

General Regulations of the Burgerbegroting Maastricht 2026

The mayor and members of the municipal executive of Maastricht,

in consideration of 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;

has decided to adopt the following

General Regulations of the Burgerbegroting Maastricht 2026

Burgerbegroting process

Launch decision by the municipal executive	Ideas phase	Round 1 Project submission	Round 2 Advice	Round 3 Online and in- person voting	Round 4 Implementation
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Article 1 – Definitions

1. Municipal executive: the Maastricht municipal executive.
2. Popular support assessment: a form in which the initiator takes stock of the opinions of local residents about the project.
3. Initiator: the private individual or legal entity (such as an association or foundation) that submits a project proposal for the Burgerbegroting. The initiator is the contact person for the municipality and is 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 about which proposals may be submitted for the Burgerbegroting.
5. Total budget: the maximum amount available for a specific edition of the Burgerbegroting.
6. Project budget: the maximum budget available for an individual project.
7. 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).

8. Website: the website www.thuisinmaastricht.nl/burgerbegroting

Article 2 – Purpose and structure

1. The purpose of the Burgerbegroting is to allow residents to decide for themselves how part of the municipal budget will be spent. This takes place through an organised procedure.
2. This procedure consists of four rounds, preceded by the 'Ideas Phase.' During this phase, project initiators can discuss and have their project ideas assessed at the Meedenkhuis, or Idea Hub. The four rounds consist of:
 - a. Round 1: the submission round. This is the round in which initiators can submit projects;
 - b. Round 2: the advisory round. During this round, initiators receive advice from the municipal organisation on completing, clarifying and/or improving their project proposals. At the end of this advisory round, a final official advice will be issued regarding the feasibility of each project, on the basis of which a decision is made which projects will proceed to the next round;
 - c. Round 3: the voting round. This is the round in which residents choose which of the projects considered feasible can effectively be carried out.
 - d. Round 4: the implementation round, the round in which the chosen projects are implemented.
3. Prior to each edition of the Burgerbegroting, the municipal executive will specify the start and end dates of each round.

Article 3 – Launch decision

1. At the start of each edition of the Burgerbegroting, the municipal executive will adopt a launch decision.
2. This launch decision will, in any event, include the following points:
 - a. The total budget;
 - b. The themes for which initiators can submit proposals;
 - c. The phasing, including start and end dates for each round.

Article 4 – Submission of projects

1. A project may be submitted either by a(n) (adult) natural person or a legal entity. In the case of a legal entity, the project must be in line with this entity's objectives. The municipal executive may exclude individuals or organisations from participating.
2. An individual or organisation may submit a maximum of one project per edition.
3. A project may only be submitted through the municipal grants office, using a set project form for each theme.
4. The initiator must always provide information on the project form on the following points:
 - a. The full contact details of the initiator, as well as a valid bank account number in the initiator's name;
 - b. The theme to which the submitted project relates, including information supporting how the project contributes to the theme;

- c. A description of how the project will be carried out, a schedule, and a budget with any quotations (if goods and services are provided by a third party) as supporting documentation. The job description set out in Article 1(3) also applies to this contact person;
 - d. In the event of a project being carried out in a physical space that has a clear impact on local residents and/or users, the initiator must provide a popular support assessment describing the surrounding local residents' opinions about the project.
 - e. A budget taking the following into account:
 - All costs must be individually specified and include VAT where applicable;
 - Costs for volunteers may be included at the maximum amounts per hour permitted for this purpose by the Dutch Tax and Customs Administration. A maximum of 10% of the total project amount applies;
 - The rate for 2027 has not yet been announced, but in 2026 this amount will be a maximum of €5.75 per hour for volunteers aged 21 and over. The maximum amount for volunteers under the age of 21 is €3.40 per hour. A maximum of €220.00 per month and €2,200.00 per year per volunteer applies for both age groups;
 - Any support fees charged by professionals may only be included at a social hourly rate of up to EUR 50 per hour, up to a limit of 20% of the total project amount.
 - Initiators cannot take on a paid role themselves at a commercial or social rate in carrying out their project but are allowed to charge a volunteer's rate.
 - When it comes to management and maintenance, we make a distinction between:
 - a) Management costs in the case of community management (management by the initiator/community): In this case, management costs may be included for the purchase of tools for management purposes.
 - b) Management costs in the case of management by the municipality: the municipality will assess the plan regarding management aspects during the advisory round. Any management costs will be included in the budget on a one-off basis.
 - For each theme, the Municipality will include a 5% contingency item. The initiator does not need to take this into account when submitting the project. This item will only be paid out if this is effectively relied on during the implementation.
5. A project for the Burgerbegroting must meet the following criteria to be considered:
- a. The project falls under one of the themes;
 - b. The project benefits the residents of Maastricht, is implemented within the boundaries of the municipality of Maastricht and is in line with the authorities and policies of the municipality of Maastricht;
 - c. The project takes place in a public space or on private property that is public in nature, with written permission from the owner (unless the initiator is the owner). The project proposal cannot be considered without this permission;

