



## FAQs

### CONTENTS

<b>OVERVIEW .....</b>	<b>2</b>
Why is IAP2 Australasia conducting this process? .....	2
Who else is involved in this process? .....	2
What is a participatory budgeting process? .....	2
When is this project taking place?.....	2
How can IAP2 Australasia members participate?.....	2
What about international IAP2 members?.....	3
How do I stay informed about this project?.....	3
If I share something about this project what hashtag should I use? .....	3
<b>VOTING.....</b>	<b>3</b>
How do I vote? .....	3
Who can vote? .....	3
<b>PROJECT SUBMISSIONS .....</b>	<b>3</b>
How do I submit my project?.....	3
What projects will be eligible for the voting phase? .....	3
Who gets the funding and implements the winning projects?.....	4
Can I submit more than one project?.....	4
Can our project be worth less than \$25,000? .....	4
What if our project costs more than \$25,000? .....	4
How do I identify and develop a project idea?.....	4
Can I share my project and encourage people to vote for it? .....	4
What happens if our project is successful? .....	4
What happens if our project is unsuccessful? .....	5
What happens if we do not spend all the funds at the end of the project? .....	5
What happens if we cannot complete our project within the 12 months?.....	5



# OVERVIEW

## Why is IAP2 Australasia conducting this process?

IAP2A has funding set aside to help deliver the [IAP2 Australasia Strategic Plan](#) (which will guide IAP2A's work until 30 June 2020).

The project is seeking to offer IAP2A members an opportunity to directly influence how we spend \$100,000 over the next twelve months. We want you to have an opportunity to:

- Design and submit ideas that will help to benefit members and deliver on our strategic plan.
- Directly decide which projects and initiatives will benefit members most and should be prioritised for funding over the next 12 months.
- Experience and participate in a participatory budgeting process.

## Who else is involved in this process?

IAP2A is partnering with [Harvest Digital Planning](#) to deliver the Pitch for the Practice project. We have also engaged [MosaicLab](#) consultants who are providing project management support.

## What is a participatory budgeting process?

Participatory budgeting (PB) can broadly be described as a democratic decision-making process where everyday citizens negotiate about and decide how to allocate at least part of a budget (generally a public budget).

We have created a free resource that overviews participatory budgeting processes and provides examples of case studies from around the world. Go to [pitch.iap2.org.au](http://pitch.iap2.org.au) to view and download this free resource.

Please note that good participatory budgeting processes generally incorporate a deliberative component where people come together to discuss projects and priorities. Due to time constraints and the geographical spread of our members, we have designed Pitch for the Practice to be a condensed version of a participatory budgeting process. Therefore, we are limited in our ability to conduct these types of discussions directly. We encourage members to help ensure this process is a collaborative one and to start or join a conversation:

- In the **submissions phase**, connecting and collaborating with other members, practitioners and project partners and conducting robust discussions around project design and planning before you submit your project.
- In the **voting phase**, connecting with other members to discuss and deliberate over the project options provided before you vote.

## When is this project taking place?

From 21 May 2018, IAP2A members are invited to 'pitch a project' as part of the submissions phase. **Submissions close midnight Sunday 17 June 2018.**

All eligible projects will then be put to a member vote - you can decide which projects should be prioritised and where the money should go. Voting is scheduled to open on Monday 25 June 2018.

Winning projects will be announced in early-mid July 2018 and project implementation will occur between July 2018 and 30 June 2019.

View this [project roadmap](#) for an overview of our overarching project timeline and key phases.

## How can IAP2 Australasia members participate?

There are two ways IAP2 Australasia members can take part:

1. From 21 May 2018, you can 'pitch a project'. Put forward an idea that benefits our members and meets the pillars of [IAP2 Australasia's strategic plan](#): advocating for engagement, strengthening engagement networks and/or advancing professional development.



2. Don't have a project idea? You can still participate! All eligible projects will be put to a member vote. From 25 June 2018 can decide which projects should be prioritised and where the money should go.

