

LOCAL COMMUNITY INFRASTRUCTURE LEVY GRANT APPLICATION FORM

The Regulations state that Neighbourhood CIL can be spent as follows:

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

Local CIL Grants applications are considered by the Strategy & Development Committee at their monthly committee meetings

Application Deadlines: There are no deadlines, but forms need to be submitted two weeks before a meeting throughout the year (except in August).

Support: The Council can advise applicants prior to submitting an application, eg information about similar projects already funded, and priorities in the Council's Strategic Plan and the Framlingham Infrastructure Investment Plan. The latest versions of these plans are available for public viewing at www.framlingham.com

Applicants can be present at the committee meeting to add a verbal statement to their case and be available to answer questions that might arise.

Guidance to Applicants: Applicant(s) should include as much detail as possible under the relevant section of this form. This will help to prevent delays to application resulting from the SAD committee having to defer a decision pending further information.

It is particularly important that the Applicant(s) demonstrate the need for the project for which funding is sought, that other sources of funding are clearly identified and the Applicant(s) can demonstrate that they will provide regular updates to Framlingham Town Council (FTC) on how the CIL funds are spent. It is a precondition of funding that the Applicant(s) will disclose all relevant financial and progress information concerning the project to FTC.

Due Diligence: Applicant(s) will provide all evidence required by FTC in respect of their authority to request funds on behalf of a group, charity etc., where necessary providing details of the charity registration and trustees. In addition, for sums over £5,000 details of bank accounts, references etc may be requested.

CIL Funding Agreement: Applicant(s) will be required to enter into a funding agreement with FTC. In the case of amounts less than £5,000 this will be a simple single page agreement agreed with the FTC Responsible Financial Officer. It will detail the use of the funds, the dates and/or stages for payment and feedback requirements. For sums over £5,000 the Applicant(s) will enter into the FTC Standard Community Infrastructure Levy Funding Agreement. A copy of this agreement is available in advance of application for funds from the Framlingham Town Council office.

PROJECT OUTLINE

Project Name:

Location:

Amount of Local CIL Funding Requested:

DETAILS OF YOUR ORGANISATION

Applicants Name:

Position within the Organisation:

Name and address of Organisation:

Address of Applicant:

Tel:

Postcode:

DETAILS OF THE PROJECT

Purpose: please explain how this project is supporting the development of the local area

Aims & Objectives: please explain the aims and objectives of the project

Supporting Evidence: please provide information that demonstrates the need for the project - this may include copies of surveys etc. that support this application, including an indication of future project sustainability and append this to the form, and list these in order below

Environmental Impact: where applicable please describe how this project will impact on the environment and list the actions to be taken in contributing to be carbon neutral

Project Timescales: please provide planned start date & duration of this project. If the project is the supply of equipment please provide an indication of the lifespan of the equipment and how it will be maintained.

COST OF PROJECT

Total Cost of Project: please provide details, including the amount requested

Other Funding: amount of funding secured / promised / applied for - please list funders

ADDITIONAL INFORMATION

You can include further information here:

REPORTING & FOLLOW UP

You are required to provide written progress reports ant the interval stated in the CIL Funding Agreement to FTC concerning project progress and costs (supported by invoices) and other funding obtained during the project implementation and up to its completion. Once completed please notify the Town Council of the date of completion and final breakdown of how the CIL funds were spent.

You will also be required to report on completion of the project and over the period stated in the CIL Funding Agreement on its impact on the community and the achievements of the aims and objectives described in this application. Case studies and participation levels of the project/scheme may be supplied to FTC at any time for inclusion in newsletters, social media etc.

The frequency of formal reports will be determined when making the award, depending on the type and size of the project, and will be clearly stated in the CIL Funding Agreement.

These reports are required so the Town Council can assess its own strategic and infrastructure achievements, and for PR purposes (photos would be welcome).

ADMINISTRATION & TRANSFER OF FUNDS

Bank Account Name:

Account Number:

Sort Code:

Signed on behalf of the Organisation: (please note - you are also signing to agree to the reporting and follow up requirements detailed outlined above)

Office Held:

Date:

Please confirm here that Framlingham Town Council may keep your organisation's contact details on file for the life of the grant:

This information is not shared with any other parties and only kept as long as is necessary. You may request to amend the details or to be removed from our records at any time. Please see the attached Privacy Notice for further details.

Further information about data protection can be found on the www.framlingham.com website

FOR FRAMLINGHAM TOWN COUNCIL USE ONLY

Applicant Credentials Checked by:		Date:	
Status of Organisation/Charity Registration Checked by:		Date:	
Other Funding Received	Details:	Date(s):	
Funding Approved by Full Council	Comments/Conditions:	Date:	
Interim Payments	Invoice Numbers:	Date(s):	
Final Payment	Invoice Number:	Date:	
Report Frequency		Ending Date:	
Reports Received	Details:	Date(s):	