



Introduction

This guidance aims to provide assistance to those completing a Local CIL Funding Application Form. To discuss a potential project or for further guidance, please contact the Planning Policy Team on 01372 474799 or email cil@elmbridge.gov.uk.

What is CIL and how is it allocated?

The Community Infrastructure Levy (CIL) allows the Council to raise funds from some forms of new development to help fund the infrastructure needed to mitigate the impacts of new development. CIL funds are used for either local infrastructure or infrastructure of wider strategic benefit to the Borough. The Council has been collecting CIL since April 2013.

An initial 5% of CIL funds collected is retained by the Council for administration purposes. Of the remaining amount, the Council is allocating 15% of the funds to be spent on infrastructure that is required in the communities where development took place. In areas that have a Parish Council, these funds are passed directly to the Parish Council. As Claygate is the only Parish Council within the Borough, Local Spending Boards have been set up to decide how this money will be spent in the remaining settlement areas.

The remaining 80% of CIL funds will be used to fund or part fund strategic infrastructure such as school expansions or highway schemes across the Borough.

Criteria

The regulations that govern how CIL is spent require that this local CIL spend be allocated towards either:

- **The provision, improvement, replacement, operation or maintenance of infrastructure; or**
- **Anything else that is concerned with addressing the demands that development places on an area**

These definitions allow the local community to consider quite broadly what is needed to help mitigate the impacts of development in their area. The definition of infrastructure is broad and includes roads and other transport infrastructure, flood defences, schools and other educational facilities, medical facilities, sporting and recreational facilities and open spaces.

What type of projects have been funded?

In earlier spending rounds the following types of project have been successful:

- Applications from state schools for physical improvements to that help meet the needs of a growing school - additional group space, safety improvements
- Footpath works
- Enhancements to built community space such as Village Halls to enable wider

community use

- Improvements to open space
- Enhancements to public space

Who can apply?

We expect applications to come from not-for-profit organisations. Applicants may include statutory infrastructure providers, state schools, community groups and registered charities. Applications by membership organisations must be able to demonstrate a wider community benefit. Given that CIL is public funding, any new or improved facilities should be accessible to a range of people within the community. Applications must be received from the delivery organisation, rather than an individual.

What is not eligible?

- Projects that have been completed prior to an application being submitted
- Ongoing revenue costs for a project
- Annual maintenance or repair
- Projects promoting a political party
- Projects that conflict with existing Council policies
- VAT that you can recover

Please note it may be determined that some projects are better funded through other funding sources.

What does a project need to demonstrate?

In addition to meeting the Government criteria for spend, the project should be able to show evidence of the following:

- a) Addressing impacts created by new development**
- b) Wider community benefit:** beyond just the benefits to the organisation submitting the application.
- c) Deliverability**
- d) Evidence of additional resources** (people or money) available from partners to complement funding

How much can I apply for?

Applications can be made for full or part funding of a project. If other forms of funding have been sought but unsuccessful, please provide details within the application. Evidence may be requested that other sources of funding have been sought.

Completing the application form

Applications for this spending round must be completed by **21st October 2018**. Completed application forms should be emailed to cil@elmbridge.gov.uk. If you wish to provide supporting evidence that is not electronic, please send your application form to: Infrastructure Delivery Coordinator, Elmbridge Borough Council, Civic Centre, High Street, Esher, Surrey KT10 9SD.

Completing the form

Questions 1-3 Applicant organisation details

A named contact from all the organisations involved will need to sign the declaration at the end of the form. We will send all correspondence about this application to the main contact listed on the form.

Questions 4-5

Please provide information on the legal status of your organisation. The type of organisations that might be applying include:

- Community or voluntary groups
- Community Interest Companies
- Charities or trusts
- Public sector organisations

If a registered charity, please provide the registration number. You must let us know if you are able to reclaim VAT as the Council will not cover the costs for VAT if they can be claimed back by the applicant. Failing to declare the ability to re-claim VAT will void the application at any stage.

Questions 6-7

Please provide the address of the project, including postcode. Select which of the Local Spending Board areas the project is located in. Boards have been set up for the following areas:

- Cobham, Oxshott, Stoke D'Abernon and Downside
- East and West Molesey
- Esher and Hersham
- Thames Ditton, Long Ditton, Hinchley Wood and Weston Green
- Walton on Thames
- Weybridge

Question 8

Please give a description of the project, including why you are seeking the funding and details on how it would be used and the benefits it will bring.

