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**The CIL community capital grant application form**

The Community Infrastructure Levy (CIL) is a charge that local authorities set on construction developments in order to raise funds to help support local infrastructure, facilities and services - such as schools, roads and transport facilities.

Aldenham Parish Council (APC) has set the grant ceiling to be £5000 per application, with larger requests to be looked at if they are deemed suitable by the committee. Applications are welcomed for capital spending, but operational costs, such as salaries, rent, or utilities will not be eligible.

APC will look at its own projects’ requirements first, and then decide how much of the remaining CIL funds will be allocated for grants. This will be reviewed twice a year following a receipt of CIL funds from Hertsmere Borough Council (HBC), usually in April and November.

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 Parish.
* Projects and schemes that show a clear benefit to parish residents and businesses, and application should state the number of individuals who will benefit from an allocation.
* The funding will not be available for projects that are completed.
* The funding is for applications for maximum amount of £5,000, with larger amounts possibly to be considered on their own merits
* The project must be achievable within the funding timescales, but no longer than 12 months.
* If planning permission is required, it should be obtained prior to submitting the grant application.
* The project does not require on-going revenue funding from APC, and has sound business planning in place for ongoing expenditure requirement such as maintenance.
* The project must be run by a local voluntary organisation, community group, or social enterprise - not individuals or businesses
* The project should have a long-term impact for the applicant and the community.
* If match funding is available from other sources, this should be detailed.
* APC would prefer grant application should be for part funding projects.

SUPPORTING DOCUMENTS:

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**

|  |  |
| --- | --- |
|  |  |
| **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**  |

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| 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.

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| To the best of my knowledge the information I have provided on this application form is correct. 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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