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**The CIL community capital grant application form**

The Community Infrastructure Levy (CIL) is a charge that local authorities can set on new development in order to raise funds to help fund the infrastructure, facilities and services - such as schools or transport improvements - which are needed to support new homes and businesses in the areas.

Aldenham Parish Council would like to introduce the CIL community capital grant scheme for local projects looking for support between £1000 and £20,000. Applications to be welcomed for capital spending, but core organisational costs such as salaries, rent or utilities will not be eligible.

APC must look at its own projects requirements first and then decide how the CIL funds will be allocated. This will be reviewed twice a year following a receipt of CIL funds from the Hertsmere Borough Council (currently April and October).

**CRITERIA:**

**Grants will normally be given only for schemes that meet the following criteria:**

* **projects and schemes must serve the area within the civil boundary of Aldenham**
* **projects and schemes that show a clear benefit to parish residents and businesses**
* **The application should estimate the number of individuals whom will benefit from an allocation.**
* **The funding isn't available for a project that has already been completed.**
* **The funding is for applications between £1000 and a maximum of £20,000**
* **The project must be achievable within the funding timescales, but no longer than 5 years.**
* **Does not require on-going revenue funding from the Aldenham Parish Council and has sound business planning in place if there is ongoing revenue requirement such as maintenance.**
* **A Project must be run by a local voluntary organisation, community group, social enterprise - not individuals or businesses**
* **The project has long-term impact. Applications for capital spending will be considered, but core organisational costs such as salaries, rent or utilities will not be eligible.**
* **If match funding is available from other sources this should be detailed.**

**.**

Grant applications from organisations will only be considered when accompanied by at least one of the following:

1. Audited accounts; or
2. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.
3. Project business plan

**Three quotes for the works are also required .**

Below are some examples of expenditure, explaining whether or not they might qualify as capital spend:

|  |  |  |
| --- | --- | --- |
| Type of Expenditure  | Is it Capital Expenditure?  | Reason  |
| Construction of New Building  | yes  | Creation of an asset, which will provide benefit for more than one accounting period.  |
| Replacement roof  | yes  | A major structural repair, which will have the effect of extending the useful life of the building as well as increasing the economic benefits offered by it – e.g. improved energy efficiency. In this instance consideration should be given to componentising the asset.  |
| Replacing a few roof tiles or a section of a flat roof  | no  | Repairs only maintain the asset; they do not increase the life of the building.  |
| New boiler  | yes  | Creation of an asset, which will provide benefit for a period of more than one accounting period. In this instance consideration should be given to componentising the asset.  |
| Repairs to boiler after breakdown  | no  | Repairs only maintain the asset; they do not materially increase the life of the boiler.  |
| Signage for directions to a new pavilion  | yes  | Can be considered for capitalisation as part of the overall project costs of the new pavilion, which results in the creation of an asset that will provide benefit for more than one accounting period. |

How to complete your application form?

This form should be completed by a member of the group or organisation’s management committee.

Please give as much information as possible. Not all of the questions will be applicable to your organisation and questions left unanswered will not necessarily affect the outcome of your application.

Please complete all sections.

|  |
| --- |
| **OVERVIEW** |
| **Section 1****Applicant information**

|  |  |
| --- | --- |
| **Project Title** |  |
| **Name of organisation and contact person** |  |
| **Postal address** |  |
| **Phone number** |  |
| **Email address** |  |
| **Location of project (if different from postal address)** |  |
| **Amount Required** |  |

|  |
| --- |
| **SECTION 2 YOUR PROJECT** |

Tell us in no more than 300 words about your project (what you want to do and who it will benefit). Please include details of any partners and their role within the project.

|  |
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| Tell us in no more than 300 words why your project is needed. Please also include information on thefollowing: * Estimated time frame to deliver this project
* How will the project be sustained over time?
* A description of the buildings/site (supported by photographs and maps where possible)

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|  |

**SECTI**Who are the likely beneficiaries of the project?

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| --- |
|  |

Will community access increase as a result of the proposal and if so how?

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| --- |
|  |

Would the project lead to any income generation?

|  |
| --- |
|  |

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| --- |
| **Section 4 Current Status of the Project**  |

 |
| Aside from funding, is this project ready to commence?Yes □No □If the project is not ready to commence, please list briefly the main reasons (please note further information is requested later on the form).

|  |
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| **Section 5 Current Funding for the project**  |

Please indicate the total cost of the projectHow much grant aid are you requesting?  How much funding does this project currently have?

|  |  |
| --- | --- |
| 75-100% |  |
| 50-74% |  |
| 25-49% |  |
| Up to 25% |  |
| None |  |
| Uncertain/unknown |  |

If delivery of the project is expected to exceed 12 months, please provide a project delivery breakdown.

|  |
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|  |

Would the scheme be fully funded if the bid for this grant is agreed?Yes □No □Please indicate in the table below the source of additional funding that has been secured/sought.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Source** | **Amount** | **Conditions attached** | **Use by date** | **Funding confirmed?\*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*if no, please provide details of when a decision is expected? Could the project be fully funded through your organisation’s revenue or capital budget? If not, please outline why this is the case.

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How will any future revenue costs associated with the project be funded?

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|  |

What steps have been taken to ensure that the proposal submitted forms part of the most cost effective option for delivery?

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|  |

\* **Please note that if the project is not subject to a full tender process, three quotes should be obtained and submitted with your bid.**

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| **Section 6 Delivery Timescales** |

Please provide further details on the programme for delivering the project, including start and completion dates.

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|  |

Is agreement required from any other organisations before you are able to deliver the project?

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|  |

If planning permission is required for the project, please provide details of any planning consent or preapplication advice which you have received\*

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| **Section 7 Constraints and Risks** |

Please show what technical constraints (if any) apply to the project

|  |  |
| --- | --- |
| Physical and environmental impacts e.g. flood risk, contamination, biodiversity, noise etc. |  |
| Approvals of necessary consents  |  |
| Ownership, acquisition or access issues |  |
| Partnership and governance issues |  |
| Dependency on other projects going ahead |  |

Please provide further information about any other potential barriers to delivering your project and to what extent these barriers can be overcome?

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| **Section 8 Declaration** |

When you have completed the application, please sign the declaration below and submit the application form as directed.

|  |
| --- |
| To the best of my knowledge the information I have provided on this application form is correct. If Aldenham Parish Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform the Parish Council Manager of any material changes to the proposals set out above. When requested, I agree to provide the Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position in Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Supporting Documentation Attached** |

 **Declaration**

|  |  |  |
| --- | --- | --- |
| **Attachment** | **Title** | **No. of Pages** |
| **Attachment 1** |  |  |
| **Attachment 2** |  |  |
| **Attachment 3** |  |  |
| **Attachment 4** |  |  |
| **Attachment 5** |  |  |

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