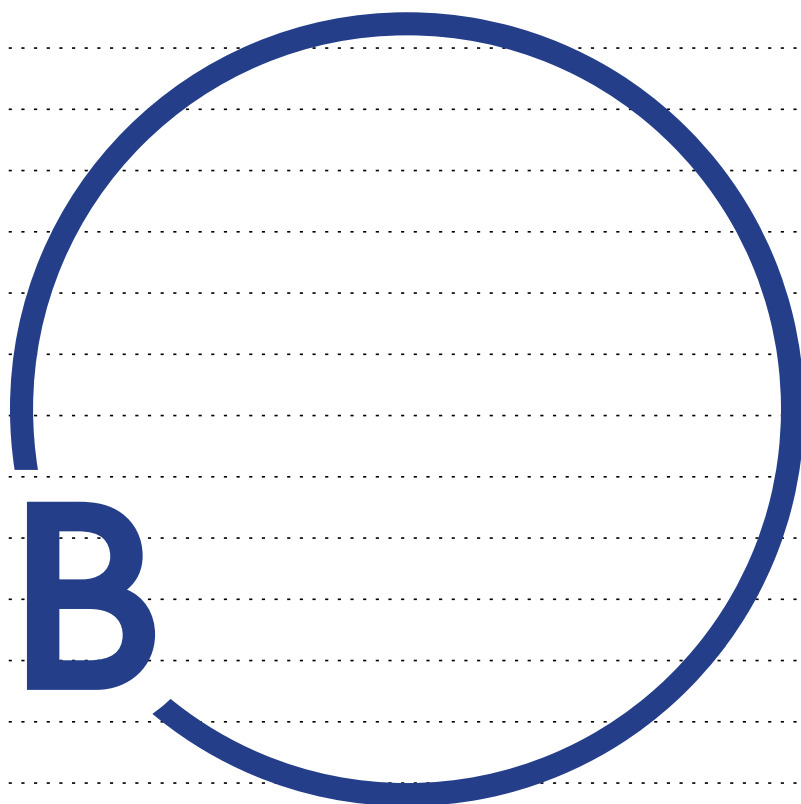


# Participatory Budget



## **Budżet Obywatelski Gdynia 2021**

# CONTENTS

<b>PARTICIPATORY BUDGET</b>	<b>4</b>
– Key Information	
<b>SCHEDULE</b>	<b>7</b>
<b>DISTRICT-LEVEL PROJECTS</b>	<b>8</b>
A. Amounts	<b>8</b>
B. Submission of Applications	<b>9</b>
C. FAQ	<b>10</b>
<b>CITY-LEVEL PROJECTS</b>	<b>12</b>
A. Scope of Projects and Amounts	<b>12</b>
B. Submission and Development of Projects	<b>13</b>
C. FAQ	<b>14</b>
<b>VOTING</b>	<b>14</b>
<b>MORE INFORMATION</b>	<b>16</b>
What Projects to Submit and Whom to Consult	<b>16</b>
Meetings	<b>18</b>
Contacts	<b>20</b>

# **PARTICIPATORY BUDGET 2021 LET'S WORK TOGETHER!**

As local authorities we are convinced that the Participatory Budget is an important instrument to maintain dialogue with the city residents. Owing to PB we are aware of the changes the residents want to see in their closest surrounding and carry out the tasks adjusted to their needs. The previous edition was successful in both aspects: a record number of submitted projects – 343, and a record number of projects designed for implementation – 130. This is a proof that the Participatory Budget enjoys popularity and offers many possibilities.

Now we face the eighth edition of the Participatory Budget. What can we expect in 2021? Despite the difficulties of the pandemic, the amount of funds dedicated to PB, as compared to the previous year, is held at a similar level. We have over 11 million zloty to distribute among the city-level and district-level projects.

