

Wickwar Parish Council: Community Infrastructure Levy (CIL) Grants (2020) - Guidance Notes



1. What is the purpose of Community Infrastructure Levy (CIL) funding?

CIL is a charge on development that came into force in 2010 (and runs in tandem with s.106 contributions). The purpose of the CIL is to fund infrastructure to support local development.

- (I) CIL funding can be used to fund the development of the local area, to fund the provision, improvement or replacement of infrastructure. Infrastructure includes physical, social and green infrastructure. For example: highways; education facilities; sports and community halls; parks and play areas.
- (II) CIL funding may also be used to fund anything else that is concerned with addressing the demands that new housing development places on an area. For example community transport schemes.
- (III) CIL monies cannot be used on items or services which fall outside the Parish Council's remit by statute.

2. Who can apply for CIL funding from the Parish Council?

- (I) The applying organisation must be a properly constituted body which works wholly in the parish of Wickwar, or is shown to operate for the benefit of parishioners.
- (II) The applying organisation must have their own bank account requiring at least two signatories to authorise cheques/ payments.
- (III) No organisation is specifically excluded from applying for CIL grant funding, but the Council must have regard to the legal framework within which it operates when considering every application. Applications from churches and schools will not usually be eligible, but may be considered depending on the nature of the project, and subject to the Council's legal constraints on funding these organisations.
- (IV) CIL grant funding may not be directly awarded to an individual, or a private organisation operated as a business to make a profit or surplus. (An organisation may contract with a third-party private contractor to provide goods or services as part of the project).
- (V) PLEASE NOTE if the applying organisation does not fit the criteria above, it may be possible for the Parish Council to work in partnership with that organisation to deliver an eligible project. Please contact the Parish Clerk to discuss your project proposal.

3. How much can be applied for?

- (I) The minimum amount of CIL grant funding which can be applied for is £500, and the maximum amount is usually £3000.
- (II) If the total project value is greater than the CIL funding applied for, match funding must be in place or demonstrably available before a grant can be awarded.
- (III) The applying organisation must be able to show that the total spending on the project is commensurate with the benefit to be derived from it.
- (IV) The impact on/ benefit to the community of Wickwar must be clearly demonstrated in the application.
- (V) Only one grant funding application will be considered per organisation in any financial year.

4. What can be funded?

- (I) Physical, social or green infrastructure projects as set out in 1 (I)& (II). For example enhancing or replacing an existing asset, or investing in a new asset, to benefit the community of Wickwar.
- (II) Grant funding may not be awarded to a project or specific project phase, that has been started prior to approval. Retrospective funding applications will not be accepted.
- (III) The applying organisation must show that the project is sustainable, and that procedures and/or funding are in place to ensure that it is continued, maintained or developed beyond the short-term.
- (IV) If the applying organisation will enter into a contract for the supply of goods or materials, or for the execution of works or specialist services in order to deliver the project, value for money must be demonstrated in line with the Council's financial regulations.
 - (a) Where the value of the contract is between £300 and £3,000, the applying organisation must strive to obtain three estimates (prices) for the goods/ materials/ services. Evidence that three estimates have been obtained must be provided to the Council before funding can be released. The organisation is not obliged to accept the lowest estimate, but if it is not accepted a justification needs to be provided along with the evidence.
 - (b) Where the value of the contract is between £3,000 and £25,000 the applying organisation must obtain three written quotations and provide evidence to the Council as set out above.
 - (c) Where the contract is above £25,000 please contact the Clerk for guidance.
 - (d) PLEASE NOTE that an organisation may make an application having obtained one estimate/ written quotation. Funding may be awarded to the project subject to the organisation obtaining further estimates/ written quotations at a later date. Funding may only be released once evidence of the estimates/ quotations has been provided to the Council.
- (V) The project must be completed and all grant funding spent by April 2025.

5. What is the process of applying for funding?

- (I) In the first instance the applying organisation should complete an expression of interest form. The Council will screen all expressions of interest to check that the organisation and project are eligible to receive CIL funding.
- (II) Eligible organisations/ projects will be invited to complete a full application form. The timetable for Round 1 is set out below:

Round 1 expressions of interest invited	From November 2020
Round 1 expressions of interest deadline	25 th January 2021 (to be considered in February 2021.)
Round 1 full applications invited	From mid February 2021
Round 1 application deadline	26 th April 2021

- (III) The above timetable is a guide only and expressions of interest may be submitted at any time. However, expressions of interest/ applications submitted according to this timetable will be considered first.
- (IV) There are likely to be further rounds if CIL funding remains unallocated after Round 1, and as additional CIL funding is awarded to the Council.

6. Other requirements

- (I) Details additional to those in the application may be requested as necessary.
- (II) The applying organisation must provide copies of audited accounts (except for new organisations).
- (III) The Council will verify that the grant has been used for the purpose it was given and, if it was not, the grant will be reclaimed and no further grants will be awarded in future.
- (IV) The Council will require pictorial and/ or written feedback on the success of the project for which the grant was awarded.

Wickwar Parish Council: Community Infrastructure Levy (CIL) Grants Expression of Interest Form

Please complete this short expression of interest form to enable the Parish Council to confirm that your organisation and project are eligible for CIL grant funding. Once eligibility has been confirmed, you will be invited to complete a full application form.

Part 1 – Your organisation Please answer these questions to ensure that your organisation is eligible to apply for CIL grant funding		
a) What is the name of your organisation?		
b) What type of organisation is it?		
c) Does your organisation have its own bank account requiring at least two signatories to authorise cheques/ payments? PLEASE NOTE you must answer YES to be eligible to apply for CIL funding.	YES	NO
d) Is the organisation a properly constituted body which works wholly in the parish of Wickwar, or is shown to operate for the benefit of parishioners? PLEASE NOTE you must answer YES to be eligible to apply for CIL funding.	YES	NO

Part 2 – Your project Please complete this section to ensure that our project is eligible to apply for CIL grant funding		
a) Has the project/ project phase already started? PLEASE NOTE you must answer NO to be eligible to apply for CIL grant funding.	YES	NO
b) Please briefly explain the project and how it meets the CIL criteria above (see 1 (I) (II) of the guidance notes)		
c) What is the total value of the project?		
d) How much CIL grant funding do you wish to apply for? Minimum £500 - maximum £3,000 – if you wish to apply for more/ less CIL grant funding please contact the Clerk.		
Match funding e) Is match-funding required to deliver the project? YES/NO		

f) If match funding is required to deliver the project, is it in place? YES/ NO
g) If match-funding is required to deliver the project, how will this be provided?
h) Please briefly explain what impact the project will have on the community of Wickwar/ how will the residents of Wickwar benefit from the project? (Please use numbers/ percentages where possible)
i) Please briefly explain how the project will be sustainable? (Explain what procedures and/or funding are in place to ensure that the project is continued, maintained or developed beyond the life of the project.)
j) Please provide any other information that you feel is relevant to the application.

Please return this form to:

Parish Clerk – Wickwar Parish Council

Email: clerk@wickwarparishcouncil.gov.uk