



**12TH "BEST PRACTICE IN
CITIZENS' PARTICIPATION" Award
AWARD APPLICATION FORM**

1ST PART: BASIC DATA

Title of the experience: Orçamento Participativo Funchal – OP Funchal		
Name of the city/region: Funchal		
Country: Portugal		
Institution presenting the candidacy: Município do Funchal		
Start date of the experience: 06.10.2014		
End date of the experience:-		
Type of candidacy	New experience	X
	Innovation on an existing experience	
Type of experience	Participatory budgeting	x
	Urban planning	
	Council	
	Workshop/meeting for diagnose, monitoring, etc.	
	Audience/forum	
	Poll/referendum	
	Citizen jury	
	E-government/open government	
	Citizen initiative	
	Others (say which one):	
Objective of the experience	To achieve higher levels of equality in terms of participation and to incorporate diversity as a criteria for inclusion	X
	Community empowerment	X
	To empower non-organised citizens	X
	To increase citizen's rights in terms of political participation	X
	To connect different tools of participation within a participatory democracy "ecosystem"	X
	To improve the effectiveness and efficiency of the mechanisms of participatory democracy	X
	To improve the quality of public decision making through the mechanisms of participatory democracy	X
	To improve the evaluation and accountability of the mechanisms of participatory democracy	x
Territorial area	All the territory	x



**12TH "BEST PRACTICE IN
CITIZENS' PARTICIPATION" Award
AWARD APPLICATION FORM**

	District	
	Neighbourhood	
Thematic area	Governance	X
	Education	X
	Transport	X
	Urban management	X
	Health	X
	Security	X
	Environment and/or urban agriculture	X
	New social movements and associationism	X
	Culture	X
	Housing	X
	Job creation	X
	Decentralization	X
	Local development	X
	Training/learning	X
	Economy and/or finances	
	Legal regulations	
	Social inclusion	x
All		
Others		

2ND PART: DESCRIPTION OF THE EXPERIENCE (4 pages maximum)

Objectives

Main objective of the innovative experience:
Choose one of the objectives mentioned in part 1, the one that you think is the most important
Community empowerment

How have you achieved this objective?



**12TH "BEST PRACTICE IN
CITIZENS' PARTICIPATION" Award
AWARD APPLICATION FORM**

Our practice is a mechanism for promoting participatory democracy that allows citizens to present public investment proposals and decide on proposals for the municipal budget, concretizing the political commitment made by City Hall with the residents, demanding their participation in the management of the municipality in order to foster a strong, informed and active civil society. It is a truly deliberative process, which gives citizens direct decision-making power.

The City Hall is only responsible for supervising the legality of the process, committing itself to execute what is chosen within a defined period. Citizens no longer limit their participation to the act of voting to elect the executive and legislative powers and become the protagonists in the administration of the City. It is their responsibility, in individual name, to present the proposals, discuss them until the preliminary vote and, after the validation of a technical team, finally choose the ones to be executed. This is an innovative tool in the strategy of the City Hall such is the way how it consolidates the link between the Municipality and its citizens.

In 2015, the Department of Participatory Democracy was created and a Participatory Democracy and Citizenship Unit was established in the model of organization of the municipal services of the City Hall with competences to: develop policies to promote citizenship and to deepen participatory democracy; ensure and encourage citizen participation in municipal management; and to implement the municipal participation system.

The Unit has a coordination team and has the collaboration of a technical analysis team and moderators at the participation meetings.

The resources mobilized for this practice are: posters, pamphlets, roll-ups, buses, videos, social networks, t-shirts, notepads, institutional page on the internet and on facebook, e-mail marketing.



12TH "BEST PRACTICE IN CITIZENS' PARTICIPATION" Award AWARD APPLICATION FORM

This project was invigorated with internal resources of the City Hall, but also with the support of our partners, 6 parishes and the entire community in general.

To what extent has this objective been achieved?

The objective was achieved in its totality and the population returned to believe in democracy and in its capacity for intervention and decision.

Dimensions of the experience

Which is the most innovative aspect of the experience?

Explain what you think that is the most innovative aspect of the practice. It is not necessary for you to repeat what you have already presented in the initial candidacy through the PARTICIPATE OI DP platform (the jury will have direct access to that proposal). It is not enough to explain that it is the first time which this kind of practice is implemented in your city, village or region. However, it will be considered innovative if this involves a significant adaptation of this kind of practice to the particular context.