This year the residents are especially encouraged to submit projects contributing to the mitigation of the effects of and better adjustment to the climate crisis which we have recently experienced more and more intensively. For this purpose the city budget has a portion specifically assigned to Climate Participatory Budget, so feel invited to submit interesting solutions at a smaller scale at the district level, as well.

Let's remember, we are all given a chance to have an impact on our reality. Let' not wait! And let's act together!

**Michał Guć**  
**Vice-Mayor of Gdynia**

# PARTICIPATORY BUDGET – THE MOST IMPORTANT INFORMATION

As a form of social consulting tool the **Participatory Budget in Gdynia (PB)** has been operating in our city since 2014 when Gdynia residents decided how to disburse the amount selected from the city budget for the first time. Since then the PB detailed distribution principles have changed, but the idea remained the same – the city residents present their ideas to improve the quality of life in the city, and next, decide in voting which solutions are worth implementing.

Every male and female resident irrespective of their age, place of registration or citizenship, is entitled to take part in the Participatory Budget. It is sufficient that they are living in our city and wish to contribute to the city development.

**423** projects were chosen for implementation in the seven editions held so far. They include both major investments, e.g. sport fields or skate parks as well as minor public space improvements, e.g. traffic signs and speed bumps. The events which integrate the residents, develop their passions and interest are also included in the list.

Information about all the projects is given at [bo.gdynia.pl](http://bo.gdynia.pl) in *State of implementation tab*.



This year within the Participatory Budget Gdynia residents may disburse the amount of PLN **11 148 564**.

PLN **2 000 517** was dedicated to the CITY-LEVEL PROJECTS; the value of one project cannot exceed 1 million zloty.

PLN **9 148 047** was dedicated to DISTRICT-LEVEL PROJECTS – with the minor ones (up to PLN 10 thousand) and major ones (up to 90% of the amount assigned for a district).

# DO NOT FORGET THAT:



1. 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.

2. 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**.



Practically, this means that:

- if you consider a construction of recreational and sports facilities (including the playgrounds, outdoor workouts, sport facilities):
  - you should consider the devices adjusted to the needs of the residents with mobility and sensory disability (including intellectual, visual and auditory impairments) and also the needs of their carers,
  - you should pay attention to an easy access to the relevant area by the persons with special needs and delete all the barriers;
  
- if you plan modernization of the existing recreational and sports facilities, consider the improvement of their accessibility and the use of generally accessible devices;
  
- while planning the organization of activities or events etc. you should choose places which allow for free or alternative access (e.g. by assuming the costs of rent/purchase of the devices facilitating the access to a particular area) and determine the activities which would allow the participation of residents with special needs.

Remember that each project will be analyzed individually. In case of any doubts or inquiries in this respect do not hesitate to contact the **Access Expert**.

## AND WHAT IS MORE ...

Not all the concepts or needs may be implemented within the Participatory Budget.

### **PB WILL NOT:**

- implement the projects, which mainly refer to the construction or repair of parking places for the motor vehicles (unless they refer to the parking places dedicated to the disabled);
  
- finance the design documentation exclusively;



- implement investments which will require additions to allow for their use;
- build, re-build, renovate the buildings (unless these operations are to improve the access for the disabled residents);
- finance the concepts which stand in contradiction to the city activities of the previous years or plans, strategies or programs accepted by the city;
- assume activities which at the assessment stage of the project need profound analyses connected to the evaluation of the effects resulting from the proposed road traffic solutions;
- finance the concepts which fail to comply with the law, violate the third parties' rights, carry the symptoms of public aid;
- realize the concepts connecting the investment tasks with soft projects related to organization of events or activities etc., except for the situations where such soft actions are strictly linked to the planned investment;
- realize the concepts which assume connection of the investment tasks in more locations than one, if they refer to various goals;
- finance the concepts which copy the existing activities or infrastructure, excluding the situation where the existing undertakings do not satisfy the residents' needs failing to meet the conditions of efficiency and advisability.

