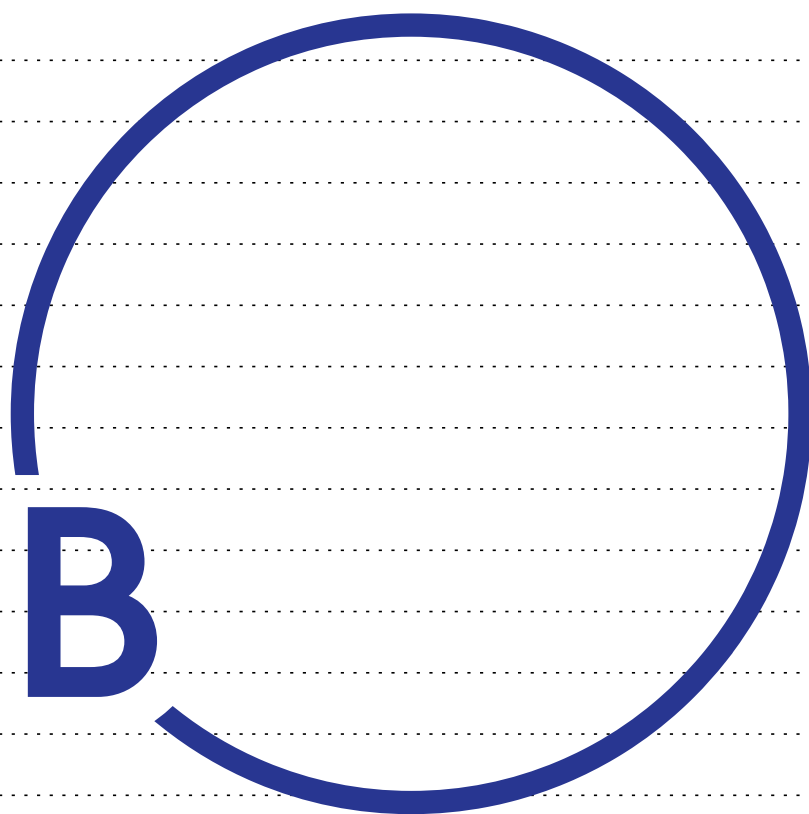


Participatory Budget



Budżet Obywatelski Gdynia 2020

TABLE OF CONTENTS

PARTICIPATORY BUDGET	
– key information	4
DISTRICT – LEVEL PROJECTS	8
A. Amounts	8
B. Submission of applications	9
C. FAQ	10
CITY – LEVEL PROJECTS	12
A. Rules of development	12
B. FAQ	13
VOTING – SIMPLER RULES	14
PB SCHEDULE 2020	16
FIND OUT MORE	17
A. Information meetings	17
B. List of useful contacts	18
C. More information	19

PARTICIPATORY BUDGET 2020 TIME FOR CHANGE

The Participatory Budget is changing the City of Gdynia – no question about it. It leads to changes in urban area, engages its residents, and affects the quality of life. Could it have a better, deeper, more ambitious impact? Of course. That is why we introduce changes and improvements in the Budget every year.

In 2020, we'll allocate a record-breaking amount of PLN 10.6 mn. As a result, we'll be able to carry out even more projects. Keep in mind that these projects do not need to be investments only, such as playgrounds, bike lanes or green areas. These can be animation, cultural or educational activities.

Encouraged by the positive experience arising from a joint development of urban projects as part of a series of workshops, we plan to continue implementing this idea also in 2020. Workshops is a perfect opportunity to talk about our city, its needs and problems, and look for solutions together. I'm convinced that together we'll come up with interesting and important ideas for Gdynia and its residents.

Will this edition of the Participatory Budget change Gdynia? It depends on all of us. It depends on our commitment and willingness to jointly take part in shaping the place we live in.

Let's change Gdynia, let's change the districts.
Let's create our city together!

