

CIL Distribution and Suggested Process

Following on from the CIL Task Group Meeting held on 23 January 2020, the BC Officers have put together some suggestions in preparation for the next Task Group meeting.

The suggestions have taken into account the distribution of CIL, as agreed on 23 January, and are offered as a starting point for discussion within the Task Group.

Strategic Projects 60%

- Controlled by BCKLWN or 3rd party and monitored by BCKLWN
- More weight given to areas with significant development taking place
- Fund matched by recipient
- Allocated to:
 - Education related to employment (post 18 college based education)
 - Transport, linked to Lynn Transport Plan
 - Environment – green areas linked to Climate Change Policy

Suggested Process

- **Strategic Project Detail Form**
- **Scored and Recommendation made.**
- **Selected by BCKLWN Management Team in line with Corporate Objectives and Local Plan Development.**
- **Signed off at Cabinet/member of Cabinet.**
- **Project Managed by BCKLWN.**
- **Milestones set for payments**
- **Allocations and scoring published.**
- **Scope Reviewed Annually.**

Community Projects 20%

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- Parish(es)/Ward requests
- £10k and £50k
- Identified through the Local Plan
- To support infrastructure
- Parishes to contribute subject to budget constraint
- Scope:
 - Education (local initiatives)
 - Health
 - Economic Development

Suggested Process

- **Community Projects Application Form required**
- **Details checked, scored and Recommendation made?**
- **Task Group/CIL Committee make decision.**
- **Service Manager/Exec Director sign off.**
- **To Cabinet if recommendation disputed.**
- **Allocations and scoring published.**
- **Scope Reviewed Annually.**

Local Projects 20%

- Very local projects
- Parish Council and other organisation requests
- £1k - £10k
- Fund matched by recipient
- Scope:
 - Community Facilities
 - Green Infrastructure
 - Open Space and Leisure
 - Community Transport
- Payment on completion/receipt of invoice
- Surplus to be devolved to Community Projects Fund

- **Local Projects Application Form required**
- **Details checked, scored and Recommendation made.**
- **Delegated Decision/ Service Manager Sign Off.**
- **Allocations and scoring published.**
- **Scope Reviewed Annually.**



CIL Fund Application Form - Strategic Projects over 50k

Pre-application Criteria

If the answer to any of the questions below is 'no', then the project is not considered eligible to apply for CIL funding.

Criteria questions:

Is this project necessary to support infrastructure for development?

Is the total cost of the project over 50k?

Has match funding and financial commitment been secured?

Current Scope for funding (reviewed annually):

- Education** related to employment (post 18 college based education)
- Transport**, linked to Lynn Transport Plan
- Environment** – green areas linked to Climate Change Policy

Application for CIL Funding

Project Details

Project name/title.	
Name of organisation submitting this request	
Brief description of the project, including its purpose and how it will benefit the community.	

Finance and Deliverability

Total cost of project	
Amount of CIL funding requested	
Details of match funding secured (amount and organisation providing funds)	

Other supporting information

Please give details of any other information you would like to provide in support of your application

Contact Details

Please provide details of the person to contact in relation to this application:

Contact Name	
Email Address	
Phone number	

If you require assistance completing this form, please contact cil@west-norfolk.gov.uk or telephone 01553 616443

Please return completed forms via email to CIL@west-norfolk.gov.uk



CIL Fund Scoring Criteria - Strategic Projects over 50k

Must meet all criteria below:

Is this project necessary to support infrastructure for development?

Is the total cost of the project over 50k?

Has match funding and financial commitment been secured?

