

# General Regulations of Burgerbegroting Maastricht 2024



Gemeente Maastricht

BURGER-  
BEGROTING  
M445TRICHT





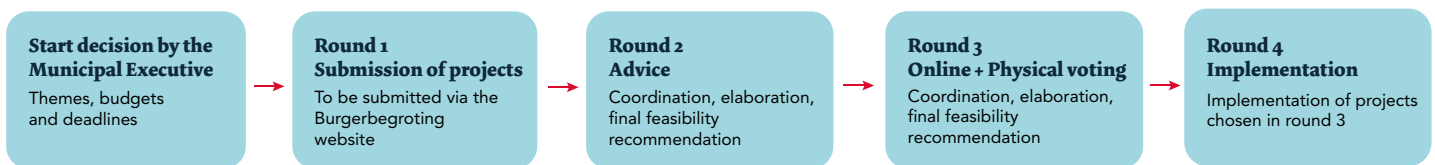
## The Municipal Executive of the Municipality of Maastricht,

- taking into account Article 156(1) of the Gemeentewet (Municipalities Act);
- and taking into account the decision of the municipal council on 17 December 2019, which delegated the authority to establish rules for the Burgerbegroting Maastricht (Maastricht Citizens' Budget) to The Municipal Executive;

decides to adopt the following

### Algemeen Reglement Burgerbegroting Maastricht 2024

*Burgerbegrotingproces*



### Article 1 - Definitions

1. *Municipal Executive*: the Maastricht Municipal Executive.
2. *Popular support assessment*: a form on which the initiator compiles an inventory of local residents' opinions about the project.
3. *Initiator*: the private individual or legal entity (such as an association or foundation) that submits a project proposal for Burgerbegroting funding. The initiator is the contact person for the municipality and responsible for providing information during the advisory round (round 2) and implementation round (round 4). In consultation with the municipality, the initiator is responsible for all or part of the implementation.
4. *Themes*: topics related to which proposals for the Burgerbegroting can be submitted.
5. *Total budget*: the maximum amount available for a specific edition of the Burgerbegroting.
6. *Theme budget*: the maximum amount available for a specific theme in the relevant edition of the Burgerbegroting.
7. *Project budget*: the budget necessary for an individual project.
8. *Carry-forward budget*: the remaining budget if all the feasible projects can be carried out for less than the theme budget.
9. *Practicability and feasibility*: in the opinion of the municipality of Maastricht, it must be possible to implement a project proposal within twelve months in the manner proposed by the initiator (in terms of planning, budget, and legislation and regulations).
10. *Website*: the website [www.burgerbegrotingmaastricht.nl/en](http://www.burgerbegrotingmaastricht.nl/en).

### Article 2 - Goal and structure

1. The goal of the Burgerbegroting is to let residents decide for themselves what happens to part of the municipal budget through an organised procedure.
2. This procedure consists of at least four rounds:
  - a. the round in which initiators may submit projects (round 1: the submission round);
  - b. the round in which initiators receive advice from the municipal organisation on completing, clarifying or improving their project proposals. At the end of this advisory round, a final official recommendation will be given regarding the feasibility of each project. This will determine which



- c. projects proceed to the next round (round 2: the advisory round);
  - c. the round in which residents choose which of the projects determined to be feasible will go ahead (round 3: the voting round);
  - d. the round in which the chosen projects are implemented (round 4: the implementation round).
3. The Municipal Executive determines the launch date and end date of each round prior to each edition of the Burgerbegroting. The Municipal Executive may also decide to add preliminary rounds, such as a round in which residents jointly determine the themes for the Burgerbegroting or a round in which residents determine how the available budget is shared between these themes.

### **Article 3 - Start decision**

1. At the beginning of each edition of the Burgerbegroting, the Municipal Executive adopts a start decision.
2. This start decision covers at least the following points:
  - a. The total budget;
  - b. The themes on which initiators can submit proposals, including each theme budget;
  - c. The phasing, including start dates and end dates of each round.

### **Article 4 - Submission of projects**

1. A project can be submitted by an individual (adult or minor) or legal entity. In the case of a legal entity, the project must be appropriate for these goals. The Municipal Executive may exclude individuals or organisations from taking part, for example due to negative experiences in the past.
2. An individual or organisation may submit up to 3 projects per edition.
3. A project can only be submitted via the website or the digital subsidieloket (subsidy desk) of the Municipality of Maastricht using the fixed project form.
4. The initiator must always provide the following information on the project form:
  - a. The full contact details of the initiator, as well as a valid bank account number in the name of the initiator;
  - b. The theme to which the project relates, including substantiation of how the project contributes to the theme;
  - c. Description of how the project is carried out with an action plan, schedule and budget, along with the name of the contact person if other than the initiator. The task description in Article 1(3) also applies to this contact person;
  - d. If a project is in the physical space and clearly impacts local residents or users, the initiator must provide a popular support assessment showing how surrounding local residents feel about the project;
  - e. Budget, taking into account the following:
    - all costs must be specified separately and include VAT where applicable;
    - costs for volunteers do not exceed the maximum amounts per hour allowed for this purpose by the Dutch Tax and Customs Administration;
    - supervision and other fees for professionals must be in line with market norms and not exceed €80 per hour. Initiators cannot help realise their project in return for payment at a commercial rate;
    - any management and maintenance costs must also be estimated, both during the project and during the years following its completion;
    - a contingency of 10% must be included for each project. This will only be paid out if it is required during implementation.
5. A project for the Burgerbegroting must meet the following criteria to be considered eligible:
  - a. The project is related to one of the themes;
  - b. The project benefits the residents of Maastricht;
  - c. The project is implemented within the boundaries of the Municipality of Maastricht and is in line with municipal policy;
  - d. The project takes place in a public space or on private property of a public nature, with written consent from the owner (unless the initiator is the owner). In the absence of this permission, the project proposal cannot be considered;