- Our participatory budget is biennial – each edition of this practice has a duration of 2 years. In the first year of each edition awareness-raising, participatory meetings and collection of proposals are made, and in the second year of each edition technical analysis, final vote and public presentation of the results are made. At the time of the final vote of each edition, all the projects from previous edition are executed, giving credibility to the practice.
- Everybody, national or foreign, aged 15 or over, whether or not they are residents, may participate.
- A participatory meeting with foreigners is held, taking into account the importance that tourism has in our region and the value of the contributions of people of other nationalities.
- The participation is always exercised in individual name. The participation, both in the meetings and in the voting, is always in person, which gives rise to a close proximity to the population.
- In the final vote, each participant votes in two different projects. With this methodology it is intended that the person vote not only on the projects for which it was encouraged to vote (family, projects, friends and colleagues), but also that there is a vote of conscience /heart.
- Encouraging participation by "offering" a book or a t-shirt "I participate".
- We have a participatory budget bus that functions as an itinerary voting point, allowing



**12TH "BEST PRACTICE IN
CITIZENS' PARTICIPATION" Award
AWARD APPLICATION FORM**

publicity, proximity and convenience to the participants.

- A single participatory meeting has gathered in the first edition 505 people and in the second edition 300 people.

- In 2014, Funchal was the first and only city so far in Madeira to implement a participatory

budget.

To what extent is the procedure transferable?

Explain to what extent the experience has the capacity to allow the repetition of the essential elements which constitutes it in a different context to that of its creation, with a great chance of success. Which elements do you think that are replicable? How can other institutions access to these elements?

Our participatory budget presents practices that have a 100% capacity of transferability to other contexts because they are practices that can be easily used and adapted to other participation processes.

Therefore, there are aspects that make the practice replicable in other territorial and institutional contexts, making the necessary adjustments by simply consulting our institutional website which presents all the elements of the practice.

Why do you consider that the experience is feasible?

Explain how the economical, technical, organizational and socio-political context were taken into account when designing the experience and how this improved the chances of success of the experience. Which measures were taken when considering the context?

Participatory Budgeting is an inspiring education process for all involved (politicians, technicals and all citizens), contributing to a better communication among all. The practice is recognized as a

medium that allows the valuation of the knowledge of different actors and this valorization creates spaces for the learning dynamics of those involved.

Everybody can participate from the age of 15, regardless of whether they are foreigners or even non-residents. The participation has real effects in terms of social justice and relations between

civil society and the political system. By participating everyone has space and voice. The participatory budget contributes to a better communication and proximity between citizens,

administration and politicians, because it increases the transparency in the use of public money,

and as a consequence, the trust enables a better knowledge of the territory, its problems and

potentialities, as well as the local administration, its role and model of operation.



**12TH "BEST PRACTICE IN
CITIZENS' PARTICIPATION" Award
AWARD APPLICATION FORM**

How has the experience been coordinated with other actors and processes?

Explain how the experience has been coordinated with simultaneous or pre-existing actors and processes. Explain the success rate of this coordination.

Through the participatory budget, people decide how to invest half a million euros.

This practice makes it possible for citizens to participate actively in the debate on the investment

priorities to be included in the municipal budget, allowing them to meet their needs for the city.

Everyone is encouraged to attend. All voices are heard. The implementation of participatory

budgeting gives the city executive a greater understanding of the needs of the population, thus

enabling them to serve citizens better. It also allows people to feel a greater commitment to their community.

The implementation of this practice in Funchal in 2014 had such a positive impact on the population

that it has actively participated in all participatory practices that have emerged at national and local levels.

Which has been the level of co-responsibility?

Explain the kind of implication of other political or technical actors and citizens (organised and non-organised). Which roles did these participants undertake?

Participatory budgeting is a relevant instrument for the direct participation of citizens in political

decision-making and is capable of promoting active citizenship with the involvement of

municipalities in the political debate and in democratic dialogue. Citizens no longer limit their

participation to the act of voting to elect the executive and legislative powers and become

protagonists in the administration of the City. It is their responsibility, in individual name, to present

the proposals, discuss them until the preliminary vote and after the validation of the technical team of the municipality, finally choose the ones to be

executed. Participatory budgeting has become one

of the central components of the City Halls' strategy to involve citizens in the city's governance

dynamics, with an increase in citizen's adherence.

