

**SEGURIDAD ALIMENTARIA,
HÍDRICA Y ENERGÉTICA**
PARA LA RESILIENCIA DE LA
SALUD COMUNITARIA ANTE
DESASTRES AGRAVADOS.

Participatory Budgeting Project Guide



Image: Project Team Members and Community Leaders in Corcovada.
Photo By: Javier Nieves.

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How To Use This Guide

Project Overview:

In Corcovada, Puerto Rico, we embarked on a community-led participatory budgeting exercise, empowering local residents to directly influence how funds are allocated. This inclusive approach aimed to foster community engagement, ensure transparency, and address the specific needs and priorities of the Corcovada community.

How to Use This Guide:

This packet was produced prior to completing the implementation of winning proposals selected by the community during the participatory budget process. Updated project materials and other outputs can be found on our [Corcovada Community Collaboration](#) website.

Project Planning Template

Below is the project planning template similar to the one we used for this project. A project planning template serves as a guideline for the organization and management of a project from inception to completion. It is designed to help project managers and teams outline the essential components and steps necessary for successful project execution.

Purpose of the Project:

The purpose of this participatory budgeting exercise is so that all [SITE] residents can propose ideas to respond to [PROBLEM TO ADDRESS]. It is a process to increase citizen participation throughout the different phases of the project implementation.

Project Activities	Objectives
Formation of Steering Committee	To involve community members directly in the management of the project.
Meetings	To delegate roles and responsibilities across members of both the research and steering committee. For residents of [COMMUNITY] to actively guide the objectives of the project
Call for Proposals	To encourage residents of [COMMUNITY] to develop ideas that can support [PROBLEM TO ADDRESS]
Outreach	To encourage residents to share their ideas on possible projects, submit proposals with those ideas, and vote for their preferred proposals. To support community cohesion through public participation.
Voting on Proposals	To give residents of [COMMUNITY] an opportunity to make decisions about the projects implemented in their community.
Implementation of Proposals	To implement the winning proposals and support [PROBLEM TO ADDRESS]

I. Research Team:

Roles and responsibilities:

They will support the project and work alongside the steering committee to inform the community about participatory budgeting. They will help in the call for proposals, voting and the implementation of the participatory project.

1. NAME
2. NAME
3. NAME
4. NAME
5. NAME
6. NAME
7. NAME

II. **Steering Committee (X Members):**

Roles and responsibilities:

They will lead community outreach, including informing community members about this initiative and how to propose projects that can improve [PROBLEM TO ADDRESS]. They will also facilitate the voting exercise and the implementation of the project that wins. They will be a point of contact for questions and/or concerns from other residents. In general, their main role is to support with logistics, outreach and raise awareness of the project objectives to maximize resident participation.

Note: When we go in the first instance due to pressure or responsibility to participate, they say yes .

1. NAME
2. NAME
3. NAME
4. NAME
5. NAME
6. NAME
7. NAME

Frequently asked questions:

1. When are the meetings going to take place?
 - a. This can be via zoom or in person
2. How long will the meetings be?
 - a. Meetings can be between 45min – 1.5 hours. This will be dependent on the availability of the team
3. What will be the frequency of the meetings?
 - a. Minimum of 6 meetings, these can be on a monthly basis if other forms of communication (e.g. WhatsApp group) are included to support continued engagement and project progress.

Coordination Areas for Project Success:

PART 1. Plan for Residents to Propose Ideas:

Options:

- a. Create a form so residents can put: 1) idea for the [BUDGET AMOUNT]
 - a. The form can be done with google forms or Microsoft forms
 - b. Emphasize that every idea counts, and every idea will be considered - don't shy away from proposing “every idea is valid and important.”
- b. Visit homes of bedridden people or other vulnerable groups in the community to explain the project to them and receive their input of possible ideas.
 - a. Note: This requires visiting these homes with someone neighborhood leader - This can be done by the steering committee members
- c. Share form on social media platforms and community WhatsApp groups
- d. Take space on the days of service of the different Churches and businesses in [COMMUNITY] to talk about the project and leave informative material for them to propose ideas.

- e. Hand out flyers at community events

Note: You are welcome to utilize a combination of efforts to meet the needs of your community.

PART 2. Community Voting Plan:

Options:

Who can vote? – this is a decision made by the collective. In our example, we encourage anyone who is a resident of the community to participate in the voting exercise. No age restriction.

Voting options:

- 1- Voting for 3 projects in order of priority
- 2- Voting for all projects in a ranking order
- 3- Voting only for 1 project to implement

Note: This is dependent on budget amount.

Voting location:

- a. Voting at the local school
- b. Voting at local community center
- c. Voting via Google form to be shared on social media and community groups.
- d. Voting at home (for those who are bedridden and have other complications)
- e. Telephone Voting: Have a community directory

Note: Voting can be a combination of these ideas. Likewise, you don't have to vote in just 1 day, it can be an exercise of a week or two. For example, voting at physical centers for 1 day and then via the forms link for 1-2 weeks.

Concern: Anonymous vote optional - reason for anonymous vote is trust that it is a new process, and that the community will support in making the vote correctly.

