

# CIL Local Funding Application Form – Guidance Notes for Applicants

SPELTHORNE BOROUGH COUNCIL



## Spelthorne Takes Shape



## Contents

Introduction .....	3
What is CIL and how is it allocated? .....	3
Criteria .....	3
What type of projects have been funded? .....	4
Who can apply?.....	4
What is not eligible? .....	4
How much can I apply for? .....	4
What is the deadline for applications?.....	5
Completing the form .....	5
Questions 1- 5 - Applicant Details .....	5
Questions 6-14 – Project Details.....	5
Questions 15-19 – Cost Details.....	6
Questions 20-22 – Delivery Details.....	6
Question 23 - Community Benefit and Local Support .....	6
Question 24 – Publicity.....	7
Declaration .....	7
What happens after submitting an application? .....	7
Payment of CIL funding .....	7

## Introduction

This guidance aims to provide assistance to those completing a CIL Funding Application Form. To discuss a potential project or for further guidance, please contact the Strategic Planning Team on 01784 444 205 or email [CIL@spelthorne.gov.uk](mailto:CIL@spelthorne.gov.uk)

To understand what the Council will do with your personal data please see the Privacy Notice on the following link - <https://www.spelthorne.gov.uk/CILfunding>

## What is CIL and how is it allocated?

The Community Infrastructure Levy (CIL) allows the Council to raise funds from some forms of new development to help fund the infrastructure needed to mitigate the impacts of new development. CIL funds are used for either local infrastructure or infrastructure of wider strategic benefit to the Borough. The Council has been collecting CIL since April 2015.

An initial 5% of CIL funds collected is retained by the Council for administration purposes. Of the remaining amount, the Council is allocating 15% of the funds to be spent on infrastructure that is required in the communities where the development took place (Local CIL). The remaining 80% of CIL funds will be used to fund or part fund strategic infrastructure such as school expansions or highway schemes across the Borough (Strategic CIL).

## Criteria

The regulations that govern how CIL is spent require that this local CIL spend be allocated towards either:

- **The provision, improvement, replacement, operation or maintenance of infrastructure; or**
- **Anything else that is concerned with addressing the demands that development places on an area**

These definitions allow the local community to consider quite broadly what is needed to help mitigate the impacts of development in their area. The definition of infrastructure is broad and includes roads and other transport infrastructure, flood defenses, schools and other educational facilities, medical facilities, sporting and recreational facilities and open spaces.

**\*Please note the assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.**

## What type of projects have been funded?

In earlier spending rounds the following types of projects have been successful:

- Applications from state school for physical improvements that help to meet the needs of a growing school
- Enhancements to build community spaces such as halls to enable expansion and wider community use
- Improvements to open public space
- Local charity groups such as Scouts

## Who can apply?

We expect applications to come from not-for-profit organisations. Applicants may include statutory infrastructure providers, state schools, community groups and registered charities. Applications by membership organisations must be able to demonstrate a wider community benefit. Given that CIL is public funding, any new or improved facilities should be accessible to a range of people within the community. Applications must be received from the delivery organisation, rather than an individual.

## What is not eligible?

- Projects that have commenced or completed prior to a funding decision being made by the spending board
- Ongoing revenue costs for a project
- Annual maintenance or repair
- Projects promoting a political party
- Projects that conflict with existing Council policies
- VAT that you can recover

Please note it may be determined that some projects are better funded through other funding sources.

## How much can I apply for?

Applications can be made for full or part funding of a project. If a project has deliverable phases, it is beneficial to break down the project and list the phases and associated costs of the phase in the application form.

If other forms of funding have been sought but unsuccessful, please provide details within the application. Evidence may be requested that other sources of funding have been sought.

**Please note CIL funding will be transferred on project completion.**

## What is the deadline for applications?

Spending rounds run annually from autumn to spring. The deadline for applications is midnight on the 31 March each year. Applications received after this date will not be considered.

Completed application forms should be emailed to [CIL@spelthorne.gov.uk](mailto:CIL@spelthorne.gov.uk)

If you wish to provide supporting evidence that is not electronic, please send your application form to: Strategic Planning, CIL, Spelthorne Borough Council, Council Offices, Knowle Green, Staines, Surrey TW18 1XB.

## Completing the form

The following provides further guidance when answering the questions in the application form.