Current Scope for funding (reviewed annually):

- **Education** related to employment (post 18 college based education)
- **Transport**, linked to Lynn Transport Plan
- **Environment** – green areas linked to Climate Change Policy

Project Details – Project Name:

Total cost of project	
Amount of CIL funding requested	
Total match funding secured	
Percentage of matchfunding against CIL requested:	

BC/CIL Officer Summary

Made by:

Summary of Project/Recommendation to Management Team:

Meets current scope – Y/N

Match Funded? Y/N

Development in the Area – Y./N

Current No proposed Houses relating to the project -

Management Team DecisionDecision
Approved/Refused:

Reason for Refusal (if applicable):

Cabinet Member sign off

Signature:

Date:

BC Officer Actions

Result: Refusal/Approval:

Date Applicant Contacted with result:

Total CIL Fund Allocated

£

Details of Project Manager

Date Fund Transfer Raised & sent to Accountancy

Electric Documentation to record:**Timetable of Fund Allocations:**

Date requested	Amount £	Allocated for	Actioned by

Project completion Date/Date Total CIL Allocation made:

Please return completed form to the CIL Officer – CIL@west-norfolk.gov.uk



CIL Fund Application Form - Community Projects between 10k and 50k

Pre-application Criteria

If the answer to any of the questions below is 'no', then the project is not considered eligible to apply for CIL funding.

Criteria questions:

Is this project necessary to support local growth?

Is the total cost of the project between 10k and 50k?

Has match funding and financial commitment been secured?

Is the project deliverable within 1-5 years?

Is this application linked to Education, Health or Economic Development?

Application for CIL Funding

Project Details

Project name/title.	
Name of organisation submitting this request	
Brief description of the project, including its purpose and how it will benefit the community.	

Evidence of Need

Please indicate how the evidence of need for this project has been gathered. Include details of any research that you have carried out of strategies/plans which identify this project as a priority.	
What evidence do you have that local people support your project?	

How does the project contribute to the delivery of the objectives and policies of the BCKLWN Local Plan?	
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Evidence of stakeholder support

If the project is highways or education related, do you have a letter of support from the relevant NCC department? (please attach a copy of the letter to this application form)

Please provide details of support for the project from other stakeholders or organisations	
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Finance and Deliverability

Total cost of project (must be between £10k – £50k)	
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Amount of CIL funding requested	
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Amount of funding committed to the project by applying organisation (e.g. Parish Councils own CIL funding or precept).	
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Details of other match funding secured (amount and organisation providing funds)	
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Please indicate the approximate start and finish dates of the project. (must be deliverable within 1-5 years of application)	Approx Start Date: Approx Finish Date:
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Other supporting information

Please give details of any other information you would like to provide in support of your application	
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Contact Details

Please provide details of the person to contact in relation to this application:

Contact Name	
Email Address	
Phone number	

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CIL Fund Scoring Criteria_ Community Projects between 10k and 50k

Project Details – Project Name		
Evidence of Need		
No new dwellings identified in the BCKLWN Local Plan:	1 – 49 = 1 Point 50 – 99 = 2 Points 100-149 = 3 Points 150 – 199 4 Points 200+ =, 5 Points	Out of 5:
What evidence do you have that local people support your project?	Petitions Community Consultation Outcomes Letters of support from new/existing users Fundraising Initiatives	Out of 5
How does the project contribute to the delivery of the objectives and policies of the BCKLWN Local Plan?	1 point per Local Plan Objective/Policy	Out of 10
Evidence of stakeholder support		
Please provide details of support for the project from other stakeholders or organisations	Parish Council Support Borough Council Support County Council Support Service Provider Support Other Stakeholder Support	Out of 5
Finance and Deliverability		
Amount of CIL funding requested (between 10k – 50k)	£	
Amount of funding committed to the project by applying organization own funding (e.g. Parish precept).	1 – 5% = 1 Point 5 – 10% = 2 Points 11 – 15% = 3 Points 16 – 20% = 4 Points 21+% = 5 Points	Out of 5
Parish/Wards - Amount of funding committed to the project by applying Parish CIL funds	No CIL = 1 Point 10 – 25% = 1 Point 25 – 45% = 2 Points 45 – 65% = 3 Points 65 – 85% = 4 Points 85 – 100% = 5 Points	Out of 5
Details of other match funding secured (amount and organisation providing funds)	1 – 5% = 1 Point 5 – 10% = 2 Points 11 – 15% = 3 Points 16 – 20% = 4 Points 21+% = 5 Points	Out of 5

