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| PB PHASE 1: Design the Process Worksheet |
| Step 1: Allocate Funds |
| *Guiding Question:*  | *Answer:*  |
| How much will be allocated to the community to decide on? |  |
| What types of projects can this money be used for? |  |
| How much money do we need for implementation (i.e. food at workshops, supplies, etc.)? |  |
| Will implementation sponsors receive a stipend? If yes, how much? |  |
| **Step 2: Set Process Guidelines** |
| *Guiding Question:*  | *Answer:*  |
| How will you integrate inclusive practices into your design? |  |
| Who will participate in the process (e.g., school, city, neighborhood, organization)? |  |
| Who can participate on the Steering Committee? |  |
| How many people can serve on the Steering Committee? |  |
| Who can submit ideas? |  |
| Who will vote to implement projects? |  |
| How many proposals can be submitted by each campus? |  |
| **Step 3: Adapt the Timeline** |
| *Guiding Question:*  | *Answer:*  |
| When will you launch your PB process?  |  |
| How long will you have for idea collection?  |  |
| How long will you have for proposal development?  |  |
| How will you approve projects for ballot?  |  |
| How will the vote take place (e.g. online, simulated election, over multiple days, drop box)? When will the vote occur?  |  |
| When will projects be implemented by?  |  |
| How and when will you evaluate the process? Who will participate?  |  |