Michał Guć
Deputy Mayor of the City
of Gdynia

PARTICIPATORY BUDGET – KEY INFORMATION

Participatory Budget in Gdynia (PB) is a form of public consultation in which the residents of Gdynia decide every year what a specific amount of the city budget should be spent on. They come up and report their ideas which are supposed to improve the quality of life in the city and later vote on those that should be implemented.

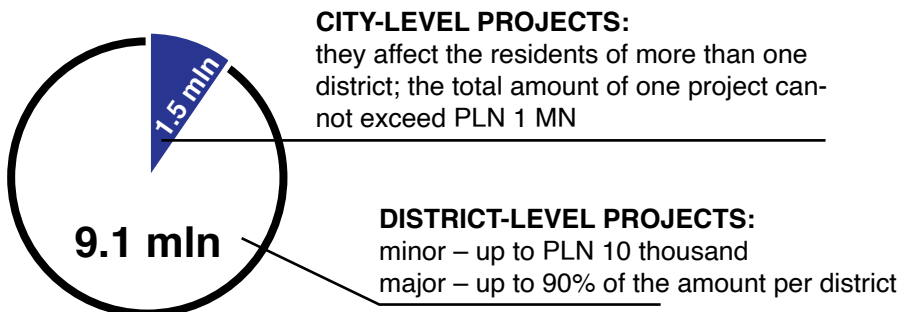
The PB is open to any and all residents of Gdynia, regardless of their age, accommodation, and citizenship. You just have to be a permanent resident of this city.

Involvement in Participatory Budget is an opportunity to become involved in the life of the city and have a direct impact with others on the way the city changes.

So far, Participatory Budget gave rise to the selection of over 290 projects all across the city. Information on them can be found at bo.gdynia.pl, tab Progress [Stan realizacji].

This year, the residents of Gdynia are able to allocate a total of PLN **10,608,600** within the framework of Participatory Budget.

PB may consist of investment projects and soft projects, such as events or activities.



PROJECTS MAY CONCERN AREAS SUCH AS:



Education

(e.g. workshops, preventive classes, regional education, education campaign, buying books, games, teaching materials for institutions)



Transport and traffic organisation

(e.g. bike lanes, parking spaces, renovation of roadway, traffic mitigation measures, e.g. road bumpers, elevated junctions/pedestrian crossings)



Culture

(e.g. festivals, concerts, festivities, artistic programmes, film screenings, theatrical performances, exhibitions)



Public space

(e.g. street furniture [such as benches, waste containers, bike racks] decorative elements, lightning, development of yards and squares)



Sport and recreation

(e.g. fields, playgrounds, dog parks, outdoor gyms, contests, sporting activities)



Health and social policy

(e.g. prophylactic tests, pro-health education, new defibrillators, social integration actions)



Green areas and environmental protection

(e.g. planting new trees and bushes, development of parks, flower meadows, air quality measurement devices, solar panels, precipitation management)



KEEP IN MIND THAT:

The project you'd like to submit for Participatory Budget has to be publicly available, i.e. its products must be available to any and all residents interested in it.

In practice, it means that:

- **if your project concerns infrastructure investment** (e.g. sport, culture, and recreation investments) – access to the project must be provided to any and all residents interested in the above for at least 6 hours a day from Monday to Friday (from 8:00 to 22:00) and for 10 hours on Saturdays and Sundays (from 8:00 to 22:00),
- **if you plan to buy equipment for an entity/institution acting on behalf of residents** – access to said equipment must be provided to any and all residents interested of Gdynia in the above during the working hours of said entity/institution, and after hours – subject to the terms and conditions specified by the entity in question,
- **you are interested in organising events, classes, meetings, etc.** – access to them must be ensured to any and all residents of the district interested in the above from a specific target group (e.g. the youth, senior citizens) or – if the number of seats is limited – open enrolment will be arranged.

If there are any doubts whether the project is generally accessible, the final call is made by the President of the City after consulting the Council of Participatory Budget.

ONE MORE THING...

Not all ideas or needs need to be implemented from the PB funds.

