



CIL Funding: Guidance Note for Applicants

Introduction

This guidance aims to assist those completing the Community Infrastructure Levy (CIL) Application Form. To discuss a potential project or for further guidance, please contact the Parish Clerk clerk@claygateparishcouncil.gov.uk.

What is CIL and how is it allocated?

The Community Infrastructure Levy is a charge collected by Elmbridge Borough Council on some forms of new development and the funds raised are made available to be spent on infrastructure projects. The funds are used either for local infrastructure or for infrastructure with a broader strategic advantage to the borough.

Each year, an initial 5% of CIL funds collected are retained for administration purposes. The council then allocates 15% of the funds to the local communities where the development took place, to be spent on smaller infrastructure schemes. For Claygate, the local portion of CIL funds is passed directly to the Parish Council to be allocated in accordance with the CIL regulations.

The remaining 80% of CIL funds are allocated towards strategic borough-wide infrastructure in conjunction with infrastructure providers to deliver improvements and enable growth.

Funding Criteria

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

- **funding the provision, improvement, replacement, operation, or maintenance of infrastructure to support the development of its area.**

These definitions allow the Parish Council to consider quite broadly what is needed to help mitigate the impacts of development in Claygate.

The definition of infrastructure as per the regulations is broad and includes roads and other transport infrastructure, flood defences, schools and other educational facilities, medical facilities, sporting and recreational facilities and open spaces.

What type of projects have been funded?

Examples of successful local CIL applications include: • Improvements to state schools and education facilities • Improvement to public and community spaces • Footpath and countryside access • Medical and sporting facilities

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

Who can apply?

Applications may be made by:

- Claygate Parish Council Committees
- Not-for-profit organisations including 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 previous applications for a Parish Council grant or for CIL funding within the past twelve months, will be taken into account, regardless of the project and whether or not the application was successful.

What is not eligible?

- Retrospective applications
- Ongoing revenue costs for a project
- Annual maintenance or repair
- Projects promoting a political party
- Projects promoting a religious belief
- Projects that conflict with existing Parish Council policies
- VAT that you can recover
- External costs such as planning application, architect, project manager, employee, fees / costs related to the project

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:

- Addressing impacts created by new development
- Wider community benefit: beyond just the benefits to the organisation submitting the application
- Deliverability: a clear delivery plan in place
- 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.** When making an application, applicants should take into consideration the amount available in the CIL funding pot. Details are published on the Parish Council's website.

Evidence may be requested that other sources of funding have been sought including those that were unsuccessful.

When to apply?

CIL applications will be considered at full meetings of Claygate Parish Council (apart from the Annual Council meeting in May). The dates of meetings are available on the Claygate Parish Council website www.claygateparishcouncil.gov.uk and on the noticeboards at the Village Hall, Church Road and by the shops in Hare Lane.

Completed application forms and all supporting information must be submitted **at least three weeks** prior to a meeting of the full Claygate Parish Council.

Completed application forms and supporting details should be emailed to the Parish Clerk clerk@claygateparishcouncil.gov.uk. If you wish to provide an application form and supporting evidence that is not electronic, please send to: Parish Clerk, Claygate Parish Council, Claygate Village Hall, Church Road, Claygate KT10 0JP.

Completing the form

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

Questions 1-3

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.

Question 4

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

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

Questions 5 & 6

Please indicate the name of the project as well as the address where the infrastructure is located (including postcode)

Question 7

Please provide a full 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 & 9

Please highlight the pressures that the project is addressing and the benefits it will provide for the community. Please provide evidence of community support for the project.

Question 10

Please set out, if required, that you have secured consent from the landowner or landlord for the project to be undertaken.

Question 11

It is the applicant's responsibility to determine if planning permission is required for their project. It is recommended that permission is obtained before applying for funding. If planning permission is required, 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.

Questions 12 - 14

Please provide details of the total cost of your project and the amount of money you would like to apply for. Please provide a detailed breakdown of what the amount requested 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.

Funding will only cover the physical implementation of the scheme and should not be used to cover any external costs such as planning application, architect, building control, project manager, employee, fees / costs etc. Any funding will be conditional on the submission of **three competitive quotes** for the work that you are applying for. The quotes must be submitted with the application form. 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 quotes that you have.

Questions 15 - 16

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 provide details of any CIL or other grants your organisation has previously received from Claygate Parish Council.

Question 17

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 your organisation. Failing to declare the ability to re-claim VAT will void the application at any stage. The organisation must already have a bank account in place under the name of the organisation.

Questions 18-19

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.

Supporting Documents

If the organisation is not in the public sector, please provide a copy of the organisation's most recent audited accounts. The Council will take into consideration the income and unrestricted reserves of the organisation applying. If the application is from a newly formed organisation, a three-year financial plan should be provided. A copy of the organisation's Financial Policy and Procedures is required.

The organisation's Constitution and other relevant policies may also be requested.

Declaration

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

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supporting evidence that is not electronic, please send it to: Parish Clerk, Claygate Parish Council, Claygate Village Hall, Church Road, Claygate KT10 0JP.

What happens after submitting an application?

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

Applicants will be invited to give a 3-minute oral presentation at the Parish Council meeting to introduce their project. Following the presentation, Councillors may ask questions or seek clarifications from the applicant regarding the project. The final decision to fund, partially fund or refuse the project, subject to sufficient funds in the CIL pot, will be taken during the meeting. Not all applications will be funded. There is no right of appeal against the decision. The applicant will be formally notified of the decision in writing after the meeting.

Payment of CIL funding

Successful projects must be able to commence within the twelve months following the award. Full terms and conditions will be sent along with the 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 on submission of verifiable invoices.

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. A copy of the logo will be supplied by the Parish Clerk for publicity purposes.