Following voting exercise, project coordination will count votes with members of the steering committee and create document to present voting results to residents.

PART 3. Project Outreach Plan

Options:

- 1. Flyer types :
 - a. flyer on what a participatory budget is and call to participate in this exercise
 - b. Flyer with the different components of the participatory budget
 - c. Flyer with the important dates where the different activities will be carried out (e.g., proposing ideas/proposals, voting, presentation of results)
 - d. Flyer with information on how to propose ideas and voting information (e.g. date, place, way to vote)
 - a. Vote be anonymous “We are based on the fact that people will have the best of intentions in voting and will do it once”

Outreach Infographic #1

This outreach infographic explains the concept of a participatory budget to the community, what types of projects are eligible for funding, and who should submit project proposals.

PRESUPUESTO PARTICIPATIVO

¡DECIDE CÓMO ASIGNAR EL PRESUPUESTO EN TU COMUNIDAD!

El Centro de Amenazas Naturales de la Universidad Colorado Boulder ha otorgado a la comunidad de Corcovada **\$8,000** para implementar un proyecto que les ayude a ser más resilientes a desastres. Este proyecto se implementará haciendo un ejercicio de presupuesto participativo.

Un presupuesto participativo es un proceso democrático en el que las personas de una comunidad deciden de manera directa cómo asignar una parte del presupuesto público.

Este presupuesto se enfocará en un proyecto que pueda ayudar a la comunidad de Corcovada a responder a problemas de: **agua, comida, energía y salud antes y/o después de un desastre.**

"¡TU VOZ IMPORTA!"

- ✓ ¿Quién puede proponer propuestas?
Todo residente de Corcovada.
- ✓ ¿Cuáles son los criterios para las propuestas?
Cualquier idea dentro de los temas de agua, comida, energía y salud que no sea mayor de la cantidad otorgada al proyecto.

¡AYUDE A DAR FORMA AL FUTURO DE TU COMUNIDAD!

Para más información y participar en este proyecto, puede contactarse con:
Javier Nieves Torres, Coordinador de proyecto

English translation:

Participatory Budget

Decide how to spend your community's budget!

The Natural Hazards Center at the University of Colorado Boulder has provided Corcovada with **\$8,000** to help the community become more resilient to disasters.

This project is being implemented as part of a participatory budget exercise.

A participatory budget is a democratic process that allows community members to directly decide how a public budget will be allocated.

The budget will support a project that helps the community of Corcovada respond to problems associated with water, food, energy and/or health before or after a disaster.

Your voice matters!

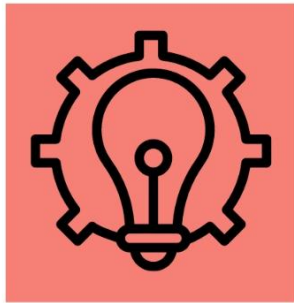
- ✓ Who can make a proposal?
All residents of Corcovada.
- ✓ What are the proposal requirements? Any idea related to water, food, energy, or health as long as it is no greater than the amount provided for the project.

Help shape the future of your community!

For more information and to participate, please contact Javier Nieves Torres.

Outreach Poster & Infographic #2

This outreach poster provides community members with information about how to submit proposal ideas. The QR code linked to an online version of the proposal submission form.



RECOGIDO DE IDEAS

PRESUPUESTO PARTICIPATIVO CORCOVADA



**FEB
10
3-5 PM**

CENTRO MULTIUSOS

Pasa por la mesa para someter tus ideas durante el cobro de agua o escanea el código a la derecha.



English Translation:

Collecting Ideas

**Participatory Budget
Corcovada**

**February 10
3-5 pm**

Multipurpose Center
Submit your project ideas by coming to our table when you pay your water bill or scan the QR on the right.

Proposal Submission Form

Below is the proposal submission form that we used to collect project proposal ideas from the community. We distributed paper versions of the proposal submission form in person at community events or during home visits. An online version of the form was also available throughout the duration of the project. We shared links to this online form in the outreach materials described above.



Propuestas de Ideas para Presupuesto Participativo Comunidad de Corcovada



El Centro de Amenazas Naturales de la Universidad de Colorado Boulder (NHC) le ha otorgado a la comunidad de Corcovada \$8,000 para implementar un proyecto que les ayude a ser más resilientes a desastres. Este proyecto se implementará haciendo un ejercicio de presupuesto participativo.

Un presupuesto participativo es un proceso democrático en el que las personas de una comunidad deciden de manera directa cómo asignar una parte del presupuesto público. Este presupuesto se enfocará en un proyecto que pueda ayudar a la comunidad de Corcovada a responder a problemas de: **agua, comida, energía y salud antes y/o después de un desastre.**

Cualquier idea dentro de los temas de agua, comida, energía y salud que no sea mayor de la cantidad otorgada al proyecto es válida.

Invitamos a todas las personas residentes de la comunidad a traer sus ideas.
Toda idea es válida e importante y será considerada.

Se recibirán propuestas a partir del 26 de enero de 2024 hasta el 14 de febrero.