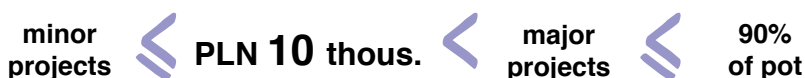
THE FUNDS DOES NOT ALLOW US TO:

- build any parking lots or parking spaces for vehicles (unless these are intended for people with disabilities);
- finance exclusively project documentation;
- carry out investments which will require mandatory improvements (which cannot function on their own);
- build, rebuild or renovate any buildings (unless the aim of the investment is to improve access for people with disabilities);
- fund ideas which are in conflict with activities of the City from the previous years or approved plans, strategies, and/or programmes of the City;
- assume activities which at the project evaluation stage call for in-depth analyses related to the assessment of the impact of the proposed solutions on road traffic;
- fund ideas which are in conflict with the law, are in breach of third party rights or constitute the elements of public aid.

DISTRICT-LEVEL PROJECTS

A. AMOUNTS

As regards district-level projects, you may put forward minor initiatives (up to PLN 10 thousand) and major initiatives (whose value does not exceed 90% of the total amount per one district):



Take a look at PB in your district and check its amount:

	Pool for minor projects	Pool for major projects*	Number of signatures supporting the project
Babie Doły	24 420 zł	219 780 zł	2
Chwarzno-Wiczlino	76 850 zł	691 650 zł	12
Chylonia	56 790 zł	511 110 zł	22
Cisowa	49 790 zł	448 110 zł	12
Dąbrowa	66 490 zł	598 410 zł	14
Działki Leśne	31 850 zł	286 650 zł	8
Grabówek	32 790 zł	295 110 zł	9
Kamienna Góra	21 130 zł	190 170 zł	4
Karwiny	31 930 zł	287 370 zł	10
Leszczynki	30 930 zł	278 370 zł	8
Mały Kack	54 660 zł	491 940 zł	9
Obłuże	51 900 zł	467 100 zł	19
Oksywie	50 770 zł	456 930 zł	15
Orłowo	41 780 zł	376 020 zł	7
Pogórze	38 380 zł	345 420 zł	13
Pustki Cisowskie-Demptowo	30 160 zł	271 440 zł	8
Redłowo	31 150 zł	280 350 zł	8
Śródmieście	40 210 zł	361 890 zł	12
Wielki Kack	49 970 zł	449 730 zł	11
Witomino	63 640 zł	572 760 zł	17
Wzgórze Św. Maksymiliana	35 230 zł	317 070 zł	11

* maximum cost of a major project

B. SUBMISSION OF APPLICATIONS

- Describe your idea using the form and submit it from **27 January to 24 February 2020**.

You can do it:

- electronically – at **bo.gdynia.pl**,
 - in paper – in the registered office of the Laboratory for Social Innovation („Laboratorium Innowacji Społecznych”, LIS), in UrbanLab or in one of the neighbouring centres Przystań (to see their addresses, check the end of the booklet).
- Describe the task and specify its costs.
Use the **price lists** available at **bo.gdynia.pl** in the tab *Do pobrania* [Download] or contact our officials from the relevant departments. The list of contacts is provided further down in the booklet.
 - Remember to attach the **approval list with the signatures** of the residents of the district referred to in your project.
 - If your idea is an investment, show its location. Plot number can be found at **Gdyński Portal Mapowy** [the Gdynia Map Portal]. If you find it difficult to use the portal, do not hesitate to read our map website manual (you can find it on our website in the tab **Do pobrania** [Download])
 - Remember that you can propose any number of projects, and each of them may concern any district of Gdynia.



C. FAQ

Who can submit a project to Participatory Budget?

A Participatory Budget project may be submitted by any resident of Gdynia. You do not need to be officially registered in Gdynia or be an adult (18 years old). It is enough for you to live in our city and have an idea about how to change your surroundings. What counts is that you are submitting a project as a resident, not as a representative of a company, organisation or institution.

How specifically do I need to indicate the location of the project?

Quite specifically, so that it is possible to verify whether the project is doable. Indicating location is especially important in the case of investment projects which call for a building permit. Please attach to the project a map indicating the location of the project. Indicating location is not mandatory in soft (non-investment projects).

