

School Participatory Budgeting Proposal Development Guide

**5 Steps to
Transform
Collected
Ideas into
Approved
Projects**



1

Review &
Sort Ideas

2

Prioritize
Ideas

3

Research
Top Ideas

4

Develop
Project
Proposals

5

Submit
Project
Proposals



CENTER
FOR THE FUTURE OF
ARIZONA



541 E. Van Buren, Ste B-5, Phoenix, AZ 85004 | arizonafuture.org

*This guide has been adapted from the original Proposal Development Checklist
created in partnership with the Participatory Budgeting Project*



Review & Sort Ideas

REVIEW IDEAS

In this step, you will take a look at ALL of the ideas you collected from the students on your campus.

If possible, type all of the ideas into a spreadsheet, so you can:

1. See all ideas in one place
2. Easily number & track ideas
3. Make sorting & categorizing ideas easy and simple

SORT IDEAS IN CATEGORIES

Are multiple ideas producing common themes? Next, you will group similar ideas together to form categories. Some categories might include:



Shade & Seating



Technology & Education



Health & Wellness



Recreation & Athletics



School Spirit & Beautification

REMOVE INELIGIBLE IDEAS

As you sort ideas into categories, remove ideas that do not fit the below requirements for eligible projects.

Eligible projects must:

1. Stay within the allocated budget
2. Benefit your school and/or students
3. Follow district/school guidelines

TAKE IT TO THE NEXT LEVEL (OPTIONAL ACTIVITY):

Some processes share all ideas collected publicly on social media to spread the word about PB and maintain a transparent process. Check out how Boston's Youth PB team does this at <https://tinyurl.com/yaf8xpkd>.


2

Prioritize Ideas

PRIORITIZE IDEAS IN EACH CATEGORY

Next, consider which ideas are doable within your school's budget and which ideas are most needed at your school.

1. Complete the scorecard below to help your team prioritize ideas in each category
2. Add up the total score for each idea and prioritize ideas with the highest scores

CENTER FOR THE FUTURE OF ARIZONA 		Proposal Development Score Card	
Complete the score card below to help your team prioritize ideas in each category. Add up the total score for each idea and prioritize ideas with higher scores.			
Idea	Idea Category		
Point Criteria			Yes = 1 No = 0
You can do the project within budget			
The project will benefit a large group of students			
The project will help a small group of students who really need it			
The project is clearly addressing an urgent need			
The project was suggested by more than one student			
The project will have a lasting impact for your school			
Total Points:			/6

PRO TIP:

Add a "score" column in your idea spreadsheet to make counting scores easier and more efficient.

PRO TIP:

Once you've prioritized your top idea categories, divide the steering committee into subgroups to complete the remaining steps.

TAKE IT TO THE NEXT LEVEL (OPTIONAL ACTIVITY):

Conduct a primary vote to increase opportunities for shared decisionmaking, deliberation, and dialogue throughout the SPB process among students outside of the steering committee. After the idea collection phase, the student steering committee at Carson Junior High in Mesa, Arizona narrowed down 100+ ideas using the scorecard above. Every student on campus then used rank-order voting to narrow the top 21 ideas to the final five projects on the ballot through the implementation of a primary vote.

3

Research Top Ideas

WHAT IS RESEARCH

Research is the process of finding information & investigating a variety of sources in order to establish a clear picture of a particular topic.

WHERE CAN I FIND INFORMATION ABOUT MY SPB PROJECT?



Collected Ideas

The ideas you collected from fellow students are a valuable source of information for your projects. Ideas can tell you about the preferred location or design of projects and why the project is needed.



The Internet

Conducting an Internet search can help you find example pictures for your project, vendors to purchase your projects from, and estimated costs.



District Vendors

District-approved vendors are the best source to find information about the costs associated with your projects. Vendors can also help you determine if a project is doable in the desired location & identify any potential barriers.



Your School

Walking around your school and asking fellow students can help you determine the exact location for your projects and additional project details. You can take pictures of your school to show where projects will be installed or to illustrate a problem that your project aims to fix.



Leaders & Staff

District and school leaders and staff can help you explore top ideas and determine if a project is eligible to be funded through SPB, within the allocated budget, doable in your desired location, and likely to be approved by the district.

3

Research Top Ideas (cont'd)

WHAT INFORMATION DO I NEED TO CREATE A PROJECT PROPOSAL?

Look for the icons described on the previous page to understand which source(s) can provide the information you need to create a clear & detailed proposal for your project.

Project Eligibility & Feasibility



First, double check that your project is eligible to be funded through SPB and feasible (or doable). Does this project meet all requirements?

Project Need



Identify and describe why your project is needed. How many ideas inspired this project? How will this project improve your school?

Project Details



Share as many details as possible about your project. What is your project title? What will you need to purchase for this project? How many? What color and/or brand?

Location



Describe where your project will be used or located on your campus. Do your school and district leaders agree with the location of your project? Do the vendors agree this location is feasible?

Cost & Vendors



Provide three (3) vendor quotes for your project. How much will it cost? Which vendor do you recommend? Is the vendor district approved? Is installation included in the quote? How long is the quote active?

Pictures



Take pictures of the project location or the problem your project aims to fix. Use internet pictures to showcase specific items.

TAKE IT TO THE NEXT LEVEL (OPTIONAL ACTIVITY):

Understanding the direct experiences of students and teachers can be a valuable asset to developing project proposals. Use empathy mapping to explore how your school community thinks, feels, hears, sees, and talks about your project.



Develop Project Proposals

COMPLETE PROJECT PROPOSAL FORMS

Using the information you gathered on your projects in Step 3, complete one project proposal form for each project.

Each school can develop and submit up to 5 project proposals.

Project Proposal Templates are located in the online resource hub.



Submit Project Proposals

SUBMIT FOR FEEDBACK

Submit completed project proposal templates for each project to your school and district for feedback. If necessary, begin preparing for your final proposal pitch. You can use your project proposal template as the slide deck and guide for your presentation.

REFINE PROJECT PROPOSALS

Make final edits to your project proposals based on feedback from your school and district. Finalize the project name, description, and cost estimate – this information will appear on your school’s ballot for the final vote!

SUBMIT FINAL PROJECT PROPOSALS

Present your final projects to school and district staff and leadership. Submit final project proposal forms & all other necessary paperwork (e.g. vendor quotes) to district staff.

CONGRATULATIONS! YOU HAVE COMPLETED PHASE 3 OF SPB!

Next up: Campaign & Final Vote