## HARMONOGRAM BO2021

**25.01-22.02**  
Submission  
of district-level  
and city-level projects



**23.02-14.05**  
Verification  
and supplementation  
of the projects



**Do 19.04**  
Workshops related  
to city-level projects  
development



**25.06**  
Announcement  
of the results  
of vote



**7 - 21.06**  
Voting for district-level  
and city-level  
projects



**10.03-19.05**  
Appeals in case  
of a negative  
assessment

# DISTRICT-LEVEL PROJECTS

## A. AMOUNTS

The district-level projects include minor ones (up to PLN 10 thousand) and major ones (the value of which does not exceed 90% of the funds assigned for a particular district). Each project need to be supported by a specified number of district residents.

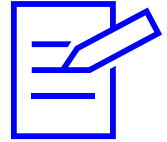
PB in your district – check how much it is:

District of Gdynia	Amount of the funds assigned for major projects*	Amount of the funds assigned for minor projects	Number of the required supporting signatures
Babie Doły	219 835 pln	24 426 pln	2
Chwarzno-Wiczlino	952 142 pln	105 794 pln	12
Chylonia	507 072 pln	56 341 pln	21
Cisowa	455 918 pln	50 658 pln	11
Dąbrowa	460 108 pln	51 123 pln	14
Działki Leśne	245 598 pln	27 289 pln	7
Grabówek	289 526 pln	32 170 pln	8
Kamienna Góra	373 897 pln	41 544 pln	3
Karwiny	279 558 pln	31 062 pln	10
Leszczynki	276 256 pln	30 695 pln	7
Mały Kack	396 971 pln	44 108 pln	9
Obłuże	469 752 pln	52 195 pln	18
Oksywie	433 203 pln	48 134 pln	14
Orłowo	368 865 pln	40 985 pln	6
Pogórze	344 594 pln	38 288 pln	12
Pustki Cisowskie-Demptowo	274 661 pln	30 518 pln	8
Redłowo	353 758 pln	39 306 pln	8
Śródmieście	342 991 pln	38 110 pln	11
Wielki Kack	458 160 pln	50 907 pln	11
Witomino	420 824 pln	46 758 pln	17
Wzgórze św. Maksymiliana	309 553 pln	34 395 pln	10

\* maximum cost of the major project



## B. SUBMISSION OF APPLICATIONS



1. Describe your concept on the form and submit it between **25 January and 22 February 2021**.

You have the possibility to apply:

- oelectronically – visit **bo.gdynia.pl**, which will redirect you to the system of application submission,
- in paper version – deliver the filled in application to Laboratorium Innowacji Społecznych (LIS) or the neighborhood center 'Przystań' Śmidowicza 49 (addresses are available at the final page),
- via **ePUAP inbox: /LISGdynia/SkrytkaESP/** - choose a form 'Letter to a Public Entity',
- via traditional post service – send the application to the address of **Laboratorium Innowacji Społecznych (LIS)**.

2. Describe the objective you want to gain by submitting the project.

Try to express the goal clearly specifically referring directly to the noticed needs.

3. Describe the task and provide the costs.

Use the price lists available at **bo.gdynia.pl** *Download* tab or contact the officials working in relevant divisions and sections.

4. Attach the list with the district residents' supporting signatures.

**ATTENTION!** If you are collecting signatures of approval from your neighbors, remember that you must deliver the list (in person or by mail) to the Social Innovation Laboratory no later than **February 22, 2021**. You can also attach a clear photo or scan of the list to your electronic application. Remember that in such a case, you must keep the original letter of support until the date of announcement of the list of projects qualified for voting and present us (with a.n. letter) in the event of a summons.

If you are unable to collect signatures, you may ask your neighbors and friends from the district your project concerns. They can send us on your behalf a clear photo or scan of the support list with their own signature and underage persons of whom they are parents / legal guardians using ePUAP.



