

West Norfolk Local Project - CIL Fund Application Form

Prior to applying for CIL funding, please ensure that you have read the following documents:

- CIL Policy – details of the terms and conditions relating to CIL funding
- CIL Spending Strategy – funding criteria and funding process

**To ensure transparency, it is essential
to demonstrate links with the demands of a growing population
And the need for the infrastructure project.**

Your application must meet all of the criteria listed below, in order for the project to be eligible for CIL funding:

MUST Criteria:		Checklist
a)	be located in or close to areas where new developments are coming forward (granted permissions have commenced or are about to commence)	
b)	increase the provision, capacity or function to benefit a growing community	
c)	have taken into consideration inclusivity and accessibility	
d)	be deliverable in the short term (within 2/3 years)	
e)	be supported by the submission of evidence to confirm the finance arrangements (quotes or procurement process and match funding)	
f)	be supported by the Ward Member	
g)	be seeking funding no less than £10,000 and no more than £100,000	
h)	be supported by a statutory provider (if Health, Education, Highways, etc) where this relates to these services.	

CIL Funding Applications will not be valid if the project does not meet **ALL** of the '**MUST**' criteria as detailed above.

CIL funding applications will be considered on a case-by-case basis.

SHOULD Criteria:

Applications that fall within the **SHOULD** criteria, as listed below, will be viewed favourably:

- a be partly funded through Neighbourhood Parish CIL or have a minimum of 50% match funding guaranteed;
- b be identified through a Parish Infrastructure Investment Plan (PIIP), Neighbourhood Plan or show equivalent evidence to demonstrate feasibility.

CIL will not Fund:

CIL funding will not be allocated to project applications that fall within the criteria, as listed below.

- a. Up front funding for feasibility studies and professional fees, where there is no guarantee that the infrastructure would be delivered;
- b. Infrastructure replacement or improvements in areas where there are no major developments commencing or there is limited new housing or growth;
- c. Infrastructure that is not supported by lead statutory bodies, for example, traffic calming or pedestrian crossings if these are not considered as required infrastructure by the Highways Authority;
- d. Ongoing operational or maintenance costs;
- e. VAT where this can be reclaimed;
- f. If you apply for CIL monies that will not be funded through this process, your application will be invalid and not considered by the Spending Panel.

Please ensure that the application is completed in full, **with at least 3 quotes from different suppliers.**

- All quotes must relate to the same specification of works/materials (like-for-like).
- If the project requires sourcing of different materials/contractors, 3 quotes for each material/contractor will be required.

Decision Making Process

If your application has been confirmed as being valid by the CIL Team, the CIL Spending Panel will review and allocate funding at their calendared meeting.

Once the CIL Local Fund has been allocated, the results will be published on the Council public facing digital platform (Exacom).

Written confirmation of the CIL Spending Panel decision will be provided to applicants.

There are no grounds of appeal, as all decisions are final

Project Details

Project Title/Name	
Amount of Local CIL Fund Requested	
Organisation requesting CIL Funding	

- If this is a joint project, please detail who will be leading on the delivery.
- Project location (Arc Mapping)

Project Summary

Description of proposed Infrastructure

- What do you want to provide for the community?

Project Aims

- What is the purpose of the project?
- How does the proposed project support new housing growth in the area or how will it deliver additional or new services?
- Describe how your project resolves the infrastructure deficit and benefits your community.
- Who will benefit from the proposed infrastructure?

Project Need

This section provides an overview of opinion within the community relating to existing infrastructure provision and what you are proposing.

- How you have identified need and who you have consulted with
- Please provide details of any community consultation that has taken place and any additional documentation that supports the project. Include survey results and refer to consultations and

Will the Project be compliant with the Equality Act 2010?

- ☐ Yes, the proposed infrastructure will be accessible and compliant.
- ☐ No/Not Applicable

If no or not applicable, please provide reasons why the project is not compliant:

Project Financial Information

Project Costs

A minimum of three quotes using a common specification must be obtained for each part of the project. The quotes must be based on the same specification, from 3 separate sources.