May I suggest a project in areas not belonging to the city?

Yes, but in this case you need to attach a consent of the area's owner to implement the project. For consent template, visit bo.gdynia.pl and check the tab Do pobrania [Download]. The statement comes with an agreement template. See to it that the landowner has read it.

May I submit projects regarding school premises and other city institutions?

Yes, but the outcome of such projects must be available to any and all interested residents, not just the students of a given school or employees of a given institution).

In the introduction to the booklet we explain the concept of public availability. If you have an idea about a project to be implemented at an institution, first talk with the institution manager whether the project will be publicly available.

Can I propose the development of technical documentation only?

No. You can only submit complete projects, the benefits of which will be accessible to the residents right away. PB ideas may be developed in the future, but the investment from a given edition must be a whole.

Yes. The approval list must have the required number of persons living in the district where the project will be implemented. Bear in mind that the signatures of the authors of the project do not count in the required signatures in favour of the project. The number of required signatures for each district can be found in the table on p. 8.

We will e-mail or call you and ask you to complete the application. You'll have 5 calendar days to complete the form from the date of reception of the relevant LIS notification.

Each proposal must be verified in detail to see whether it may be implemented. The more complex a project is, the more people from different departments and units of the city will be involved in its verification. It may be the case that the officials verifying the project will suggest changes so that it becomes doable.

Yes. You will have 3 working days to lodge a written appeal, counting from the announcement of the results at **bo.gdynia.pl**

Once the results of the voting, the President will choose the urban units/departments of the Town Hall that will be vested with the task of implementing specific projects. These units will be in charge of selecting contractors in line with applicable regulations. For this reason, you cannot specify any contractors in the project.

Is it obligatory for the residents of the district where the project will be implemented to approve the project?

What happens if my application is incomplete?

Why does it take so long to verify all applications?

Can I appeal against a negative evaluation of my application?

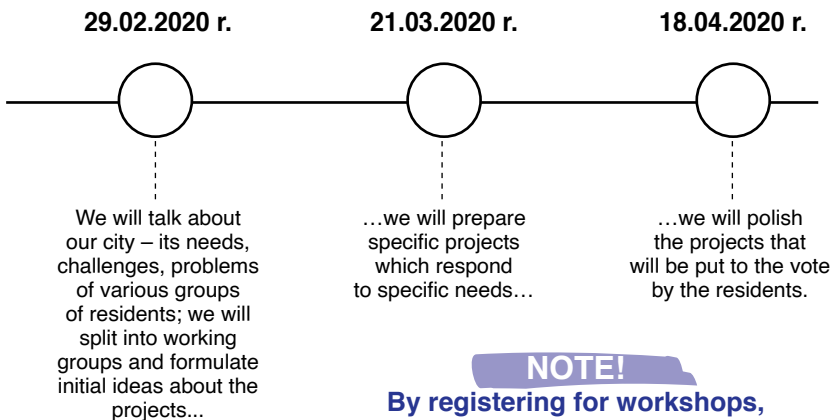
Who will implement my project if it is chosen?

CITY-LEVEL PROJECTS

A. RULES OF DEVELOPMENT



- City-level projects will be developed **as part of three Saturday workshops.**
- They will be created by the residents with the support of officials and experts.
- You can apply for the workshops from **27 January to 24 February:**
 - through [www /badanialis.pl/warsztatybo2020](http://www/badanialis.pl/warsztatybo2020)
 - by phone /58 727 39 10
 - in person /in the registered office of SIL*
- **Dates and execution of meetings:**



NOTE!
By registering for workshops, you declare your participation in all three meetings. Remember to mark their dates on the calendar.

*the address is on the last page

B. FAQ



No. Your ideas about projects that concern the entire city may only be expressed at the meetings. We want each project to be developed by a group of residents supported by the officials and be an outcome of exchanged ideas about what will best meet the needs solve the problems of various groups.

It is possible to submit a city-level project proposals individually, outside the workshops?

