

## Claygate Parish Council CIL Policy and Funding Application Form Guide for Applicants

### Background

#### What is CIL and how is it allocated?

The Community Infrastructure Levy (CIL) allows Elmbridge Borough Council (EBC) 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 infrastructure of wider strategic benefit to the Borough or local infrastructure. EBC has been collecting CIL since April 2013.

- 5% of CIL funds collected are retained by Elmbridge Borough Council (EBC) for administration purposes.
- 80% of CIL funds collected are retained by EBC to fund or part fund strategic infrastructure such as school expansions or highway schemes across the Borough.
- 15% of CIL funds collected by EBC are allocated to settlement areas to be spent on infrastructure required in communities where development took place. In areas that have a Parish Council, these funds are passed directly to the Parish Council. Claygate is the only Parish Council within the Borough and 15 % of the CIL funds collected by EBC for development that incurs CIL in Claygate are passed to Claygate Parish Council which decides how this money will be spent in Claygate.

#### Claygate Parish Council CIL Policy

The regulations that govern how CIL is spent require that Claygate Parish Council utilises the local CIL 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 Claygate**

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

Claygate Parish Council will work closely with the local community and infrastructure providers to identify potential improvement schemes, encouraging and, if applicable, sponsoring applications put forward.

Claygate Parish Council has a five year period in which to spend CIL monies from the date received, thus funds may be accumulated to provide for major projects.

All decisions involving the approval CIL applications and disbursement of CIL payments must be made at a meeting the Full Parish Council.

## **Who can apply?**

Applications may be made either by:

-Claygate Parish Council Committees.

-External applications 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.

-Please note that if an external organization has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

## **What is not eligible?**

- Projects that have been completed prior to an application being submitted
- Ongoing revenue costs for a project
- Annual maintenance or repair
- Projects promoting a political party
- Projects that conflict with existing Parish Council policies
- VAT that you can recover

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

## **What does a project need to demonstrate?**

In addition to meeting the Government criteria for spend, the project should be able to show evidence of the following:

- a) Addressing impacts created by new development**
- b) Wider community benefit:** beyond just the benefits to the organisation submitting the application.
- c) Deliverability:** a clear delivery plan in place
- d) Evidence of additional resources** (people or money) available from partners to complement funding

## **How much can I apply for?**

Applications can be made for full or part funding of a project. It is in the interests of Claygate Parish Council to make CIL monies collected go further by availing of opportunities such as match funding. Applications for 100% funding are less likely to be supported. CIL funding should be the funding of last resort, with other funding sources having been considered first. If other forms of funding have been sought but unsuccessful, please provide details within the application. Evidence will be requested that other sources of funding have been sought.

## **Completing the application form**

Applications forms should be emailed to : [clerk@claygateparishcouncil.gov.uk](mailto:clerk@claygateparishcouncil.gov.uk). If you wish to provide supporting evidence that is not electronic, please send your application form to: Parish Clerk, Claygate Parish Council, Claygate Village Hall, Church Road, Claygate, Surrey, KT10 0JP.

CIL applications will be considered at full meetings of Claygate Parish Council – there are 6 meetings per year and dates of meetings are available on the Claygate Parish Council website - [www.claygateparishcouncil.gov.uk](http://www.claygateparishcouncil.gov.uk) and on the noticeboards at the Village Hall, Church Road and by Boots, Hare Lane.

Completed applications forms and supporting information must be submitted at least 2 weeks prior to a meeting of the full Claygate Parish Council.

# Claygate Parish Council CIL Funding Application Form Guide for Applicants

This guidance aims to provide assistance to those completing the Claygate Parish Council CIL Funding Application Form. To discuss a potential project or for further guidance, please contact the Parish Clerk at [clerk@claygateparishcouncil.gov.uk](mailto:clerk@claygateparishcouncil.gov.uk) or 01372 467000

## **Completing the form**

### **Questions 1-3 Applicant organisation details**

A named contact from all 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.

### **Questions 4-5**

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

- Claygate Parish Council Committees
- 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.

### **Question 6**

Please provide the address of the project, including postcode.

### **Question 7**

Please give a description of the project, including why you are seeking the funding and details on how it would be used and the benefits it will bring.

### **Questions 8-12**

Indicate the amount of money you would like to apply for. If there are multiple elements within an application, please prioritise these within your form. 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 either Elmbridge Borough Council or Claygate Parish Council.

### **Questions 13-14**

Please highlight the pressures that the project is addressing. Letters of support from within the local community are well received. Set out below are specific infrastructure pressures that have been identified within Claygate. These priorities have been identified in existing EBC infrastructure plans such as the: Elmbridge Infrastructure Delivery Plan 2012, 2014 Open Space Assessment and 2014 Elmbridge Local Transport Strategy. There will also be other local priorities in Claygate.

### **CLAYGATE proposed broad priorities**

- **Transport schemes including improved road, pedestrian, cycling, bridleway and safety schemes**
- **Improvements to open space, recreational and children's play space and facilities**
- **Primary healthcare provision**
- **Schemes to improve early years provision**
- **Improvements to built community space**
- **Flood and drainage improvements**

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## Guide for Applicants

### Questions 15-16

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.

### Questions 17-19

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 Claygate Parish Councillors for decision making purposes. If planning permission is required for the scheme, please provide details on what stage of the process you have reached.

### 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.

### Supporting information

Any funding will be conditional on the submission of 3 competitive quotes for the work that you are applying for. Where possible, please aim to have these arranged prior to submitting the application.

### 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. Applications will be considered at the appropriate Full Meeting of Claygate Parish Council and you will be able to attend to speak in support of your application.

### Payment of CIL funding

Successful projects must be able to commence within the twelve months following the relevant Full Parish Council Meeting. Where relevant, the CIL funding will be conditional upon the applicant obtaining any building regulations and/or planning permission and any other consents or permissions as may be required.

After approval of an application by a Full Council Meeting, the Clerk will notify the said organisation that the application has been approved and request written confirmation that should the said project not occur, that the funds granted will be reimbursed to the Parish Council. No funds will be paid over until such written confirmation is received. The Parish Council may seek confirmation that the project has been completed per the application and to its satisfaction. You must have a bank account in the name of your organisation into which the Parish Council will pay the funding.

The CIL funding is a one-off payment and will not result in any future revenue commitment by Claygate Parish Council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

### Publicity

The applicant will need to agree to publicise the support of Claygate Parish Council and the Council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material that it may wish.

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