March 19th, 2014**.

Step 3. Review and Selection for the Ballot

City Staff will review and select promising initial proposals to budget the costs and determine its overall feasibility. Please be available if your application is selected to work with us to develop your idea.

Step 4. Voting

In the spring, the best ideas will then be put up to a vote by YOU, the residents of District 7.



Who can submit an Initial Proposal?

You must be a resident of District 7 to submit a proposal. The project must benefit District 7. We strongly encourage you to work with your neighborhood organization to submit projects as a group.

Map of District 7

To find out if you live in District 7, go to http://www.sfelections.org/tools/districts_lookup/

Or, call us at (415) 554-6517

Basic Guidelines

1. Your project must fall within at least one of these categories:
 - A. **Neighborhood Services:** Such as services for Youth, Seniors, Non-English Speakers, Public Safety
 - B. **Culture:** Such as events, art, beautification, parks and greening
 - C. **Small Businesses:** Such as merchant organizations, commercial district revitalization
 - D. **Schools, Education, Youth:** Such as improving schools, libraries, after-school programs
 - E. **Other:** bold and innovative ideas are welcome
2. The budget for a single project will be at minimum of \$5,000 and at maximum of \$25,000.
(For the Initial Proposal, we do not ask about costs. We will also accept proposals for current projects that already have partial funding and resources.)
3. The project must be a one-time expenditure
4. The project must benefit the residents of District 7

We are looking for bold and innovative ideas as well as standard neighborhood improvement projects. We are strongly considering projects that address neighborhood equity. Our goal is to get as many different project ideas as we can, so be creative and tell us what your concerns, priorities, and ideas are – submit your Initial Proposal by **March 19th, 2014!**

How do I submit an Initial Proposal?

Option 1 - Complete the Initial Proposal Application online

<http://www.sfbos.org/index.aspx?page=15925>

Option 2 - Complete the Initial Proposal Application and choose ONE:

- Scan and email to yeestaff@sfgov.org
- Fax to (415) 554-6546
- Mail to
Supervisor Norman Yee
Re: Participatory Budget Initial Proposal
City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102

When is the Initial Proposal deadline?

All proposals must be submitted and received by **March 19th, 2014.**

Contact Us

Phone: (415) 554-6517

Email: matthias.mormino@sfgov.org

<http://www.sfbos.org/ParticipatoryBudgeting>

Participatory Budget INITIAL PROPOSAL APPLICATION

Required

Name _____ Organization (if applicable) _____

Address _____

Phone _____ Email _____

Title of Proposal: _____

Check category box (all that apply)

A. Neighborhood Services B. Culture C. Small businesses D. Schools, education, youth E. Other

In the space below ONLY, please describe your project proposal, including your goals and vision for the project. (1400 character limit)

In the space below ONLY, please describe the need in D7 for your project. (550 character limit)

In the space below ONLY, please describe who will benefit from your project (i.e. youth, small businesses, low-income families, english language learners, etc.) (550 character limit)

In the space below ONLY, please outline what outcomes you would use to measure your project's success.

Is your proposal a supplement or an addition to an existing project or program? Yes No

If YES, Please explain. (550 character limit)

In the space below ONLY, please include any support you currently have for your project
Endorsements from a neighborhood group, small business, school, etc.:

Matching funds and/or material resources you have already secured:

Optional Demographic Information About the Applicant

Age ____ Race/ethnicity _____

English language learner? Yes No