Please indicate the approximate start and finish dates of the project. (must be deliverable within 1-5 years of application)	Start date: 0 – 6months = 5 Point 6 – 9 Months = 4 Points 9 – 12 Months = 3 Points 12 – 18 Months = 2 Points 18 Months + = 1 Point	Out of 5
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Total Score:		/45
Recommendation:		Made by:
Summary of Project/Reason for Recommendation:		Dated:

CIL Committee/Task Group Decision	
Decision Approved/Refused:	Reason for Refusal (if applicable):

Exec Director/Service Manager Sign off	
Signature:	Date:

BC Officer Actions	
Result: Refusal/Approval:	
Date Applicant Contacted with result:	
Total CIL Fund Allocated	£
Date Invoice/Notification of Project Completion Received	
Date Fund Transfer Raised & sent to Accountancy	
Date Closed	



CIL Fund Application Form_ Local Projects between 1k and 10k

Pre-application Criteria

If the answer to any of the questions below is 'no', then the project is not considered eligible to apply for CIL funding.

Criteria questions:

Is the total cost of the project between 1k and 10k?

Has match funding and financial commitment been secured?

Is the project deliverable within 1-5 years?

Is this application linked to: Community Facilities, Community Transport, Green Infrastructure or Leisure and Open Space?

Application for CIL Funding

Project Details

Project name/title:

Name of organisation submitting this request:

Brief description of the project:

Explain how this project will benefit the local community:

Finance and Deliverability

Total cost of project (must be between £1k – £10k)

Amount of CIL funding requested

Amount of funding committed to the project by applying organisation (e.g. Parish Councils own CIL funding or precept).

Details of other match funding secured (amount and organisation providing funds)

Please indicate the approximate start and finish dates of the project. (must be deliverable within 1 - 5 years of application)

Start Date:

Finish Date:

Other supporting information

Please give details of any other information you would like to provide in support of your application:

Contact Details

Please provide details of the person to contact in relation to this application:

Contact Name	
Email Address	
Phone number	

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CIL Fund Scoring Criteria Local Projects between 1k and 10k

Must meet all criteria below

Is the total cost of the project between 1k and 10k?

Has match funding and financial commitment been secured?

Is the project deliverable within 1-5 years?

*Is this application linked to:
Community Facilities, Community Transport, Green Infrastructure or Leisure and Open Space?*

Project Details – Project Name

Amount of CIL funding requested (up to £10k)		
Amount of funding committed to the project by applying organization own funding (e.g. Parish precept).	1 – 5% = 1 Point 5 – 10% = 2 Points 11 – 15% = 3 Points 16 – 20% = 4 Points 21+% = 5 Points	Out of 5
Parish/Wards - Amount of funding committed to the project by applying Parish CIL funds	No CIL = 1 Point 10 – 25% = 1 Point 25 – 45% = 2 Points 45 – 65% = 3 Points 65 – 85% = 4 Points 85 – 100% = 5 Points	Out of 5
Details of other match funding secured (amount and organisation providing funds)	1 – 5% = 1 Point 5 – 10% = 2 Points 11 – 15% = 3 Points 16 – 20% = 4 Points 21+% = 5 Points	Out of 5

Total Score: /15

Recommendation:		Made by:
Summary of Project/Reason for Recommendation:		Dated:

CIL Committee/Task Group Decision

Decision Approved/Refused:

Reason for Refusal (if applicable):

Service Manager/Exec Director Sign off

Signature:

Date:

BC Officer actions

Result: Refusal/Approval:

Date Applicant Contacted with result:

Total CIL Fund Allocated £

Date Invoice/Notification of Project Completion Received

Date Fund Transfer Raised & sent to Accountancy

Date Closed

Notes: