Participatory Budgeting
My Project Planner

Adapted from the [Community-Based Budgeting Project](#), updated 2023.

Use this template as a guide to help you consider all the resources you will need for your project – including people, materials, time, money etc.

Helpful Resources

- [Community Development in Neighbourhoods](#)
- [Neighbourhood Funding - Tips](#)
- [Neighbourhood Engagement Strategy Toolkit](#)
- [City of Edmonton Festival & Event Planning](#)
- [Community Led Construction Project Guide](#)
- [Recover Wellbeing Framework Application Worksheet](#)

Eligible Projects and Expenses

- Projects, initiatives and events that are open to the public and are free or low cost (cost recovery only).
- Recurring annual events (e.g. family day or community league day events)
- Expenses directly tied to planning, implementation or evaluation of outcomes
- Payment (honourarium) for persons or groups where fees are not legally or traditionally required (i.e. Indigenous elders, presenters, non-vendor licensed service providers). *Honorariums are limited to $200/per person
- Gifts for Indigenous protocol, knowledge keepers and Elders
- Non-consumable expenses that are maintained by the group but available for community use at free or low-cost-recovery fees.
- Types of eligible projects or events may include but are not limited to block parties, neighbourhood art, social, cultural or recreational activities.
- Food and non-alcoholic beverages for volunteers or event attendees to a maximum of 10% of budgeted expenses. For example, if you are applying for the maximum $20,000 in grant funding, up to $2,000 may be allocated to food and beverage in the budget.

Project Details

Project Title	
Project Description	
Location	
Date(s) / Time(s) *(needs to take place in 2024)*	
Engagement *How will your project engage and/or involve residents, businesses, community organizations, and other stakeholders in the neighbourhood(s).*	

People & Resources

Who do you need, and what kinds of roles are you going to need to fill to bring your project to life? What capacity do you have, and where might you need help?

Roles	Volunteer Name(s)	Contact Info

Supplies

Can you borrow or crowd-source supplies? Connect with other community members! Many communities have *Buy Nothing* groups on Facebook which encourage community connection and a giving economy.

Item	Source (Store / Person)	Quantity	Cost
		Total	

Budget

Item	Description	Cost
Venue rental		
Supplies		
Permits		
Honoraria		
Food + non-alcoholic beverages		
	Total	

Permits & Event Applications

Type	Details	Application Due
Block Party	If your planned gathering will involve a road closure, you must submit a Block Party / Play Street Application Form	**14 days** prior to event
Events in River Valley Parks, Plazas, or Roads	Complete the Application Form Selection Tool to be assigned to a City staff person who will help you understand which permits and licenses are required.	**6 weeks -14 days** prior to event
Events in neighbourhood parks	An event in a neighbourhood or district park may require you to submit a neighbourhood event application form.	**6-8 weeks prior to event**
Events on Private Property	A development permit is not required when events are less than 7 consecutive days or 7 cumulative calendar days in the calendar year. Time required for set up and take down are not considered part of the event. *For example: A weekly market held for more than 5 weeks will require a development permit.*	**14 days** prior to event
Events on Public Property	Special events on non-roadway public property such as parks, plazas or squares typically do not require a development permit	

Communication + Outreach

How will you tell people about your project? How will you get people involved? (for example, word of mouth, press releases, community radio, social media, blog posts, etc)

Communication Channel	Details / Plan	Assigned to

Project Plan and Timeline

Think about all of the steps to plan your project including gathering supplies, getting permits, securing venues and communicating with your community.

Action	Assigned to	Date Due