

Training Manual on Participatory budget

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1. Background

[Participatory budgeting](#) (PB) is an umbrella term which covers a variety of mechanisms that delegate power or influence over local budgets, investment priorities and economic spending to citizens. It involves citizens directly in making decisions about budget issues. This can take place on a small scale at the service or neighbourhood level, or it can be done at the city or state level.

In practice, the actual power delegated to the citizens in the decision processes varies, from providing decision-makers with information about citizen preferences to processes that place parts of the budget under direct citizen control.

Participatory budgeting can deliver increased transparency and contribute to the legitimacy of government budget decisions. According to the Participatory Budgeting World Atlas, with over 4,500 PBs, equal to 39% of worldwide cases, Europe is the region hosting the highest number of these participatory exercises. Overall, over [8 million European citizens](#) in Europe are actively involved in PB, many of them volunteers.

Despite some regional differences, the fundamental step-by-step process adopted in European examples at the local level is similar: thematic assemblies addressing specific issues such as health and education, etc. Citizens develop and vote on the project proposals they want for their town, district or neighbourhood. These initiatives are then funded through the municipal budget and implemented by the municipal council.

This budgeting participatory approach offers an opportunity to fund volunteer-involving organisations' operating costs and their initiatives and projects. It represents an effective way to engage and ensure the direct participation of citizens in the decision-making over local budget priorities. It helps reduce inequality at the local level when resources are being allocated and "causes" prioritised.

2. Purpose of the Manual & aim of the training module

Through the manual and 2 hour training module that can be delivered online or in person, we will raise the capacities of the CEV member organisations and their members and partners to promote and engage in participatory budgeting processes to fund volunteering opportunities and volunteering support structures. The materials focus on the potential of PB as an innovative approach for citizen's voices to be heard through campaigns and volunteering, in order to combat inequality.

3. Participants

This short, introductory training module is directed to volunteer coordinators and volunteers who will promote direct participation of citizens in the local decision-making processes about budget priorities, especially those which can support volunteers to help reduce inequality based on gender, ethnicity, socio-economic background, religion, etc.

4. Agenda for the session

Title/messaging: *Making participatory budgeting an opportunity to fund volunteer-involving organisations*

10'	<p>Welcome, Introduction and Context</p> <p><i>The trainers will introduce themselves and explain why they are delivering this session and in what context i.e. CEV VERA project co-funded by the CERV programme. The trainer will describe the physical or online training space and explain any key features.</i></p>
15'	<p>Getting to know each other - Group building/ Icebreaker exercise</p>
10'	<p>Motivations and Expectations</p> <p>Exercise to explore motivation to the presence in the training session and expectations on the outcomes. eg laundry line exercise.</p>
5'	<p>Present the agenda and objectives of the training - clearly highlighting which expectations will not be met at this time or perhaps adjusting the course and programme where possible to include some of the expectations.</p>
5'	<p>Agree and establish group rules</p>
25'	<p>Theoretical content to get everyone on the same level - what are we talking about? Including key definitions and concepts. Find the slides here.</p>
10'	<p>Coffee Break</p>
25'	<p>Presentation of Case Studies: What activities can be funded through PB & How PB has been implemented, and Self-reflection. Find the slides here.</p>
5'	<p>Personal action plans and next steps - individual written exercise</p>
10'	<p>Evaluation of the training session / Validation of Learning (certificate)</p> <p>Wrap-up and conclusions</p>

5. Learning objectives

1. **An introduction to** participatory budgeting approach
2. **Exploration of the participatory budgeting approach** and how volunteering can contribute to the process and benefit from this funding model to strengthen volunteer impact.

6. Learning outcomes

1. Participants will be able to **identify** and understand the core elements of participatory budgeting.
2. Participants will be able to **demonstrate** a deeper understanding of how PB can benefit them and positively impact the broader community at their local level.
3. Participants will **acquire** skills to identify innovative approaches to engage and use the participatory budget approach to foster collective participation and combat inequality through volunteer-based initiatives.

7. Evaluation

Why is it important to evaluate?

To evaluate the work done together by addressing aspects such as:

- Teamwork;
- Comfortable environment that allowed openness and sharing;
- Knowledge acquired;
- New paths that the organisation can follow and undertake.
- Advocate for change in the national or local context

https://ec.europa.eu/eusurvey/runner/CERV_2021-2027

Reference of the project (project number): 101104521

Type of activity: Training

Title of the event: Training on funding volunteering through participatory budgeting

Date of the event: XX/XX/XXXX

Duration of the event in days: 0.3

Did the event take place physically or was it online?:

