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TOWNSHIP OF BERWYN

A Tradition of Service



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BERWYN TOWNSHIP & PUBLIC HEALTH DISTRICT PARTICIPATORY BUDGETING (PB) PROPOSAL SUBMISSION GUIDE

WHAT IS A PB PROPOSAL?

A proposal is a community-driven idea for how to spend public funds to improve Berwyn Township. Proposals should be specific, feasible, and benefit the public.

STEP-BY-STEP SUBMISSION GUIDE:

1. Understand the Purpose

Proposals should:

- Improve health, well-being, or services for township residents
- Be legally and financially feasible within township powers
- Serve the broader public—not private individuals or businesses

2. Check the Eligibility Criteria (*see below*)

Ensure your idea fits within the allowed use of township funds.

3. Define Your Idea Clearly

Include:

- Title of your project
- What the project is and how it works
- Who it will benefit (*target population or area*)
- Estimated cost (*if known*)
- Potential location or partners

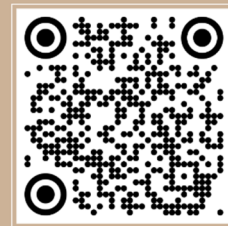
4. Submit Your Proposal

You can submit your idea via:

- **Online: Google Form** (*Scan QR code→*)
- **In-Person: 6600 W. 26th Street, 2nd floor**

Deadline: September 15, 2025 at 5:00 PM

Scan this QR code to access and
submit your PB proposal



ELIGIBILITY CRITERIA FOR PB PROJECTS

To be considered, your proposal must meet these requirements:

1) Eligible Projects Must:

- Be a **one-time expense** (*not ongoing services or salaries*)
- Benefit **Berwyn Township residents** as a whole
- Fall under the powers of the **Township** or **Public Health District**
- Be implementable within **12–18 months**

2) Projects **NOT** Allowed:

- Private or for-profit ventures
- Projects outside township boundaries
- Ongoing programs with no end date
- Religious or political campaigns
- Proposals that exceed the available PB budget

FREQUENTLY ASKED QUESTIONS (FAQS)

Q: Who can submit a proposal?

A: Any resident of Berwyn Township can submit an idea—youth, adults, community groups, and organizations are all welcome!

Q: Is there a cost limit?

A: Yes. Individual proposals should fit within the PB fund for each category. We'll help you estimate costs if needed.

Q: Can I submit more than one idea?

A: Absolutely. There's no limit to how many proposals you can submit.

Q: Will I be responsible for carrying out my idea?

A: No, if your idea is selected, the Township will handle the implementation in partnership with community stakeholders as needed.

Q: What happens after I submit my idea?

A: The PB Committee will review submissions for eligibility. Approved ideas will be developed into final proposals and put up for a community vote this fall.

Q: I'm not sure if my idea qualifies. What should I do?

A: Submit it anyway! Our team will review it and contact you if clarification is needed.

PROPOSAL EXAMPLE

Project Title: *"Free Mental Health Workshops for Teens"*

Submitted by:

Maria Gonzalez

Email: mariagonzalez@example.com

Project Description:

This proposal aims to offer a series of free mental health workshops for teens in Berwyn Township. The workshops will cover stress management, coping strategies, social media impacts, and emotional wellness. Sessions will be led by licensed mental health professionals and held at local schools or community centers. Workshops will run once a week for eight weeks and will include interactive activities, guest speakers, and printed resource guides.

Who Will Benefit?

Teenagers (ages 13–18) living in Berwyn Township, particularly those without access to private mental health support. The program may also indirectly benefit families and school communities by promoting youth well-being.

Where Will the Project Take Place?

Workshops will be held at:

- Berwyn Township Community Health Center
- Local high schools (e.g., Morton West High School)

Estimated Cost (Preliminary):

- \$4,000 – Facilitator stipends (two therapists x 8 weeks)
- \$500 – Printed materials and supplies
- \$500 – Marketing/outreach (flyers, online ads)
- **Total Estimated Cost: \$5,000**

Category:

- Health & Wellness

Additional Notes:

If successful, this program could be replicated or expanded in the future using other funding sources. Workshop materials will be shared with schools to support ongoing mental health awareness.