5. If your concept is an investment, indicate its location. Gdynia Map Portal will provide you with the number of the plot. Use the MAP SERVICE MANUAL (it is available at our web site in the Download tab)

In the event when the location you have chosen is not a land owned by the city, attach a statement in which the land owner expresses his consent for the investment when your project wins.



In case of any doubts related to your project, contact the officials working in the Town Hall in the Department of Property Management and Geodesy and the Building-Architectonic Department of (contact details are available at our web site [bo.gdynia.pl](http://bo.gdynia.pl)).



## C. FAQ

### **Who can submit a project to the Participatory Budget?**

Everyone who is living in Gdynia. What is more, you submit your project as a city/district resident, and not as a representative of a company, organization or institution.

### **How accurately do I need to define the location for the project?**

As accurately as it would be possible to check the feasibility of the project. In case of investment projects requiring building permits it is essential to indicate the location. You should attach a map including the marked area concerning your project. You do not need to indicate the location in case of soft (non-investment) projects .

### **Can I propose a project on the territory which does not belong to the city?**

Yes, you can, but you have to attach the land owner's consent for implementation. The model document of such a consent is available at [bo.gdynia.pl](http://bo.gdynia.pl) in Download tab. The land owner's statement should be accompanied by a draft contract. Take care and be sure that the land owner has read the contract provisions!

### **Can I submit projects referring to the area of schools and other municipal units?**

Yes, you can, but the effects of their implementation must be available to all the interested residents, and not only the students who attend the relevant school or the employees of the concerned institutions.

It has been explained at the beginning of this Booklet what 'general availability' means. If you have an idea for a project on the area owned by an institution, you are obliged to consult your project with the managing party.

### **Who can sign a list of support for your project?**

The list of support must be signed by a required number of residents living in the district which the project refers to. The relevant number of signatures corresponding to a particular district is included in the table above.

### **Why does the original list of support need to reach LIS?**

This condition is set forth in RODO regulations. Acting as the PB coordinating unit Laboratorium Innowacji Społecznych [Laboratory of Social Innovations] (LIS) becomes the administrator of the residents' data when the lists of support are submitted. To protect them pursuant to the law, LIS must have the original lists and be sure that the data will not be used for other purposes than the PB process.

### **Can I appeal in case of a negative assessment of the application?**

Of course, you can. Appeal in writing within 3 working days counting from the date of receipt of the information concerning the assessment of the application. In the appeal write your objections regarding the project assessment and give reasons for your appeal.

### **Who will implement my project, if it is chosen for implementation?**

After the results of the vote are announced the Mayor will indicate the district/ municipal units in the Town Hall which will deal with the tasks concerning relevant projects. The units will be responsible for the selection of the contractors pursuant to the regulations in force. That is why the project should not include any information about the contractors.

### **Why can't we connect soft projects to investments?**

The projects submitted by the residents must contain cohesive tasks which aim at realization of particular goals. Practically, it means that the concepts which are independent of one another and lack logical connections cannot be submitted. The change results from the evaluation and remarks previously reported by the residents. In this way you have a guarantee that the winning projects respond to the needs of the residents who voted.

## **CITY-LEVEL PROJECTS**

### **A. SCOPE OF PROJECTS AND AMOUNTS**

**City-level projects** include all the concepts which go beyond the needs of one district residents.

A city-level project should not cost more **than 1 million zloty**.

This year a special category was selected, Climate Participatory Budget. The CPB will accept those undertakings which aim at:

- increasing the energy efficiency use and share of the alternative sources of energy acquisition (e.g. photovoltaic panels on municipal buildings);
- decreasing CO2 emission (e.g. improving the cohesion of cycle route network, traffic calming, measurements of the air quality);
- increasing the area of greenery in the city (e.g. making 'pocket' parks, taking care of adult trees, planting trees and other plants, increasing bio-diversity, including flowery meadows),
- efficient water management (e.g. rain gardens and other forms of low retention, unsealed surfaces, measurements of rainfall),
- educational, cultural and information activities in the above mentioned fields and in the area of waste management.

