



HASLEMERE TOWN COUNCIL

CIL POLICY AND FUNDING APPLICATION FORM GUIDE FOR APPLICANTS

INTRODUCTION

The Waverley Borough Council Community Infrastructure Levy (CIL) Charging Schedule was adopted on 31 October 2018 and the charge has been implemented since 1 March 2019.

The Community Infrastructure Levy (CIL) allows Waverley Borough Council (WBC) 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 infrastructure of wider strategic benefit to the Borough or local infrastructure.

CIL POLICY

The regulations that govern how CIL is spent require that Haslemere Town Council utilises the local CIL 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 Haslemere, Grayswood, Beacon Hill & Hindhead.

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

Haslemere Town Council will work closely with the local community and infrastructure providers to identify potential improvement schemes, encouraging and, if applicable, sponsoring applications put forward.

Haslemere Town Council has a five-year period in which to spend CIL monies from the date received, thus funds may be accumulated to provide for major projects. The level of CIL receipts available for funding CIL projects is dependent upon the level of development and will not be a constant or continuous funding source, as such, whilst receipt levels will be kept under review, it is not anticipated that approval of CIL project/ disbursement of CIL payments will take place before April 2021.

WHO CAN APPLY?

Applications may be made either by:

- Haslemere Town Council Committees.
- External applications from not-for-profit organisations. Applicants may include statutory infrastructure providers including other councils, 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.

- Please note that if an external organisation has been granted either CIL funds, a small grant or green grant by Haslemere Town Council for a project it may **not** apply for further funding, regardless of the project, until **twelve** months have elapsed since the previous award was granted.

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 Town 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: a clear delivery plan with robust governance;
- d) evidence of additional resources (people or money) available from partners to complement funding.

HOW MUCH CAN BE APPLIED FOR?

Applications can be made for full or part funding of a project. It is in the interests of Haslemere Town Council to make CIL monies collected go further by availing of opportunities such as match funding. Applications for 100% funding are less likely to be supported. CIL funding should be the funding of last resort, with other funding sources having been considered first. If other forms of funding have been sought but unsuccessful, please provide details within the application. Evidence will be requested that other sources of funding have been sought. Where appropriate a letter of 'without prejudice in-principle support' may be offered to an applicant in support of applications to other funding sources.

COMPLETING THE APPLICATION FORM

Applications forms should be emailed to: deputy.clerk@haslemeretc.org

CIL applications will be passed for consideration to the Infrastructure & CIL Committee and if successful may have to be prioritised against available and anticipated funds. Depending on the amount awarded the decision may have to be ratified by Full Council in accordance with the Council's Financial Regulations.

Dates of meetings of Haslemere Town Council and its committees are available on the Haslemere Town Council website: www.haslemeretc.org

Please note that to prevent duplication of effort, if an organisation is also applying for Strategic CIL from Waverley Borough Council for the same project as they wish to request Neighbourhood CIL, then Haslemere Town Council will accept an initial application for Neighbourhood CIL funds using the Waverley Borough Council CIL application form.

CIL FUNDING APPLICATION FORM GUIDE FOR APPLICANTS

This guidance aims to provide assistance to those completing the Haslemere Town Council CIL Funding Application Form. To discuss a potential project or for further guidance, please contact the Deputy Town Clerk.

COMPLETING THE FORM

Questions 1-3 – Applicant organisation details

A named contact from all the organisation(s) involved will need to sign the declaration at the end of the form. All correspondence about the application will be sent 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:

- Haslemere Town Council Committees
- 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 - If the organisation is not in the public sector, please provide a copy of the organisation's most recent audited accounts **together with the latest budget**. 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 Haslemere Town Councillors for decision making purposes.

Question 7 - Please provide the address of the project, including postcode.

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 9-10 - Please highlight the pressures that the project is addressing. Letters of support from within the local community are well received. Set out below are specific infrastructure pressures that have been identified within Haslemere. These priorities have been identified in existing WBC infrastructure plans such as the: Haslemere Neighbourhood Plan; Waverley Local Plan and the Waverley Infrastructure Delivery Plan. There will also be other local priorities in Haslemere.

Haslemere proposed broad priorities:

- transport schemes including improved road, pedestrian, cycling, bridleway and safety schemes;
- improvements to open space, recreational and children's play space and facilities;
- youth provision;
- schemes to improve biodiversity;
- improvements to built community space; and
- flood and drainage improvements.

