Your Ref:       Our Ref:

If telephoning please call:

*{Name & Extension}*

Date: {Date}

Dear

Thank you for requesting an application for the **XX** Participatory Budgeting event, on **XX** to be held in the **XX** from XX till **XX**

Please read the guidance carefully and should you require assistance please email **XX** or telephone **XX** .

We will also be holding information drop-in sessions, within the following venues and dates:

**INSERT DETAILS**

These will be also advertised on social media.

The closing date for completed applications is **XX.** (If possible, please submit your completed application well in advance of the closing date)

We anticipate that we will receive more applications than funding available and all applications will be reviewed by representatives from the **XX** Steering Group; thereafter we will contact you to advise you if you have been successful and invited to promote your idea at the Decision Day, on **XX**. This will take the form of a market stall event; this will be your opportunity to promote your idea/project to the wider community from **XX**, who will have the opportunity to hear about and vote for all the bidders on the day. You can be as creative as you like in how you promote your idea/project.

For more information on Participatory Budgeting and the wide range of exciting initiatives taking place across Scotland please have a look at the PB Scotland Website. <https://pbscotland.scot/>

We look forward to receiving your application.

Sent on behalf of the Participatory Budgeting Steering Group*{Name}*

Signed