La votación sobre ideas será a partir del 15 de febrero hasta el 9 de marzo.

Si tiene alguna duda o pregunta puede comunicarse con el coordinador del proyecto, Javier Nieves Torres, al 787-XXX-XXXX.

1. ¿Cuál es su idea para un proyecto de agua, comida, energía y/o salud?

2. ¿Tiene una idea de cómo implementaría el proyecto?

- Sí
 No

3. ¿Cómo implementaría el proyecto?

English Translation of the Proposal Submission Form

Proposal of Ideas for Corcovada's Participatory Budget

The Natural Hazards Center at the University of Colorado Boulder has provided Corcovada with **\$8,000** to help the community become more resilient to disasters. This project is being implemented as part of a participatory budget exercise.

A participatory budget is a democratic process that allows community members to directly decide how a public budget will be allocated.

Any idea is eligible as long as it is related to water, food, energy, or health and costs no more than the amount provided for the project.

We invite all residents of Corcovada to submit their ideas.
All ideas are valid and important and will be considered!

Proposals will be accepted from January 26, 2024, to February 14, 2024.

Voting will occur between February 15, 2024, and March 9, 2024.

If you have any questions or concerns, please communicate with Javier Nieves Torres at XXX-XXX-XXXX.

1. What is your idea for a food, water, energy, or health project?

2. Do you have an idea about how the project should be implemented?

- Yes
 No

3. How should the project be implemented?

Template of Proposal Submission Form

[INSERT LOGO OF PROJECT AND SPONSORS]

Proposals for Participatory Budgeting Community of [SITE]

The [FUNDER] has awarded the community [NAME OF COMMUNITY], [AMOUNT] to implement a project to support [PROBLEM TO SOLVE]. This project will be implemented through a participatory budget exercise.

A participatory budget is a democratic process in which the residents of a community directly decide how to allocate a part of a shared budget. This budget will focus on a project that can help the [SITE] community respond to [PROBLEM TO SOLVE].

Any idea within the topics of [TOPIC/PROBLEM TO SOLVE] hat is not greater than the amount granted to the project.

We invite all community residents to bring their ideas. Every idea is important and will be considered.

Proposals will be received from XXXXXX until XXXXXX.

Voting on ideas will be from XXXXXXXX to XXXXXXXX.

If you have any questions or concerns, you can contact the project coordinator, [NAME], at [NUMBER], [EMAIL].

Please respond to the following:

1. What is your idea for a [PROBLEM SOLUTION] project?
2. Do you have an idea of how you would implement the project? *
 - a. YES
 - b. NO

If yes, please describe below:

Template of Voting Form

Below is a template that we used to create the voting submission form to collect votes from residents. In our project, voting occurred via paper versions in person at community water pay day or during home visits. An online version of the form was also available for two weeks for residents to vote. Residents were asked to vote for their top three (3) proposals by ranking them 1 to 3 where 1 represented highest priority and 3 represented the lowest priority.

Voting for Participatory Budgeting Template

The [FUNDING SOURCE] has awarded the community of [SITE], [DOLLAR AMOUNT] to implement a project to help [PROBLEM AT HAND]. This project will be implemented through a participatory budget exercise.

A participatory budget is a democratic process in which the residents of a community directly decide how to allocate a part of the public budget. This budget will focus on a project that can help the [PROBLEM TO ADDRESS]

We invite all community residents to vote on the proposed ideas.

Voting on proposals will be from [DATE] to [DATE]. Voting will occur via [DESCRIBE VOTING APPROACH]

The winning project (s) will be announced on [DATE, TIME] at the [LOCATION]

If you have any questions or concerns, you can contact the project coordinator, [NAME], at [PHONE NUMBER] or [EMAIL].

Voting Instructions: Look at the following list of proposals and choose the top 3 of your preference. Rank them from 1 to 3 in order of priority for you, with 1 being the highest priority and 3 being the lowest priority.

- IDEA 1 _____
- IDEA 2 _____
- IDEA 3 _____
- IDEA 4 _____
- IDEA 5 _____
- IDEA 6 _____
- IDEA 7 _____

Recommended Readings About Participatory Budgeting

If you are interested in implementing a participatory budgeting, the following literature serves as a starting point to support your implementation.

Abers, R. (2000). *Inventing local democracy: Grassroots politics in Brazil*. Lynne Rienner Publishers.

Bartocci, L., Grossi, G., Mauro, S. G., & Ebdon, C. (2023). The journey of participatory budgeting: A systematic literature review and future research directions. *International Review of Administrative Sciences*, 89(3), 757–774. <https://doi.org/10.1177/00208523221078938>

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Godwin, M. L. (2018). Studying Participatory Budgeting: Democratic Innovation or Budgeting Tool? *State and Local Government Review*, 50(2), 132–144. <https://doi.org/10.1177/0160323X18784333>

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Patulny, R. V., & Lind Haase Svendsen, G. (2007). Exploring the social capital grid: Bonding, bridging, qualitative, quantitative. *International Journal of Sociology and Social Policy*, 27(1/2), 32–51. <https://doi.org/10.1108/01443330710722742>

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