- e. The project is freely accessible to everyone. In the case of projects for a small or closed group, this exception must be convincingly justified to the satisfaction of the Municipal Executive;
  - f. The project concerns a new activity or additional offering that provides added value for residents and is of a one-off nature.
  - g. The required project budget must not exceed 50% of the relevant theme budget or €100,000, whichever is the lower;
  - h. The project can be completed within 12 months from the date of allocation of funding from the Burgerbegroting;
  - i. The project contains at least a plan of action, budget and description of how the initiative contributes to one of the Burgerbegroting themes.
6. Initiators can receive advice on completing, clarifying or improving their project proposals during a period to be determined by the Municipal Executive.

## **Article 5 - Grounds for rejection**

A project proposal will be rejected in the case of any of the following circumstances:

- a. The project does not meet one or more of the criteria defined in Article 4(5);
- b. The project form is not completely filled in within the specified period, even after two requests for completion;
- c. The initiator has responded insufficiently to the advice referred to in Article 4(6);
- d. The project or project objectives conflict with the public interest or public order;
- e. The project would damage the public space or endanger safe and efficient use of this space;
- f. The popular support assessment already shows that so much resistance to the project can be expected that completing the project within 12 months is not realistic;
- g. The project is of a predominantly commercial, political or religious nature;
- h. The project appears to be intended to generate sales for the initiator or the initiator's company;
- i. The project concerns changes to part of the public space that is already included in the multi-year plan;
- j. The project is already subsidised or financed in some other way by the Municipality of Maastricht;
- k. The project was submitted by one or more members of the Municipal Executive, municipal council or citizen committees;
- l. The aim of the project is fundraising or acquisition.

## **Article 6 - Feasibility**

1. At the end of the advisory round, the list of projects designated as feasible will be published on the website. Initiators will be informed by e-mail.
2. To be considered feasible, projects must meet the criteria in Article 4(5) and not be associated with any of the grounds for refusal in Article 5.
3. If the theme budget is more than enough to realise the projects designated as feasible, the amount left over is designated as carry-forward budget. In this case, the Municipal Executive will transfer the carry-forward budget of the theme in question to the other theme budgets that have insufficient budget to realise their feasible projects.



## Article 7 - The vote

1. If the theme budget is insufficient, participants vote to decide which projects will be carried out. Voting first takes place during an online voting round, followed by a physical event.
2. The projects with the most votes will be funded to the extent that the maximum amount per theme allows. A project with fewer votes can be given priority over a project with more votes if the carry-out budget is sufficient to fund the former but not the latter.
3. If two or more projects receive an equal number of votes during the physical event and they cannot be funded from the available theme budget, those present in the room will appoint one participant who will determine which projects will go ahead by rolling a dice.
4. Online votes are weighted at 40% and votes at the physical event at 60%, because votes at a physical event follow a process of building a consensus, and as such they are preferred.
5. If carry-over budget for one or more themes remains after voting, it will be added to the total budget of the next edition of the Burgerbegroting.

## Article 8 - Implementation and accountability

1. The Burgerbegroting Team is responsible for starting the implementation round. As part of the start-up process, an official responsible person is appointed for each selected project, the financing method is determined and the payment process is started. The start-up will take place within 3 months. The start-up period is not considered part of the 12-month deadline for completion of each project.
2. It is assumed that the initiator is personally responsible for the implementation of the project. In appropriate cases, the project may be carried out by the Municipality of Maastricht or a third party.
3. If a project is carried out by the initiator, they will be allocated the necessary funding by means of a grant. The amount of the grant includes any VAT due. The conditions of the Subsidieregeling Burgerbegroting (Citizens' Budget Subsidy Scheme) apply to this grant.
4. Private individuals can receive funding of up to €5,000 per edition of the Burgerbegroting, possibly spread over multiple projects. If this is not sufficient, another method of funding the implementation must be found.
5. Legal entities can receive up to €100,000 in funding per edition of the Burgerbegroting, possibly spread over multiple projects. If this is not sufficient, another method of funding the implementation must be found.
6. The initiator must keep the municipality informed about the progress of the project. Major changes must be submitted for approval in advance.
7. After the project is completed, the initiator must provide accountability in accordance with the provisions of the Subsidieregeling Burgerbegroting (Citizens' Budget Subsidy Scheme), unless otherwise determined. Funds that have not been spent or that have not been demonstrably spent lawfully can be reclaimed.

## Article 9 - Final provisions

1. These regulations come into effect on the day after publication, at the moment the Algemeen Reglement Burgerbegroting 2023-2024 (General Citizens' Budget Regulations 2023-2024) expire.
2. The Municipal Executive may derogate from these regulations in unforeseen circumstances and if it becomes necessary to execute the Burgerbegroting.

