

PMGC Engagement Phase Process

#GlasgowCommunities



WHEN PROPOSALS REACH THE ENGAGEMENT PHASE ORGANISATIONS SHOULD FOLLOW THE GUIDANCE AS SET OUT BELOW:

EVIDENCE OF COMMUNITY ENGAGEMENT ACTIVITY SHOULD REFLECT THE FOLLOWING:

Evidence of all engagement activities your group has undertaken in support of your proposal, you should summarise the evidence that you have that shows that your community is supportive of your proposal. This could include information about any surveys, polls, petitions, community events or meetings that you have organised.

We require this in order to help us assess the strength of community engagement and support, for what is a significant development in your community.

It is also important to note that 'community' refers to all the people living in an area or a group or groups of people who share common interests. Ensure that you engage with the right community, your organisations existing service users don't necessarily make up a community, particularly where there is a change of purpose to a building/venue then this should be recognised in the people/groups/networks consulted.

EVIDENCE OF COMMUNITY NEEDS by providing information about the need that you have identified in your community, and how your proposal will help to address this need and will benefit your community.

We require this information to assure ourselves that the proposal meets a real need in your community and helps us to assess the level of benefit that will be generated.

GATHERING INFORMATION

INTERESTED BODY EXPECTED COMMUNITY ENGAGEMENT ACTIVITY

- Identification of some of the stakeholders that organisations should engage with:

Table with 3 columns: Stakeholder, Y, N. Rows include Elected members, General public/residents, Venue advisory committee, Community Council, Community Stakeholders, Previous venue let/lease holder, Where appropriate your services affiliated Governing Bodies, Key local organisations, Equalities Groups.

- To enhance the information collected directly it is useful to refer to other evidence gathered by others

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TOOLS FOR ENGAGEMENT (EXAMPLES)

Tools	Y	N
Attend and hold meetings – seek input from groups & individuals	<input type="checkbox"/>	<input type="checkbox"/>
Social media campaigns and polls	<input type="checkbox"/>	<input type="checkbox"/>
Consultations/surveys/websites	<input type="checkbox"/>	<input type="checkbox"/>
Events	<input type="checkbox"/>	<input type="checkbox"/>
Invest time in building relationships, developing new partnerships	<input type="checkbox"/>	<input type="checkbox"/>
Public notices/brochures	<input type="checkbox"/>	<input type="checkbox"/>
Word of mouth	<input type="checkbox"/>	<input type="checkbox"/>
Focus groups	<input type="checkbox"/>	<input type="checkbox"/>

EVIDENCE TO BE SUBMITTED (EXAMPLES)

Evidence	Y	N
Stories	<input type="checkbox"/>	<input type="checkbox"/>
Letters of support	<input type="checkbox"/>	<input type="checkbox"/>
Videos	<input type="checkbox"/>	<input type="checkbox"/>
Reports	<input type="checkbox"/>	<input type="checkbox"/>
Poll results	<input type="checkbox"/>	<input type="checkbox"/>
Meeting Minutes	<input type="checkbox"/>	<input type="checkbox"/>

WHY WE CONSIDER COMMUNITY ENGAGEMENT TO BE AN IMPORTANT PART OF THE PMGC PROCESS

Involving your community in your proposal from the outset and at every stage will bring benefits for your organisation and your community. These can be summarised as:

FOR YOU

- Ensuring that the proposal reflects local needs, has local support and does not have any adverse unintended consequences.
- Providing new ideas and different perspectives.
- Identifying new partners, audiences, volunteers and stakeholders, include the underrepresented
- Demonstrating your accountability and commitment to the community.
- Creating links within the community for your organisation.

FOR THE COMMUNITY

- Strengthening a sense of community
- Having accessible service provision locally
- Seeing their views and ideas listened to and acted on and so developing an interest in your proposal
- Providing opportunities to volunteers

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FOR YOUR STAKEHOLDERS

- Giving your community, funders and other organisations confidence that your proposal is rooted in community needs and has community support.
- Building Effective Partnerships those your group has worked with and others in developing and supporting your proposal including other community groups, local businesses and public or voluntary sector agencies
- Demonstrating the capacity of your organisation to involve and enthuse your community.

THE **NATIONAL STANDARDS FOR COMMUNITY ENGAGEMENT** ARE GOOD-PRACTICE PRINCIPLES DESIGNED TO SUPPORT AND INFORM THE PROCESS OF COMMUNITY ENGAGEMENT AND IMPROVE WHAT HAPPENS AS A RESULT.

For any additional guidance and support please contact GCVS pmgc@gcvs.org.uk

WHAT WILL THE PMGC TEAM DO?

AS A MINIMUM STANDARD THE PMGC WILL ALSO:

INFORM we will provide balanced and objective information through a variety of channels such as publishing all proposals online and allow a closing date for any further proposals to be submitted. We will also inform local elected members and community councils of the proposals being presented.

CONSULT AND COMMUNICATE through regular meetings and newsletters on the progress being made in relation to any venue management changes.

SUPPORT organisations with their community engagement activities and capacity building requirements where appropriate.

ASSESS the organisations proposals against GCC Strategic Priorities, and their evidenced community engagement activity.

INCLUDE a variety of stakeholders at all stages of the PMGC process.

MONITOR AND EVALUATE organisations to ensure they use and can demonstrate what has been learnt through their community engagement activities.

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