



SUBJECT
General Rules for the 2021 Maastricht Citizen's
Budget

DATE
1 July 2021

This document sets out the general rules for the 2021 Maastricht Citizens' Budget. It includes a diagram of the budgetary procedure and a specification of the relevant criteria.

The Municipal Executive of Maastricht,

Having regard to the proposal submitted by the Spatial Policy and Development unit (correspondence no. 2020-04131):

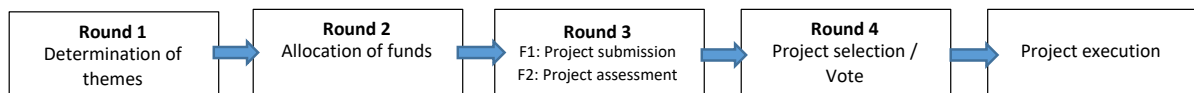
With due regard to Section 156(1) of the Municipalities Act:

With due regard to the Council's resolution dated 17 December 2019 delegating to the Municipal Executive the authority to establish criteria for citizens' budget projects:

HAS RESOLVED:

to adopt the 'General Rules for the 2021 Maastricht Citizen's Budget':

The citizens' budgetary procedure



Section 1 – Definitions and Terms

1. Consensus: an opinion or viewpoint arrived at by a group of people acting in agreement after they have discussed, shared their views and reflected on the relevant matter together.
2. Initiator: natural persons (regardless of age or place of residence) or legal entities (e.g. associations, foundations) who submit a project proposal in compliance with the criteria specified in Section 6.
3. Funds: the amount made available to execute and maintain the projects as specified in Section 7.
4. Meetings: generally refers to a physical meeting, but such meetings may also be convened digitally when necessary.
5. Citizens' budget themes: a list of themes based on themes taken from the City of Maastricht's Environment and Planning Agenda 2040, as recorded in the published [longlist](#).
6. Website: the website of Citizens' Budget Maastricht (<https://www.burgerbegrotingmaastricht.nl/en>).
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Section 2 – General provisions

1. Funds are made available on a one-off basis to execute the citizens' budget projects selected in round 4, as described in Section 7. This amount is finalised later by the Municipal Executive and communicated on the website.
2. The citizens' budgetary procedure (rounds) takes one (1) year. Projects must be executed before the end of the subsequent calendar year.
3. The meetings referred to in Sections 3 and 4 and the vote referred to in Section 7 are open to all, regardless of age or place of residence.
4. Derogations from these rules are permitted when necessary to implement the Citizens' Budget.

Section 3 – Determination of themes (round 1)

1. During an as yet unspecified period (to be communicated later on the website), the Citizens' Budget Team will organise and actively invite the public to four kick-off meetings for round 1.
2. Based on a list of citizens' budget themes, which are in turn based on themes taken from the City of Maastricht's Environment and Planning Agenda 2040, participants will decide by consensus under which five citizens' budget themes projects are to be submitted this year. Participants will be divided into groups for this purpose, with the result of one meeting being based on an average across all of the groups.
3. The results of the four kick-off meetings in round 1 will be used to calculate the final result of that round. The five citizens' budget themes that receive the most votes will constitute the final result for round 1.
4. The five citizens' budget themes will be revealed at the end of the final kick-off meeting and published on the Citizens' Budget website.

Section 4 – Funds allocation (round 2)

1. During an as yet unspecified period (to be communicated later on the website), the Citizens' Budget Team will organise two follow-up meetings in round 2 and actively invite the public to attend.
2. At each follow-up meeting, the participants will allocate the funds by consensus across the five selected citizens' budget themes. Participants will be divided into groups for this purpose, with the result of the two follow-up meetings being based on an average across all of the groups.
3. The results of the two follow-up meetings in round 2 will be used to calculate the final result of that round. The allocation will constitute the final result for round 2.
4. The funds allocation will be revealed at the end of the final follow-up meeting and published on the Citizens' Budget website.