Through the participatory budget, people can decide how to invest half a million euros in proposals,

provided that: they are thematic areas that fall within the framework of competencies and



**12TH "BEST PRACTICE IN
CITIZENS' PARTICIPATION" Award
AWARD APPLICATION FORM**

contributions of own or delegated in the City Hall; constitutes an investment expense; is not foreseen in the municipal activity plan and municipal budget or any Parish Hall in the country; complies with the legal and regulatory norms and other legislation in force; is sufficiently specific and delimited in the municipal territory; does not exceed the amount defined annually by decision of the executive, by approved project within the scope of the participatory budget; capable of execution within a maximum period of 18 months; don't set up an application for support or sale of services to the Municipality; is not related to the collection of revenue or internal operation of the City Hall and be financially sustainable. This practice has a strong impact on all policies of the municipality, because it has brought the citizens into the City Hall with real decision-making capacity. It is a practice that is serving as a barometer of the needs of the community, so even proposals that are not winners, can be executed by the City Hall as long as there is financial availability to do it. This project is transversal to all departments of the City Hall with communication between all, so that the objectives are achieved.

Which evaluation and accountability mechanisms were used?

Explain the kind of evaluation and accountability which are part of the planning of the experience and how they have worked in practice. You can mention some results for exemplify it. How has the information been disseminated to the citizens? How was the feedback done once the procedure had finished? Which have been the conclusions of the evaluation (if they currently exist and, if not: when are they planned to be disclosed?)?

The practice provides for permanent information mechanisms for citizens. Regarding the communication strategy adopted, the following channels were chosen as ways of disseminating and mobilizing citizens:

- a) Advertising and promotion: television, media/press, radio, posters, brochures, leaflets;
- b) Merchandising for participants and work team (poles, t-shirts, notepads);
- c) Visual identity (transmission of a positive image through Logo and car fleet);
- d) Website: <http://op.cm-funchal.pt/>
- e) Social networks (Facebook): Orçamento Participativo Funchal
- f) News for the City Hall Website and press releases for social media;
- g) E-mail marketing;
- h) Phone-calls and messages;
- i) Videos and photos: <https://www.youtube.com/watch?v=7BRey99JSG0>
<https://www.youtube.com/watch?v=leUB1h3nq9I>



**12TH "BEST PRACTICE IN
CITIZENS' PARTICIPATION" Award
AWARD APPLICATION FORM**

j) Humorous Videos:

<https://www.facebook.com/730575800346893/videos/1088800947857708/>

<https://www.facebook.com/730575800346893/videos/1071643039573499/>

k) Public presentation of the first participatory meetings of the beginning of the voting and

public presentation of the results of the voting of each edition.

The evaluation of the participatory budget is an organized practice, with a defined approach and

with its own work tools.

At each participatory meeting, minutes are drawn up, describing the results achieved.

Annually, there is a stage of preparation of the process in which the participatory budget monitoring

and participation instruments are created and revised.

The City Hall ensures directly and also through established partnerships for this purpose, the

monitoring and evaluation of the process, the organization of a database that ensures the mapping and the history of the project, the publicity of the points of situation of each cycle, as well as the

performance of satisfaction questionnaires with the population.

Monitoring is also carried out through the preparation of a final report for the edition of the

participatory budget.

Citizens are involved in monitoring the practice by answering the satisfaction questionnaires and

presenting suggestions for improvement of the participatory budget in addition to the projects.

The City Hall guarantees a regular provision of information on the different stages of the process,

using different means and channels available to it.

Citizens have the possibility to follow the previous study of the approved projects and there is also

a public consultation period of the document of the previous study for 10 days.

The City Hall guarantees a regular provision of information on the different stages of the process,

using different means and channels available to it.

After the projects voted by the citizens are materialized, they are delivered, in a ceremony presided

over by a representative of the City Executive, by the proponents of the winning proposals and the

entire population in general.

In the project, is present the signaling that the same has resulted from the Funchal Participatory

Budget.