

# Appendix A: Participation Templates

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This Appendix contains a series of sample templates for practices which can be used to implement the participatory tools discussed in this toolkit. These sample templates include:

1. Community Needs Assessment Survey Instrument
2. Community Needs Assessment Focus Group Questionnaire
3. Community-based Budget Steering Board Invitation Letter
4. Community-based Budget Proposal Activity Timeline
5. Media Advisory/Press Release for Town Hall Meetings
6. Sample Twitter Conversation

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## Sample Template 1: CNA Survey Instrument

This template provides a sample survey to identify the views of constituents about local development needs. The template is a proposed questionnaire that should be modified to adapt to differing circumstances in different constituencies and in different countries. IN a particular place, some categories of questions may not be relevant, some questions should be worded in a more appropriate fashion, and other questions may be substituted for the ones proposed in the template.

Constituents responding to this survey can indicate which development sectors require the most attention from CDF decision-makers. A survey questionnaire should be administrated to representative sample of constituents to ensure that responses are representative of the entire population. Once all survey responses have been collected, CDF staff can analyze the survey data by formulating averages for numerical responses to each question. Staff can then compare the overall averages of responses to determine which development sectors are seen as the most important to constituents.

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**[CDF NAME] COMMUNITY NEEDS ASSESSMENT SURVEY**  
**[NAME OF CONSTITUENCY]**  
**[DATE, LOCATION]**

To the Constituent:

The survey below is intended to solicit the views of citizens regarding the most pressing development needs of **[CONSTITUENCY NAME]**. This information will assist in selection of CDF projects designed to improve local development and service delivery. Please respond to the statements below about public services in your local community.

**SURVEY**

Please rate each statement below on a 1 – 5 scale ranging from ‘strongly disagree’ (1), ‘disagree’ (2), ‘no opinion’ (3), ‘agree’ (4), ‘strongly agree’ (5).

**Education**

Schools are easily accessible for children and their families	1 2 3 4 5
Children receive high quality education in public schools	1 2 3 4 5
School facilities are sufficient to support childhood education	1 2 3 4 5
Overall, I am satisfied by the educational services provided in my constituency	1 2 3 4 5

**Water**

My residence has good access to water resources	1 2 3 4 5
Available water resources provide clean, drinkable water	1 2 3 4 5
I can reasonably expect to have access to water resources at all times	1 2 3 4 5
Water shortages are not a concern to me	1 2 3 4 5
Overall, I am satisfied by available water resources in my constituency	1 2 3 4 5

**Sanitation**

I have regular access to sanitation facilities	1 2 3 4 5
There are adequate local sanitation facilities for the size of the population in my constituency	1 2 3 4 5
Sanitation facilities are generally clean and well maintained	1 2 3 4 5
More sanitation facilities are needed in my constituency	1 2 3 4 5
Overall, I am satisfied by sanitation services and facilities in my constituency	1 2 3 4 5

**Roads**

Local roads are generally in good condition	1	2	3	4	5
The condition of existing roads greatly increases my travel time	1	2	3	4	5
I can travel on a road to and from most places in my constituency	1	2	3	4	5
More roads are needed in my constituency	1	2	3	4	5
Overall, I am satisfied by the quality and quantity of roads in my constituency	1	2	3	4	5

### Health

I have regular access to health care	1	2	3	4	5
There are adequate health care facilities for the size of the population in my constituency	1	2	3	4	5
I am well informed about health care options in my constituency	1	2	3	4	5
Greater access to health care needed in my constituency	1	2	3	4	5
Overall, I am satisfied by health care services and facilities in my constituency	1	2	3	4	5

### Community

There are adequate public facilities to meet with fellow community members	1	2	3	4	5
Community engagement is high where I live, and I feel welcomed within my community	1	2	3	4	5
There are regular public events that enable me to meet with my neighbors	1	2	3	4	5
I do not have to travel far to participate in my own cultural or religious traditions	1	2	3	4	5

### Community Poverty Reduction

My family has benefitted from the government's anti-poverty programs.	1	2	3	4	5
Projects from the CDF have played a role in improving conditions in my community.	1	2	3	4	5
There are good opportunities for employment in my community.	1	2	3	4	5
Youth have good opportunities for employment in my community	1	2	3	4	5
I am well-informed about anti-poverty programs in my community.	1	2	3	4	5

**Open-ended Questions**

1. What do you think is the most important priority for local development in your community?

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2. Are there any specific projects or improvements that should be built that could address this priority?