## **THE PROJECTS WILL NOT BE IMPLEMENTED WITHIN CPB, IF :**

- they refer to increasing the accessibility and quality of collective transport,
- assume additional financing of the operating municipal programs,
- refer to the investments which generate profits or savings for individual residents or groups of residents, housing communities or cooperatives.

## **B. SUBMISSION AND DEVELOPMENT OF THE PROJECTS**

This year the city-level projects are submitted simultaneously with and analogically to district-level projects (check, please, the main regulations referring to the process of application), however, the city-level projects have to:

- refer to the needs of the residents living in different districts;
- be significant from the point of view of the entire city or its bigger part;
- be submitted by at least 3 persons;
- gain support of at least 30 persons living in Gdynia city area.

The submitted city-level projects will pass a formal assessment and preliminary subject matter assessment, to be developed in the following phase during workshops with participation of the authors, officials and residents.

In result of the workshops it will be possible to connect and alter substantially the city-level projects with their authors' consent.

The information about the number and form of the workshops will be published at the web site of the Participatory Budget and passed to the project authors.



## C. FAQ

### **Is it possible to locate the city-level project in one district?**

Yes, it is, provided that the effects of its implementation will satisfy the needs of the residents living in other parts of Gdynia and will be important from the point of view of the entire city or its considerable part.

### **What do the 'city-level projects development workshops' rely on?**

The projects' authors will be invited to the meetings to discuss the projects with the officials in order to adjust them for implementation. The terms of such meetings will be agreed with the authors of relevant projects after a general verification.

### **Can the project within CPB include expenditures for e.g. small architecture or other forms of equipment?**

Yes, it can. However, you should remember that the costs can only be an addition to the project and they must affect the completeness of a planned concept. Its main assumption is striving for realization of the goals related to the adaptation to climate changes (mentioned above in this booklet).

### **Is it possible for the city-level projects not submitted within CPB to touch the matters connected to the protection of the environment/climate?**

Yes, it is; irrespective of the projects submitted within CPB, the interested parties are invited to submit pro-climate-concepts in all the projects (including the district-level ones, as well).

## VOTING

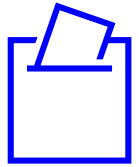
1. will be held from **7 to 21 JUNE 2021** via the Internet.
  - the web site **www.bo.gdynia.pl** will redirect you to the voting system.
  - in order to verify your identity the system will ask you to give the following details:
    - PESEL number and father's name
  - or
  - number of Gdynia Resident's Card and name and surname (this is a novelty this year!)
2. In the vote you choose the city-level project and the project referring to one district only (not necessarily the district where you are living).
3. If you do not have access to the Internet or need support, do not hesitate to contact us, and we you will be informed where to vote and how to obtain assistance.

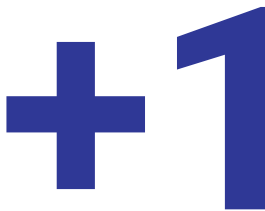
## The results of votes will be announced until 25 JUNE 2021

- After voting a list of the winning city-level projects and district-level projects will become available.
- Only the projects which received the greatest support and can be financed entirely from the PB funds will be implemented. Do not forget, that at least 1000 persons must vote for a city-level project and 50 persons - for district-level project to allow for its implementation.
- Any unused funds will be transferred to the following edition of the Participatory Budget.

## EXCEPTIONS

In case of district-level projects a relevant district council may decide about adding extra funds from its own budget to implement either a major or minor project, which is 'below the line'. In case of city-level projects it is the responsibility of the City Council to decide. In addition, the projects can also be co-financed by private donors.





An additional major project will be implemented in the district which displayed the highest voting frequency. In the districts which come as the second and third in terms of the voting frequency additional minor projects may also be implemented. The Mayor will assign additional funds from the city budget.