### Questions 1- 5 - Applicant Details

A named contact from the organisation/s involved will need to sign the declaration at the end of the form. We will send all correspondence about this application to the main contact listed on the form.

Please provide information on the legal status of your organisation. The type of organisations that might be applying include:

- Community or voluntary groups
- Community Interest Companies
- Charities or trusts
- Public sector organisations

If a registered charity, please provide the registration number. You must let us know if you are able to reclaim VAT as the Council will not cover the costs for VAT if they can be claimed back by the applicant. Failing to declare the ability to re-claim VAT will void the application at any stage.

If the organisation is not in the public sector, please provide a copy of the organisation's most recent audited accounts. This is to ensure that decision makers are aware of the level of unrestricted funds in the organisation's reserves. This information will be treated as confidential and will only be shared with local ward Councillors for decision making purposes.

### Questions 6-14 – Project Details

Please provide specific information relating to the project. This includes the Project Name as well as a detail description of the project.

Information regarding the ownership of the land must be disclosed, as well as any permissions and approvals required for the proposed works to go ahead.

This can include approvals such as planning permission, lease extensions, covenants on the land, permission from the County Council etc.

## Questions 15-19 – Cost Details

Indicate the amount of money you would like to apply for including a breakdown of what the amount will fund. If there are multiple elements within an application, or if it can be broken down into components, please prioritise these within your form.

Any funding will be conditional on the submission of 3 competitive quotes for the work that you are applying for. The quotes must be submitted with the application form in order to be validated. If the project requires specialist or bespoke work, and three providers in the area do not exist, please state this on the application form and provide the one quote.

Let us know if there are any contributions from third parties - i.e. other organisations or grant schemes. Please show what contribution your organisation is putting into the project. You need to let us know if you are applying for funding from any other body and you must inform us if any applications are successful whilst this bid is being considered. Please let us know if the organisation has previously received CIL or other funding sources from Spelthorne Borough Council.

Please detail any ongoing maintenance costs associated with the project, and how these will be met.

## Questions 20-22 – Delivery Details

You must demonstrate that the project is deliverable and is able to be started within a year of the funding decision. You must also explain how long-term revenue commitments will be met in order to show that the project is sustainable in the long term.

It is the applicant's responsibility to determine if planning permission is required for their project. If planning permission is required for the scheme, please provide details on what stage of the process you have reached. Please note that planning permission costs should not be included within the costing of the project to be funded through CIL.

A timeline of the project must be supplied, specifically including a start and estimated completions date. **\*Please note projects awarded CIL funding must start within 12 months of the award date.**

## Question 23 - Community Benefit and Local Support

Please include why you are seeking the funding for the project and details on how it would be used and the benefits it will bring.

Please highlight the pressures that the project is addressing.

Please highlight any support for the project from the community. Letters of support from within the local community are well received.

You may also want to make your ward Councillor aware of your intention to apply. You can find their details under “Your Councillor” on the Spelthorne Borough Council website homepage.

## **Question 24 – Publicity**

The applicant needs to understand that it is a regulatory requirement for successful applications that the following information is published - name of your organisation, the project name, description, location and funding amount awarded.

Spelthorne Borough Council may use images of projects resulting from the award of CIL funding as part of publicity material. Should you not want images of this project included in any publication please ensure this is stated on your application.

## **Declaration**

Please make sure you read the declaration carefully, sign the form and return it. Any other organisation that will be involved with delivery should also sign the declaration.

## **What happens after submitting an application?**

We will confirm receipt of your application and whether all required information has been received. We may ask you to provide further information if necessary.

Valid applications will be presented to the decision making group and you may be invited to attend to speak in support of your application and answer questions from the board members.

## **Payment of CIL funding**

Successful projects must be able to commence within the twelve months following the decision to grant funding. Full terms and conditions will be sent along with an award letter to successful applicants.

Where relevant, the CIL funding will be conditional upon the applicant obtaining any necessary building regulations and/or planning permission and any other consents or permissions as may be required.

Payment will be made after completion of the project to the satisfaction of Spelthorne Borough Council and after submission of verifiable invoices. The original invoices/receipts need to be submitted via email to the Council as proof of expenditure. You must have a bank account in the name of your organisation into which the Council will pay the funding.

The CIL funding is a one-off payment and will not result in any future revenue commitment by the Council. Any maintenance responsibility, revenue liability or

ongoing future funding related to the application lies with the Applicant.