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**Demographic Information**

Please specify the following demographic information:

Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Occupation: \_\_\_\_\_ Neighborhood/Community: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Income Level (estimate): \_\_\_\_\_

Please include any other comments regarding local development not solicited by the above questions

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## Sample Template 2: CNA Focus Group Questionnaire

This template provides a sample questionnaire to be used in a focus group. Focus groups are composed of constituents who are brought together to engage in a friendly discussion about a particular topic or problem. A facilitator who asks questions to the entire group leads the focus group. These questions are open-ended and very general, so that constituents can provide answers from their own perspective and without any bias imposed by the facilitator. Because multiple constituents are present, this session takes the form of a discussion that considers all sides of a particular development issue. One or two staffers can assist the facilitator by selecting and organizing the focus group location, providing light refreshments, recording and transcribing the focus group session, and providing these records to CDF decision-makers.

These questions can be modified to adapt to differing circumstances in different constituencies and in different countries. In a particular place, some categories of questions may not be relevant, some questions should be worded in a more appropriate fashion, and other questions may be substituted for the ones proposed in the template.

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**[CDF NAME] FOCUS GROUP AGENDA**  
**[NAME OF CONSTITUENCY]**  
**[DATE, LOCATION]**

**[NAME OF FACILITATOR]**  
**[NAME OF SUPPORT STAFF]**

### *Introductions*

- Facilitator begins session, introduces him/herself. Describes the purpose of the focus group and the purpose of the Constituency Development Fund.
- Facilitator asks participants to introduce themselves to the group with their **name, occupation, domestic location** (neighborhood), and **what 'development' means to them.**

### *Discussion Questions*

- Question 1: Given your perspective on development, can you describe some of the development challenges faced by your community today?
  - Follow-up 1: Are there one or two specific development challenges that are more significant than others? It is possible to identify development priorities for the community?
  - Follow-up 2: How do ordinary people cope with those challenges?

- Question 2: Have local or national government officials taken any measures to help constituents in your community cope with these development challenges?
  - Follow-up: Have these measures been successful? Why or why not?
- Question 3: Given your community's existing development challenges and priorities, how can local and national governments best support citizens in their daily lives?
  - Follow-up: Are there any specific recommendations you can make to decision-makers regarding development funding?
  - Follow-up: Are there any specific projects or infrastructure improvements that can help solve the development challenges we have discussed?

### Conclusion

- Facilitator should summarize the discussion, reviewing development challenges and potential solutions offered by the focus group.
- Facilitator should thank all the participants, and encourage them to continue to follow the process of CDF decision-making.
- After the focus group is completed, support staff should transcribe the discussion, and the facilitator should write a short summary. Both should then be provided to CDF decision-makers to inform their development agenda and the selection of CDF projects.

## Sample Template 3: Community-based Budget Steering Board Invitation Letter

Achieving ownership among local stakeholders on Community-based Budget Steering Boards ensures that such processes maximize citizen participation. The template for a draft letter below from the Honorable MP is a sample invitation for prospective Steering Board members. The letter should inform the invitee about the purpose of the CDF, Community-based Budget Processes, and the function of the Steering Board guiding the process from start to finish. The text of this proposed letter can be modified to adapt to differing circumstances in different constituencies and in different countries.

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**[NAME OF INVITEE, POSITION]**  
**[NAME OF CSO ORGANIZATION]**  
**[CSO ADDRESS, PHONE, EMAIL]**

Dear **[MR./MS. NAME OF INVITEE]**

I am writing to you from **[CONSTITUENCY NAME]** in the **[NAME OF PARLIAMENT]** in order to invite you to participate on the Steering Board of the **[Constituency Development Fund Participatory Budgeting Mechanism]**. The Constituency Development Fund is a national program of the **[NAME OF PARLIAMENT]** that fosters local, decentralized development initiatives within parliamentary constituencies. As a Participatory Budgeting Mechanism, the CDF of the **[NAME OF PARLIAMENT]** seeks to empower constituents who meet in community assemblies to develop a shared consensus on their communities development needs and priorities and to select development projects that improve their livelihoods and well-being.

While constituents are the primary decision-makers in our CDF, I would like to form a Steering Board to facilitate the operation of participatory budgeting mechanisms. The Steering Board brings together local elected officials and CSO representatives to oversee the operation of participatory budgeting mechanisms. As a **[LOCAL ELECTED OFFICIAL/CSO LEADER]**, we know that you possess significant expertise in the needs and challenges faced by local citizens. Your experience and participation on the Steering Board would be an invaluable contribution to this process and guarantee that all citizens have an equal opportunity to participate in the development of their communities. If you would like to participate on the Steering Board, please contact us as soon as possible to enable the Board to begin planning for participatory budgeting activities.