## FIND OUT MORE

### WHO CAN YOU CONSULT?

The projects may refer to such areas as: education, culture, sport and recreation, communication and traffic organization, public space, green areas and environmental protection, health and social policy. You have a chance to consult your concept for a project with the municipal units which will participate in the process of verification. Find the contact details at the web site [bo.gdynia.pl](http://bo.gdynia.pl) or call us and we shall redirect you to a relevant division/section.

Here is a list of contact units or divisions providing you with assistance depending on the concept theme:

- **Surface of roads and pavements**

Division of Road and Engineering Facilities Maintenance – Management of Roads and Green Areas (hereinafter referred to as ZDIZ)

- **Green areas in the road lanes, small architecture (baskets, low and high benches)**

Independent Section in the City Green Area and Esthetics in ZDIZ

- **Traffic signs**

Traffic Signs Section in ZDIZ

- **City storm water drainage system**

Independent Section of Rainfall in ZDIZ

- **Bicycle infrastructure:** paths, routes, scooter and bicycle racks, bicycle repair stations, open structures

Independent Section of Bicycle Transport in ZDIZ

- **Playgrounds, open-air runs for dogs**

Independent Section of City Small Architecture in ZDIZ, Access Expert



- **Outdoor lighting**

Section of Lighting in ZDIZ and Department of Investments

- **Traffic lights, information displays for passengers, 'dynamic' traffic signs on the roads**

Section of Traffic Lighting and Transport Planning in ZDIZ

- **Bus stops**

Zarząd Komunikacji Miejskiej [Management of City Transport] in Gdynia

- **Sports fields, athletic facilities, skate parks, outdoor workouts, sports competitions and activities**

Gdyńskie Centrum Sportu [Gdynia Sport Center]

- **Green areas: planting trees and bushes, arranging parks, flowery meadows, rain gardens**

Department of City Gardener

- **AED defibrillator, preventive activities**

Gdyńskie Centrum Zdrowia [Gdynia Health Service Center]

- **City monitoring**

Department of Crisis Management and Protection of Population

- **Elevators, driveways for the disabled**

Department of Buildings

- **Memorial boards, renovation of monuments**

Department of Heritage Protection

- **Picnics, feasts, workshops, activities and meeting for the residents – depending on the theme and group of recipients**

District Office, Department of Education, Department of Environment, Department of Family Policy, Center of Seniors' Activity, Department of Heritage Protection, City Public Library

- **Outdoor cinema, theatre performances, concerts, exhibitions, artistic activities**

Department of Culture

- **Cottages/insect hotels, grain-feeders, forest cleaning actions**

Department of Environment

- **Promotion campaigns**

Department of Social Communication and Information

## MEETINGS

Feel invited to take part the meetings where you will have a chance to consult your project.

### **Open Day of the Participatory Budget**

Saturday, 30 January, 10:00 a.m. - 04:00 p.m.

### **Budget in the Evening – consulting point in LIS**

Every Tuesday between 25 January and 22 February until 08:00 p.m.

### **Project Writing Marathon**

Saturday, February 13, 10.00 am - 4.00 pm

The meeting **will be held online or on the site (if possible)**. Track our web site, Facebook profile or call us to get actual information.

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This Booklet contains only the most important information concerning the Participatory Budget 2021. For more details visit the web site **[www.bo.gdynia.pl](http://www.bo.gdynia.pl)**.