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Section 5 – Project submission (round 3)

1. During an as yet unspecified period (to be communicated later on the website), initiators, acting in compliance with the project criteria as specified in Section 6, may apply to obtain a share of the funds earmarked for distribution in round 2 by submitting projects on the Citizens' Budget website using a standard submission form.
2. During an as yet unspecified period (to be communicated later on the website), the project initiators will be entitled to coaching from municipal officials on how to improve their proposal's viability and feasibility.
3. After the period referred to in Section 5(2) has ended, the Municipal Executive will check whether the submitted projects comply with the criteria specified in Section 6.
4. After the Municipal Executive has reviewed the list of projects submitted, a list of viable and feasible projects will be determined, announced and published on the Citizens' Budget website.

Section 6 – Project criteria

1. Submitted projects must adhere to one of the five chosen citizens' budget themes.
2. Submitted projects must benefit the inhabitants of the City of Maastricht.
3. Submitted projects must fall within the competence of the City of Maastricht.
4. Submitted projects must take place within the borders of the City of Maastricht.
5. Submitted projects of a pronounced religious, political or commercial nature or intended for fundraising purposes are excluded.
6. Submitted projects must be executed before the end of the subsequent year, counting from the date on which the results referred to in Section 7 are announced.
7. Projects may be submitted by initiators who are natural persons or legal entities.
8. At the very least, the submissions must describe how the project will contribute to one of the five citizens' budget themes and propose both a timeframe and a budget.
9. Project budgets must not exceed the maximum amount available for a citizens' budget theme, pursuant to the provisions of Section 4(4). The customary maintenance costs must be taken into account.
10. Submitted projects that do not comply with the provisions of Section 6 will not be considered.



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Section 7 – Vote (round 4)

1. During an as yet unspecified period (to be communicated later on the website), the Citizens' Budget Team will organise a single final meeting in round 4 and actively invite the public to attend.
2. Participants will decide by majority vote which projects on the list referred to in Section 5(4) will be awarded funds this year. The final session will be divided into rounds for this purpose, with a vote being held in each round to select the projects in the five citizens' budget themes. Participants will be divided into groups in each round.
3. At the end of each round, the votes cast for each project in a citizens' budget theme will be used to calculate the result.
4. The projects awarded the most votes will receive up to the maximum amount for the relevant citizens' budget theme.
5. A project that receives fewer votes may be given precedence over a project that receives more votes if the former project can be financed from a remainder sum in the relevant theme budget.
6. The selected projects will be revealed at the end of the final meeting and published on the Citizens' Budget website.

Section 8 – Project execution

1. The initiators of the projects chosen during the final meeting will be entitled to municipal support.
2. A project may be executed by the City of Maastricht or by the initiator. If a project is not executed by the City of Maastricht, then the City and the project initiator will enter into a partnership agreement. The partnership agreement may in any event consist of a subsidy relationship or contract.
3. If a subsidy is provided to cover project execution, it will be subject to Maastricht's General Subsidy By-law 2020.
4. Where preferable, the subsidy will be paid in instalments based on milestones/results defined in the partnership agreement.
5. The initiator will report to the Citizens' Budget project coordinator on the project's progress and any deviations.
6. Any conditions and obligations (e.g. relating to accountability for the funds) will be agreed in the form of a subsidy order or contract.



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Section 9 – Accountability

1. If a subsidy is provided to cover project execution, it will be subject to the accountability rules set out in Maastricht's General Subsidy By-law 2020.
2. Repayment may be required of any funds not spent or not spent in a demonstrably legitimate manner.
3. The Citizens' Budget project coordinator will update the municipal council and the public regularly on the progress and status of the projects.

Section 10 – Effective date and citation

1. These rules will become effective on 1 July 2021.
2. The citizens' budget project criteria ('criteria for citizens' budget projects') adopted on 11 February 2020 will be repealed and will thus expire on 1 July 2021.
3. These rules will be referred to as: General Rules for the 2021 Maastricht Citizen's Budget