- d. The project is freely accessible to everyone. In the event of projects for a small and/or private group, convincing justification for this exception must be to the municipal executive's satisfaction;
 - e. Legal entities may apply for a maximum of €10,000.00 per project. Individuals may apply for a maximum of €5,000.00 per project;
 - f. The project must be able to be completed within 12 months from the date funding is allocated from the Burgerbegroting budget;
 - g. At a minimum, the project must include a description of how the initiative contributes to one of the Burgerbegroting themes, a plan of action, a schedule, a budget and any quotations (if goods and or services are provided by third parties) as supporting documentation for this budget;
 - h. In the grants portal, natural persons (private individuals) must log in using their DigiD, and legal entities (foundations and associations) must log in using Eherkenning. The initiator's name on the project plan must be the same as the name for the IBAN number provided;
 - i. No admission fee may be charged for a project funded by the Burgerbegroting;
 - j. Applications submitted for the Burgerbegroting must involve a new project or initiative. A new project is deemed to exist if it can be proven that one or more of the following elements differ substantially from previous applications:
 - Purpose or social challenge;
 - Envisaged target group or district/area;
 - Core activities or approach;
 - Partners;
 - Expected social impact.
 - k. The project may not involve any mechanical or technical installations that are to be located in the public space, such as a temporary power distribution unit, drinking water station or pump system.
6. Over the course of a period set by the municipal executive, initiators submitting proposals may be advised to complete, clarify and/or improve their project proposal.
 7. Projects will not be considered for the Burgerbegroting if the project in question:
 - a. Is a re-submission of a project that was rejected in a previous edition of the Burgerbegroting due to not being feasible, and/or;
 - b. Has already been selected and/or implemented during a previous edition of the Burgerbegroting;
 - c. Is, to a great extent, similar to one carried out in a previous edition, and can, in essence, be considered a continuation, upscaling, repetition or further development of that earlier project;
 - d. Is one in which the Burgerbegroting serves as a regular source of funding;
 - e. Involves the submission of a project that is already financed by another grant scheme.

Article 5 – Grounds for rejection

A project proposal will be rejected if one or more of the following apply:

- a. The project does not meet one or more of the criteria set out in Article 4(5);

- b. The project form is not filled in completely within the specified period, even after the receipt of two written requests to complete it satisfactorily;
- c. The initiator failed to sufficiently comply with the advice to complete, clarify and/or improve the project proposal, as set out in Article 4(6);
- d. The project or the project objectives are contrary to the public interest or public order;
- e. The project would damage the public space and/or endanger the safe and functional use of this space;
- f. The public support assessment has made it clear in advance that resistance to the project can be expected to such an extent that it will be impossible to carry out the project;
- g. The project is predominantly commercial, political and/or religious in nature;
- h. The project appears to be mainly intended to generate turnover for the initiator (or their company) and/or is related to an activity intended to drive sales;
- i. The project involves the modification of part of the public space that is already included in the multi-year plan;
- j. The project is already subsidised or funded by the municipality of Maastricht City in another way;
- k. The project has been submitted by a member of the municipal executive, the municipal council or the general public and/or a foundation, whereby that individual acts as the coordinator of the project proposal;
- l. The aim of the project is to raise funds and/or acquire customers.

Article 6 – Feasibility

1. At the end of the advisory round, the list of projects deemed feasible will be published on the website. Initiators will be notified by email.
2. In order to be deemed feasible, projects must meet the criteria set out in Article 4(5), and none of the grounds for refusal set out in Article 5 must apply.

Article 7 – The vote

1. In the event a shortfall exceeds 5% of the total budget, participants will vote to decide which projects will actually be carried out. This will take place during an online voting round, followed by an in-person event. The rules for the online voting round and the in-person event will be announced in advance on www.thuisinmaastricht.nl/burgerbegroting-maastricht.
2. If the shortfall is less than 5% of the total budget, we will hold a dialogue session with the initiators to reach a consensus.
3. The projects with the most votes will be funded. A project with fewer votes may be given priority over one with more votes if, unlike the latter, the former can still be funded from the remaining budget.
4. Online votes are weighted at 40% and those cast during the in-person event are weighted at 60%. The reason for this is because preference is given to voting during in-person meetings following a process of consensus building.
5. If, following the vote, there is any budget remaining in the overall budget, this amount will be added to the total budget for the next edition of the Burgerbegroting.

Article 8 – Implementation and accountability

1. The Burgerbegroting Team is responsible for launching the implementation round. As part of the launch, an official with this responsibility is appointed for each selected project, the method of funding is determined, and the payment process is started. The project launch will take place within three months. The launch period is not considered part of the 12-month period for the completion of each project.
2. The basic principle is that the initiator is responsible for the implementation of the project. In cases where this is appropriate, the municipality of Maastricht or a third party may implement the project.
3. If a project is implemented by the initiator, they will be allocated the necessary portion of the budget through a grant. The amount of the grant includes any VAT (BTW) due. This grant is subject to the terms and conditions of the Subsidieregeling Burgerbegroting (Citizens' Budget Grant Scheme).
4. Individuals (natural persons) can receive a maximum grant of €5,000 per edition of the Burgerbegroting. In the event this is not sufficient, another method of funding must be found for the implementation.
5. Legal entities can receive grants of up to €10,000 per edition of the Burgerbegroting.
6. The initiator must keep the municipality informed about the progress of the project. Major changes must be submitted for approval in advance and may never exceed 5% of the budget applied for.
7. After the project has been completed, the initiator must submit a detailed account of the project to the grants office in accordance with the provisions of the Subsidieregeling Burgerbegroting (Citizens' Budget Grant Scheme). Any funds that are not spent or for which there is no legal substantiation they have been spent can be reclaimed.

Article 9 – Final provisions

1. These regulations come into force on the day after legal publication, at such time as the Algemeen Reglement Burgerbegroting 2025 (General Citizens' Budget Regulations 2025) expires.
2. The municipal executive may deviate from these regulations in the event of unforeseen circumstances and if this is necessary in order to implement the Burgerbegroting.