Please provide a full breakdown of the project costs - (attaching quotes or quantity surveyors reports to substantiate your figures)

Type of cost(s)	Amount £
Net Cost	
VAT	
Total Cost	

Project Funding

It is important that you can demonstrate that the funding you are seeking, together with other funding sources, covers the total cost of the project.

- Can your organisation claim back VAT? Yes/No

Funding Source(s) <i>May include donations, crowd funding and grants.</i>	Secured Yes/No	If not secured – when will you know	Amount £
Neighbourhood (Parish) CIL Allocated			
Amount of Local CIL Funding being applied for			
Total Funding			

- Details of estimated annual running costs and any revenue the infrastructure provision is anticipated to receive once fully operational.

Existing Infrastructure

Are the building(s) currently Equality Act 2010 or other access legislation compliant?

- ☐ Yes, the building is accessible and compliant.
☐ No, the building is not compliant.

Ownership

If your application is successful, you may need to be able to provide a copy of the land ownership documents.

How do you hold the land or buildings at present?

Freehold ☐ Leasehold ☐ Do not own the land ☐

If you have a leasehold contract or do not own the land, please state the name and address of the owner and the date of expiry of the lease (if applicable).

West Norfolk Local CIL Fund Application Form

If you do not own the land, do you have permission from the landowner to implement your project? If so, please provide evidence.

Existing Infrastructure - Current usage

Please give details of the current use (if applicable)

Group/Organisation Name	Numbers of users per week/month

(Please continue on separate sheet if necessary)

Project Delivery

Project Timescales

When do you expect the project to start and finish?

- o Start:
 - o Finish
- What are the stages of the project, the key milestones, and proposed dates for delivery?
- Are there any payment stages to enable work to be completed?

Proposed Infrastructure – Expected Usage

What will be the expected increase in users / new usage after the scheme has been completed?

Group/Organisation Name	Number of user per week/month

-
- Has a contractor been appointed?
- What were/are the considerations for appointing the contractor?
- How will a contractor be selected, if not yet appointed?

Statutory Obligations

Please ensure you seek independent advice as to whether planning permission is required before embarking on your project.

- Have you liaised with Planning regarding this project?
- If you have planning permission, please give the reference number:
- Have you liaised with Building Control
- If you have building regulations, please give the Council Building Control reference number or approved inspector details:

Ongoing Maintenance and Depreciation of the Assets

- How do you expect the proposed Infrastructure to be maintained/funded in the years following completion of the project?

Declaration

This declaration is to be completed by the applicant, on behalf of the Organisation requesting CIL funding.

Boxes 1 to 5 must all be ticked, otherwise this application will not be valid:

- ☐ **1** – I understand the terms and conditions relating to this CIL funding application.
- ☐ **2** - I confirm that I have advised the Parish/Town Council and Ward Member(s) of this proposal and attach copies of all written comments that they have made.
- ☐ **3** - I declare that I will provide details of progress until such time the project is complete or if the project does not proceed.
- ☐ **4** - I confirm that I will provide photographs of progress and invite BCKLWN to attend any opening events.
- ☐ **5** - I declare that I am authorised to make this application, on behalf of the organisation, and that the information given in this application is correct.

if required:

- ☐ **6** - I declare that I have given notice of this proposal to the owner and occupiers of the land and prior to authorisation will produce Title Documentation.

Please provide 2 signatories, otherwise this application will not be valid:

Signed:	Name:
Position:	Date: Click or tap to enter a date.
Telephone:	Email:
Signed:	Name:
Position:	

Submitting your application

The Local CIL Fund Application is an online process.

Please return the completed forms and supporting documents to CIL.Funding@West-Norfolk.gov.uk

Data Protection Notice

BCKLWN is a Data Controller for the purposes of the General Data Protection Regulations (GDPR). Any personal information supplied on this form will be processed in accordance with the principles of the Regulations.

The information may be shared with other Council Departments and other local and government authorities, in order to check the information and assess and determine your application.

We may also need to check the information with private sector organisations at a later stage of the application process. We may also use the information to notify you of relevant council initiatives.

Please see our Privacy Policy for further information:

https://www.west-norfolk.gov.uk/info/20147/about_our_website/108/privacy_notice

Draft for Spending Panel