Yes, on condition that the outcome of such a project will satisfy the needs of the residents of other districts of the city as well.

Is it possible for a city-level project to be located within the boundaries of one district only?

No more than 100 residents that will apply for the workshops from 27 January to 24 February. If the numbers of volunteers is higher than the number of available seats, we'll draw the participants in order to diversify the group in terms of sex, age, and place of residence.

Who will take part in the workshops?

We invite to the workshops official from various departments of the Town Hall as well as urban units that will support the participants with their knowledge and experience. If need be, we will also invite experts from various organisations and institutions. Moreover, work in groups will be moderated by facilitators that will lead the participants through subsequent stages of the process.

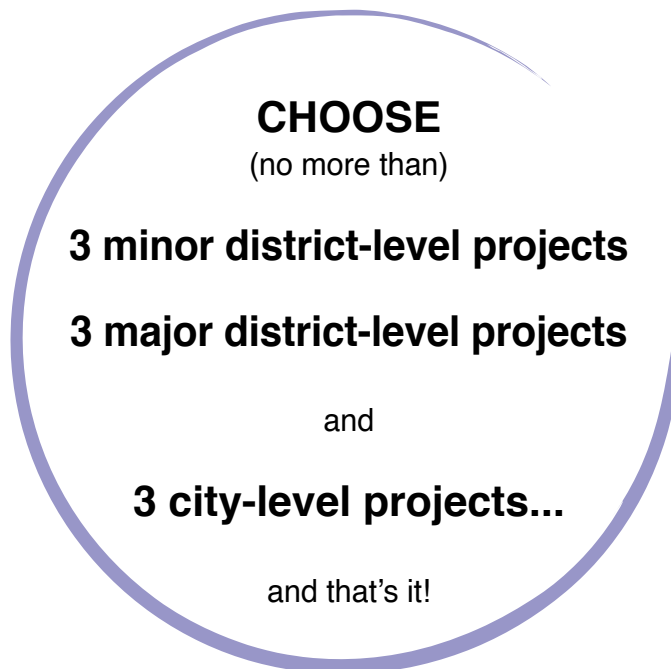
What support can be expected by participants to the workshops?

No. The idea of the workshops is for projects to be developed jointly by the groups of residents. If the participants find an idea put forward by a resident to respond to pre-formulated needs/problems, it may become one of the projects we will be working on together. But there is no such guarantee.

Does a person who have a specific idea about a project will be certainly able to work on it during the workshops?

VOTING – SIMPLER RULES

- It will be held **from 8 to 22 June 2020** at **bo.gdynia.pl**.
- You choose **city-level projects and those pertaining to the district of your choosing** (doesn't need to be the one in which you currently live).
- On the voting list, district-level projects **are divided into minor and major projects**.
- In this year, you may cast a vote in a much simpler way than before:



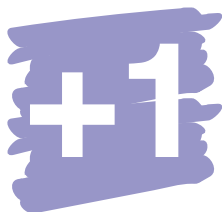
- If you don't access to the Internet or need help, do not hesitate to contact us – we will tell you where you can vote and seek help.

Up to 25 June 2020 we will announce the results of the voting

- Once the voting is complete, we'll make a list of selected city-level and district-level projects, both minor and major ones.
- We'll only implement the projects which received the largest support that can be financed entirely from the PB funds. **Keep in mind** that for a **city-level** project to be referred to implementation, it must be voted by at least 1,000 people, whereas a **district-level** project calls for support of at least 50 people.
- Any unused funds (e.g. which are insufficient to implement a specific project that won the largest support) will be used in the subsequent edition of PB.

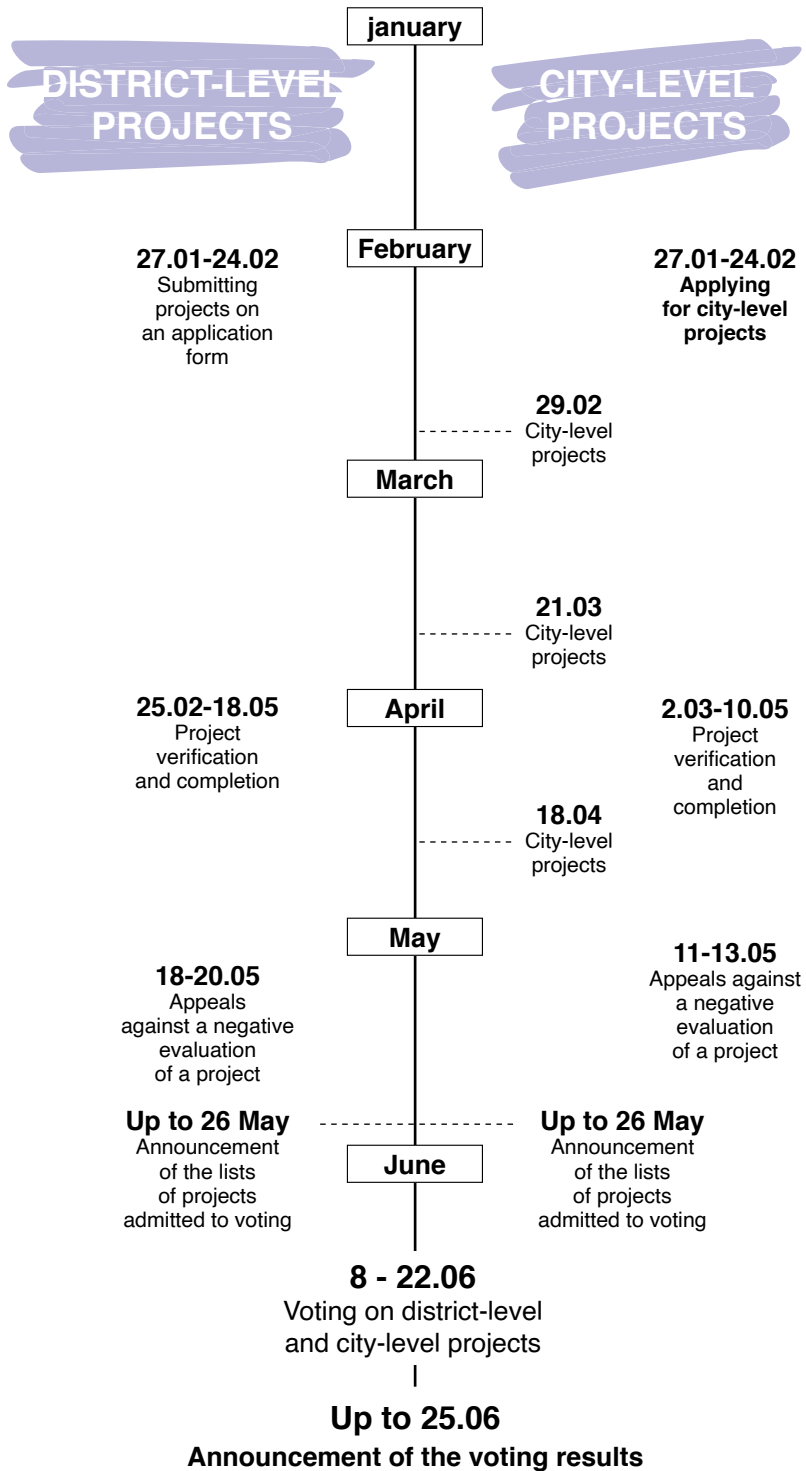
EXCEPTIONS

In the case of district-level projects, the council of the relevant district may grant some extra funds from its own budget to implement the project (whether minor or major) that won the largest support if that project is just below the necessary limit. The funding of such a project can now also come from a private donor. In the case of city-level projects, funding of the project that is just below the necessary limit may be also provided by the City Council.



The district with the highest voting frequency will have an **additional major project**. The districts which come second and third in terms of frequency will have **additional minor projects**. The President will allocate funds from the city budget to these projects.

PB SCHEDULE 2020



FIND OUT MORE



A. INFORMATION MEETINGS

If you need help in your project or you have some doubts or questions which are not clarified in this document, come to information meetings – we'll try to help you:

- **Participatory Budget Open Day**
Saturday, 1 February, 10:00-16:00
UrbanLab, al. Zwycięstwa 96/98, building IVa
of the Pomeranian Science and Technology Park [PPNT]
(entrance from ul. Stryjska)

- **Budget By Evening – a consultation point**
each Thursday between 27 January and 24 February,
open until 20:00, Laboratory for Social Innovation [LIS],
ul. Żeromskiego 31, (entrance from ul. Derdowskiego)

- **Project Writing Marathon**
- with the participation of officials
Saturday, 15 February, 10:00-16:00
UrbanLab, al. Zwycięstwa 96/98, building IVa
of the Pomeranian Science and Technology Park [PPNT]
(entrance from ul. Stryjska)

B. LIST OF USEFUL CONTACTS

Department of Architecture and Construction

al. Marszałka Piłsudskiego 52/54,
room 332

e-mail:

wydz.arch.bud@gdynia.pl

phone no. (58) 668 84 01

Department of Buildings

ul. Lutego 24, room 202

e-mail:

wydz.budynkow@gdynia.pl

phone no. (58) 668 23 00

Department of Education

ul. Śląska 35-37 (building A),
room 102B

e-mail:

wydz.edukacji@gdynia.pl

phone no. (58) 761 77 00

Department of Surveying and Real Estate Management

al. Marszałka Piłsudskiego 52/54,
room 334

e-mail:

nieruchomosci-geodezja@gdynia.pl

phone no. (58) 668 81 48

Department of Investments

al. Marszałka Piłsudskiego 52/54,
room 230

e-mail:

wydz.inwestycji@gdynia.pl

phone no. (58) 668 83 00

Department of Culture

ul. Jana z Kolna 25

e-mail:

wydz.kultury@gdynia.pl

phone no. (58) 527 49 06

City Gardener Office

al. Zwycięstwa 291 A (1st floor)

e-mail:

ogrodnik.miejski@gdynia.pl

phone no. (58) 620 72 86

Department of Family Policy

ul. Świętojańska 1,

www.gdyniarodzinna.pl

e-mail:

rodzina@gdynia.pl

phone no. 58 620 00 64

Department of Environment

ul. 10 Lutego 24, rooms 513-522

e-mail:

wydz.srodowiska@gdynia.pl

phone no. (58) 668 84 80

Office for District Affairs

ul. Armii Krajowej 24

e-mail:

dzielnice@gdynia.pl

phone no. (58) 662 48 82

City Conservator Office

ul. 10 Lutego 24, rooms 523 and 524

e-mail:

zabytki@gdynia.pl

phone no. (58) 668 83 43

City Visual Artist Office

ul. 10 Lutego 24, room 502

e-mail:

plastykmiaasta@gdynia.pl

phone no. (58) 668 25 60

Senior Activity Centre

ul. 3 Maja 27-31

e-mail:

sekretariat@cas.gdynia.pl

phone no. (58) 661 55 38

Gdynia Sport Centre

ul. Olimpijska 5/9, www.gdyniasport.pl

e-mail:

sekretariat@gdyniasport.pl

phone no. (58) 622 11 64

Gdynia Health Centre

ul. Władysława IV 43

e-mail:

sekretariat@gcz.gdynia.pl

phone no. (58) 880 83 22

City Public Library

ul. Świętojańska 141-143

e-mail:

sekretariat@bibliotekagdynia.pl

phone no. (58) 622 73 55

Urban Roads and Green Areas Department

ul. 10 Lutego 24

e-mail:

sekretariat@zdiz.gdynia.pl

phone no. (58) 761 20 00

C. MORE INFORMATION

The Booklet contains key information only. Detailed rules of **BO 2020**, downloadable appendices, price lists, manuals, and information on previous editions can be found at **bo.gdynia.pl**.