Questions 11 - You must demonstrate that the project is deliverable and is able to be started within no longer than twenty-four months of the funding decision.

Questions 12-13 - If planning permission is required for the scheme, please provide details on what stage of the process you have reached.

Questions 14-18 - Indicate the amount of money you are applying 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 either Waverley Borough Council or Haslemere Town Council.

Question 19 - 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.

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.

WHAT HAPPENS AFTER SUBMITTING AN APPLICATION?

The Council will confirm receipt of your application and whether all required information has been received. If necessary you may be asked to provide further information. Following successful validation, Applications will be considered at the Infrastructure & CIL Committee and you will be able to attend to speak in support of your application. Applications approved by the Infrastructure & CIL Committee may have to be forwarded to the next Full Council meeting for ratification.

PAYMENT OF CIL FUNDING

Successful projects must be able to commence within the twenty-four months following the relevant Full Town Council meeting. Where relevant, the CIL funding will be conditional upon the applicant obtaining any building regulations and/or planning permission and any other consents or permissions as may be required.

After approval of an application the Deputy Town Clerk will notify the said organisation that the application has been approved and request written confirmation that should the said project not occur, that the funds granted will be reimbursed to the Town Council. No funds will be paid over until such written confirmation is received. The Town Council will seek confirmation that the project has been completed per the application and to its satisfaction. You must have a bank account in the name of your organisation into which the Town Council will pay the funding.

The CIL funding is a payment for capital expenditure and will not result in any future revenue commitment by Haslemere Town 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 Haslemere Town 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.



HASLEMERE TOWN COUNCIL

CIL FUNDING APPLICATION FORM

PLEASE USE THE CIL POLICY AND FUNDING APPLICATION FORM GUIDE TO ASSIST YOU IN COMPLETING THIS DOCUMENT AND ENSURE YOU COMPLETE THE VALIDITY CHECKLIST ON PAGE 4

Contact and organisation details

1. Applicant organisation	
2. Name and position of main contact	
3. Applicant contact details (phone no, email and address)	
4. Type of organisation If a charity, please provide registration number	
5. Is the organisation able to reclaim VAT?	
6. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves and latest budget	

PROJECT DETAILS

7. Location of project	
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<p>8. Summary of the project proposal</p>	
<p>9. How does the project help address the demands of development in the area. What evidence is there to support this?</p>	
<p>10. What evidence is there of support from the community</p>	
<p>11. Proposed timescales for the project, to include any deadline or circumstance which would require funding within a specific period of time</p>	
<p>12. Do you need planning permission to carry out the works?</p>	

<p>13. If planning permission is required is it in place to carry out the works?</p> <p>If so, please provide the application number</p>	
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FUNDING DETAILS

14. Estimated project cost	
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15. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme

	Amount	Detail
CIL funding sought		
Any other Local authority contribution eg EBC and/or SCC		
Third party contribution		
Total cost		

16. Detail of additional sources of funding available	
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17. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	
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18. Please indicate whether the organisation has previously received CIL or other funding sources from either Haslemere Town Council and/or Waverley Borough Council. If yes, provide amounts and timings	
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<p>19. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed? And who will be responsible for it?</p>	
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VALIDITY CHECKLIST

Criteria	Tick to confirm
The project is of benefit to residents of the Council's electoral area	
You hold a bank account in the name of the organisation applying, not an individual	
This application is accompanied by either the latest audited financial report or, where this does not exist, a forecast budget of income and expenditure relating to the grant application.	
The application is not for a project already completed	
The application is not for ongoing costs for a project	
The application is not for annual maintenance or repair	
The application is not a project promoting a political party	
The application is not for a project that conflicts with existing Town Council policies	
The application is not for VAT that you can recover	
The funds are not to contribute to a surplus for charitable distribution or to increase your organisation's reserves	
You consent to acknowledge HTC's contribution in your marketing / promotional material	

Section E: Declaration

When you have completed the application please sign this declaration 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 Haslemere Town 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 Haslemere Town Council via the Deputy Town Clerk of any material changes to the proposals set out above. When requested, I agree to provide Haslemere Town Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Haslemere Town Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Haslemere Town Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Town Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Haslemere Town Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: www.haslemeretc.org

Signed: _____

Organisation: _____

Date: _____

All organisations involved with the application will need to sign and date the form.

Signed: _____

Organisation: _____

Date: _____