Questions 9-13

Indicate the amount of money you would like to apply for. If there are multiple elements within an application, please prioritise these within your form. Let us know if there are any contributions from third parties - i.e. other organisations or grant schemes. Please show what contribution your organisation is putting into the project. You need to let us know if you are applying for funding from any other body and you must inform us if any applications are successful whilst this bid is being considered. Please let us know if the organisation has previously received CIL or other funding sources from Elmbridge Borough Council.

Questions 14-15

Please highlight the pressures that the project is addressing. The Elmbridge [Infrastructure Delivery Plan](#) (April 2012) which is available on our website may provide some useful

additional information to strengthen your application. Letters of support from within the local community are well received. Set out below are specific infrastructure pressures that have been identified within the settlement areas. These priorities have been identified in existing infrastructure plans such as the 2014 Open Space Assessment, 2014 Elmbridge Local Transport Strategy and Elmbridge Infrastructure Delivery Plan 2012. There will also be other local priorities in each area.

Cobham, Oxshott, Stoke D'Abernon and Downside

- Transport improvements including improved cycling infrastructure, bus route improvements and junction improvements
- Improvements to open space
- Improved playing pitch provision
- Improved indoor sports provision

East and West Molesey

- Schemes to improve early years provision
- Transport schemes including improved cycling and pedestrian infrastructure, bus corridor improvements, improved access to rail station and safety improvements around schools
- Improvements to open space
- Improved playing pitch provision

Esher

- Transport schemes including improved cycling and pedestrian infrastructure, Esher highway improvements and schemes supportive of air quality improvements
- Improvements to open space
- Playing pitch provision
- Facilities at Lower Green

Hersham

- Transport improvements including improved cycling infrastructure and measures to improve safety outside local schools
- Children's play space improvements
- Improvements to open space
- Improved playing pitch provision
- Primary Healthcare provision

Thames Ditton, Long Ditton, Hinchley Wood and Weston Green

- Transport schemes including Quality Bus Corridor improvements, improved cycling infrastructure and safety improvements outside schools. It also includes schemes supportive of air quality improvements
- Improvements to built community space
- Improvements to children's play provision
- Improvements to and additional open space

Walton-on-Thames

- Schemes to improve early years provision
- Transport schemes including improved cycling infrastructure, improved access to station, junction improvements and schemes supportive of air quality improvements
- Improvements to playing pitch provision
- Improvements to children's play provision
- Improvements to and additional open space

Weybridge

- Post 16 education provision
- Transport schemes including those that improve access to the station, improve safety around local schools or improve cycling infrastructure. It also includes schemes supportive of Quality Bus corridor enhancements.
- Improved access to indoor sports provision
- Flood and drainage improvements
- Improvements to and additional open space
- Primary Healthcare provision

Questions 16-17

You must demonstrate that the project is deliverable and is able to be started within a year of the funding decision. You must also explain how long-term revenue commitments will be met in order to show that the project is sustainable in the long term.

Question 18-19

If the organisation is not in the public sector, please provide a copy of the organisation's most recent audited accounts. This is to ensure that decision makers are aware of the level of unrestricted funds in the organisation's reserves. This information will be treated as confidential and will only be shared with local ward councilors for decision making purposes. If planning permission is required for the scheme, please provide details on what stage of the process you have reached.

Declaration

Please make sure you read the declaration carefully, sign the form and return it. Any other organisation that will be involved with delivery should also sign the declaration.

Supporting information

Any funding will be conditional on the submission of 3 competitive quotes for the work that you are applying for. Where possible, please aim to have these arranged prior to submitting the application.

You may also want to make your ward Councillor aware of your intention to apply. You can find their details under "My Neighbourhood" on the Elmbridge Borough Council website homepage.

What happens after submitting an application?

We will confirm receipt of your application and whether all required information has been received. We may ask you to provide further information if necessary. Local Spending Boards will be held in Spring 2019 and you will be able to attend to speak in support of your application.

Payment of CIL funding

Successful projects must be able to commence within the twelve months following the relevant Spending Board. Where relevant, the CIL funding will be conditional upon the applicant obtaining any necessary building regulations and/or planning permission and any other consents or permissions as may be required.

Payment will be made after completion of the project to the satisfaction of Elmbridge Borough Council and after submission of verifiable invoices. The original invoices/receipts need to be submitted to the Council as proof of expenditure. You must have a bank account in the name of your organisation into which the Council will pay the funding.

The CIL funding is a one-off payment and will not result in any future revenue commitment by the Council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

Publicity

The applicant will need to agree to publicise the support of Elmbridge Borough Council and the Council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material that it may wish.

The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.