Sincerely,

**[MP NAME]**

### **Sample Template 4: Media Advisory/Press Release**

All CDF activities should be well publicized in local, regional, and national media to increase public knowledge of CDF operations and activities. To achieve this goal, CDF staff should issue a media advisory to all media sources well in advance of a particular event. A media advisory suggests that a particular CDF event is newsworthy and deserves media coverage. After an event is held, the media advisory should be resent to media sources as a press release and include a brief summary of the event. A good press release will propose a story to the press and offer quotes or other information that can directly be incorporated into a news story. As press contacts cover CDF events in the media, constituents will become more knowledgeable and be more likely to participate in CDF activities.

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#### **MEDIA ADVISORY/PRESS RELEASE**

**[DATE OF MEDIA ADVISORY]**

**Contact: [NAME, TELEPHONE NUMBER, EMAIL OF CDF STAFF CONTACT]**

#### **CDF BOARD of [CONSTITUENCY NAME] TO HOLD TOWN HALL MEETING FOR PUBLIC CONSULTATION**

Members of the public and press are invited to a **town hall meeting** held by the CDF Board of [constituency name]. The purpose of the town hall meeting is to enable constituents to ask questions or express their views on local development needs and priorities to members of the CDF Board. Constituents can also learn about the rules and procedures which govern the operation of the CDF at the town hall meeting.

The Constituency Development Fund of [COUNTRY NAME] is a local development program that decentralizes decisions about expenditures of funding to local CDF Boards. Chaired by the constituency's Member of Parliament and representatives of local Civil Society Organizations, the CDF Board will select specific development projects to enhance the livelihoods and well-being of citizens within the constituency. The CDF Board encourages all constituents to participate in CDF processes and events to better inform Board Members about how projects can enrich their lives.

**WHO:** CDF Board members, including the Honorable [MP NAME] of [CONSTITUENCY NAME]

**WHAT:** A town hall meeting on local development needs and priorities.

**WHERE:** [LOCATION OF MEETING, INCLUDING DIRECTIONS]

**WHEN:** [DATE AND TIME OF THE EVENT]

**WHY:** To enable citizens to inform and consult with the CDF Board on how CDF funding can be used to benefit citizens and communities.

## Sample Template 5: Press List for Media Outreach

Media Organization Name	Type of Media	Phone Number	Email	Website, radio Station	Geographic Coverage	Reporter Name (Optional)	Comments
Capital Times	Newspaper	(555) 555-0101	info@capitalnews.com	Capitalthimes.com	National	Kwame Mufalo	
Smalltown Post	Newspaper	(555) 555-0202	info@smalltownnews.com	Smalltown.com	Local	Jomo Ndegwa	
City FM	Radio	(555) 555-0303	info@cityFM.com	Cityfm.com, 101.3 FM	Metropolitan	Ravi Singh	
Neighborhood Blog	Online Newspaper	(555) 555-0404	info@neighborhoodblog.com	Neighborhoodblog.com	Hyperlocal	Norman Patterson	
Other media							
Other media							
Other media							

## Sample Template 6: Twitter Conversation

**Social Media:** CDF staff can inform the public about CDF events and activities by using social media platforms such as Facebook and Twitter. These platforms can be used to directly broadcast information to friends and followers who express an interest in CDF information. Facebook and Twitter can also be used by citizens and staff to directly communicate with each other about events and activities. In this way, these social media platforms can be used to better inform citizens about CDFs and receive citizen input about their perspectives on CDF operations.

### Tweets



**John Smith** @CdfJohn 1m  
@SampleCDFstaff Good afternoon, can you explain the purpose and procedures of the CDF program?  
Expand



**SampleCDFStaff** @SampleCDFStaff 34s  
@CdfJohn Sure! The purpose of the CDF program is to foster local, decentralized development based on the perspectives of ordinary citizens.  
Hide conversation Reply Delete Favorite  
10:00 AM - 25 Sep 12 · Details



**SampleCDFStaff** @SampleCDFStaff now  
@SampleCDFStaff Local CDF Boards in each constituency consult with citizens about community needs, and then choose projects to implement.  
Expand

Over time, Twitter interactions build an ongoing conversation about development with the citizens of each constituency and improve public awareness of development and your country's CDF program. By using hashtags (popular phrases with a # sign like '#CDF'), more twitter users can search for relevant tweets and be informed about CDFs.