## What about international IAP2 members?

International IAP2 members can submit a project, however [terms and conditions](#) and eligibility requirements apply.

International IAP2 members cannot vote in the voting phase.

## How do I stay informed about this project?

If you are already a subscriber to IAP2A emails, you will receive notification of key phases, information and project updates. If you register to vote, you can also choose to subscribe and receive IAP2A updates.

## If I share something about this project what hashtag should I use?

We encourage everyone to share this opportunity with their contacts using the hashtag *#PitchForThePractice* on social media. We would like as many members as possible to be aware of the opportunity to take part.

# VOTING

## How do I vote?

Everyone who would like to participate in the voting phase must register. You can register at any time during the process at [pitch.iap2.org.au](http://pitch.iap2.org.au). Voting opens on the 25th June 2018 and will continue for 2 weeks.

Each member is able to vote once only. Each voter will be provided \$100,000 digital 'dollars' to allocate across the projects they want to see funded.

## Who can vote?

Voting is only open to currently registered IAP2 Australasian members. Not an IAP2A Member? [Click here to join](#).

# PROJECT SUBMISSIONS

## How do I submit my project?

Fill out the project submission form on the website. Please ensure you draft and save your work in another document on your desktop before you type it into this electronic form to ensure any work is not lost if there are connectivity or other technical issues.

**Submissions close midnight Sunday 17 June 2018.**

## What projects will be eligible for the voting phase?

All projects that meet the [eligibility criteria](#) will go through to the voting phase.

All submissions will undergo an eligibility assessment before they are approved for the voting phase. If we require more information or clarity on your project, or something has gone wrong with your application, we will contact you prior to the voting phase.



## Who gets the funding and implements the winning projects?

The submitter of the project is responsible for its implementation. Every submission must include details of the organisation (an Australian or New Zealand registered entity) that is sponsoring that project. Funds will be provided to that organisation to implement the project.

## Can I submit more than one project?

Yes! You can submit as many projects as you like. Every project must be able to be implemented by June 30, 2019, so ensure that if all your projects win funding, you/your organisation is able to implement them all within this timeframe.

## Can our project be worth less than \$25,000?

Yes – your project's total cost (or the total amount you are seeking through this process) can be any amount up to \$25,000.

## What if our project costs more than \$25,000?

You can submit a phase or key element of your project. Clearly outline in your proposal what step is being nominated for funding, and how both this phase and the overall project meets the eligibility requirements.

## How do I identify and develop a project idea?

We encourage project submitters to conduct some robust planning before making a submission. This might include the following steps:

- Brainstorm a project idea
- Identify how the project can benefit IAP2A members and meet IAP2A strategic pillars
- Confirm sponsor/lead organisation support
- Identify any project partners
- Clarify key steps, deliverables and milestones
- Cost the project fully
- Complete your project submission by midnight Sunday 17 June 2018.

## Can I share my project and encourage people to vote for it?

Yes – you can share a link to the voting page and talk about your project during the voting phase using the hashtag *#PitchForThePractice*.

## What happens if our project is successful?

1. You will be contacted by the Project Manager in writing. You will also be provided with a simple contract that will need to be signed and returned within 3 business days.
2. You will be required to implement the project by 30 June 2019.

Project winners will be responsible for:

- Managing and implementing the project (includes risk management, problem solving, administration and all other project management tasks)
- Spending the funding responsibly
- Reporting back to IAP2A on key milestones



## **What happens if our project is unsuccessful?**

You will be contacted by the Project Manager in writing.

## **What happens if we do not spend all the funds at the end of the project?**

Whatever isn't spent by June 30 2019 will be retained by or returned to IAP2A. A milestone report will be required before any milestone payment is made. Unspent funding will be put towards future IAP2A projects.

## **What happens if we cannot complete our project within the 12 months?**

Unfortunately, we are unable to be flexible with the completion deadline. If due to unforeseen circumstances you realise you're unable to complete your project during the project implementation phase, you will be required to advise IAP2A of this as early as possible.