Want to learn more? Need some help to prepare your project?

Please contact **LABORATORIUM INNOWACJI SPOŁECZNYCH - SOCIAL INNOVATION LAB IN GDYNIA**

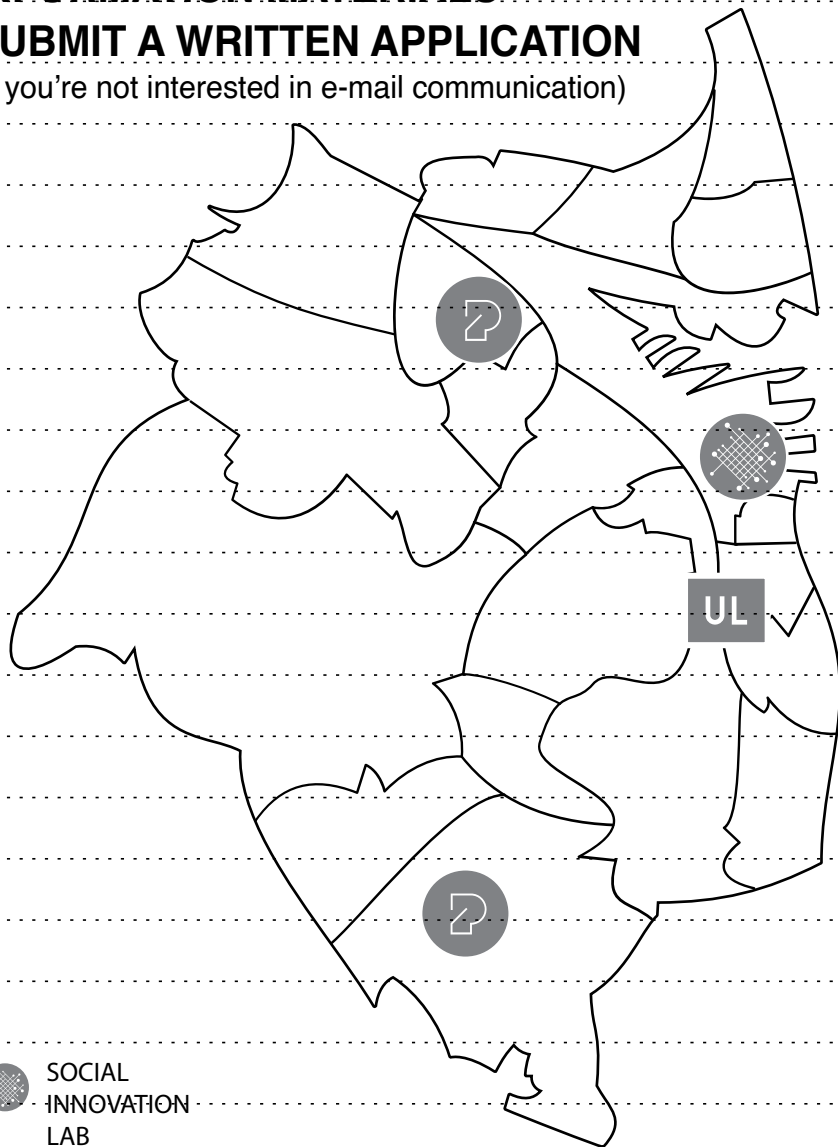
Call: **(58) 727 39 10**

E-mail us: **bo@gdynia.pl**

Visit us: **ul. Żeromskiego 31** (entrance from ul. Derdowskiego)

HERE YOU CAN GET INFORMATION MATERIALS SUBMIT A WRITTEN APPLICATION

(if you're not interested in e-mail communication)



**SOCIAL
INNOVATION
LAB**

ul. Żeromskiego 31
58 727 39 10



UrbanLab Gdynia
al. Zwycięstwa 96/98
58 727 39 16



**Community
Center
Przystań**
Lipowa 15
ul. Lipowa 15
58 727 39 27



**Community
Center
Przystań**
Opata Hackiego 33
ul. Opata Hackiego 33
58 727 39 31