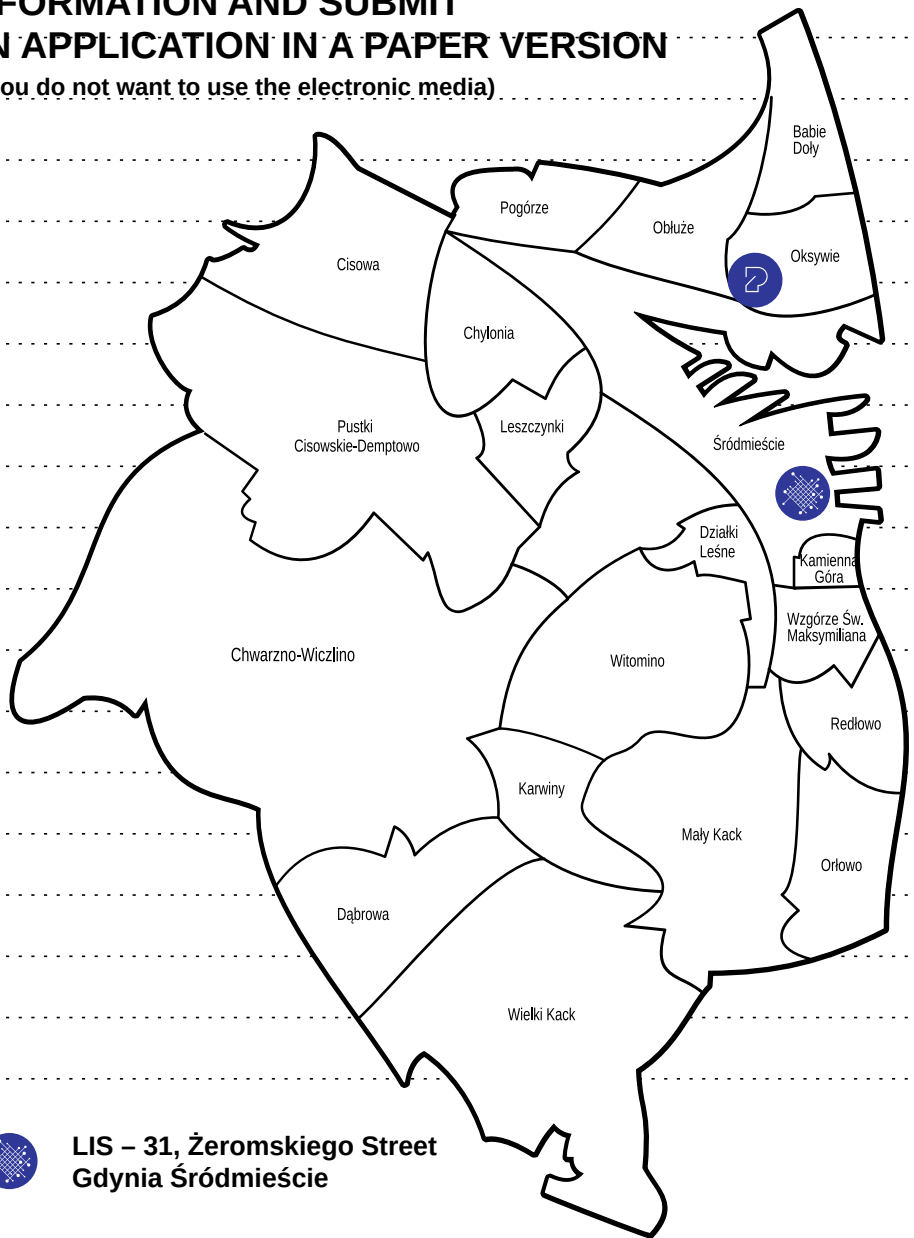
Contact us by e-mail (**[bo@gdynia.pl](mailto:bo@gdynia.pl)**) or telephone (**58 727 39 10**), and we shall do our best to provide you with the right answers.

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**NOTES:**

A series of horizontal dotted lines for writing notes, spanning the width of the page.

**THIS IS THE PLACE WHERE YOU RECEIVE  
INFORMATION AND SUBMIT  
AN APPLICATION IN A PAPER VERSION**  
(if you do not want to use the electronic media)



**LIS – 31, Żeromskiego Street  
Gdynia Śródmieście**



**Przystań Śmidowicza 49  
49, Śmidowicza Street  
Gdynia Oksywie**