



Community Infrastructure Levy (CIL)

Application for Funding

Completed application forms must be returned to –

Postal Applications	Electronic Applications
The Clerk Croxley Green Parish Council Council Offices Croxley Green WD3 3SU Tel: 01923 710250	info@croxleygreen-pc.gov.uk

Please ensure you read the following information carefully before applying to Croxley Green Parish Council for CIL funding and you are aware of all the stipulated Terms & Conditions.

CRITERIA

Parish Councils are entitled to a “Neighbourhood proportion” of CIL received by the Local Authority following development. The amount of CIL received depends on whether or not the Parish Council has an adopted Neighbourhood Plan (NP). Croxley Green Parish Council, with an adopted NP receives 25% of CIL raised via development. There are very strict guidelines on how CIL may be spent. It **must** be spent on –

- a. The provision, improvement, replacement, operation, or maintenance of infrastructure, or
- b. Anything else that is concerned with addressing the demands that development places on it.

There are typically three broad categories of infrastructure –

- **Physical infrastructure:** highways, transport links, cycleways, energy supply, water, flood alleviation, waste management.
- **Social infrastructure:** education, health, social care, emergency services, art and culture, sports halls, community halls.
- **Green infrastructure:** parks, woodlands, play areas, public open spaces.

CIL **cannot be used** for everyday expenditure or for spending on items or services which fall outside the Parish Council’s remit (whether that be by statute or Power of Competence).

When considering a CIL application, Croxley Green Parish Council will take into account whether the Parish Council has the ‘power’ to make such a grant.

All applicants must demonstrate that any funding provided by CIL (through the Parish Council) will be of benefit to the residents of the Parish.

HOW TO APPLY

A comprehensive application for is included in this form. Applicants **must** include all documents requested. All applicants completing and signing this application form will be deemed to have read, understood, and agreed to the Terms & Conditions of their application.

Croxley Green Parish Council reserves the right to reject an application due to a lack of required documentation or insufficient information to support the application.

TERMS & CONDITIONS

1. Each application will be considered fairly, on its own merits.
2. No financial assistance can be given to individuals under this Scheme.
3. No grant will be paid to, or for any commercial venture or for private gain.
4. Retrospective applications **will not** be considered, i.e where the expenditure on the project has been carried out or the event has taken place.
5. If successful, recipients must agree to provide a report to Croxley Green Parish Council outlining how the grant has been spent within 12 months of receiving the Grant.
6. Grant recipients **must** provide evidence the money has been used for the purpose stated.
7. Croxley Green Parish Council and use of CIL funds will be recognised on any materials produced and in any form of publicity (including social media) as a result of this grant.
8. The Grant can only be used for the purpose stated in the application form and Croxley Green Parish Council reserves the right to reclaim any grant not being used for the specified purpose.
9. If an applicant wishes to change the purpose of the grant, they must seek approval by writing to the Parish Council who will then consider approving the change.
10. Any previous grant made to a group or organisation may be considered when deciding a new application.
11. Where partnership funding is being sourced outside the Parish, Croxley Green Parish Council may wish to see that such funding has been secured/applied for prior to awarding a grant.
12. A copy of the organisation's constitution, most recent audited accounts and a current bank balance **must** accompany the application form as a minimum.
13. The purpose for which the grant is requested must be in the interests of Croxley Green Parish, or any part of, or all, or some of the inhabitants of Croxley Green.
14. Only Groups or Organisations within the Parish may apply for a grant.
15. Any application for CIL funding above **£3,000** will require that **3** quotes have been obtained.
16. All personal information contained within the Grant Application form will be held securely.

YOUR ORGANISATION:			
Name of Organisation:			
Primary Contact: (for this application)			
Position within Organisation:			
Primary Contact Details: (email or postal address)			
When was it formed:			
Where and when does it meet?			
Is membership open to all? (Regardless of sex, age, ethnic origin, religion, disability or sexual orientation)			
Briefly describe the aims and objectives of your organisation and the usual activities/services you provide:			
Type of Organisation:	Business:	<input type="checkbox"/>	
	Charity:	<input type="checkbox"/>	Number: _____
	Community Group:	<input type="checkbox"/>	
	Other: (please specify)	<input type="checkbox"/>	
Preferred Method of Contact:	Post: <input type="checkbox"/>	Email: <input type="checkbox"/>	Telephone: <input type="checkbox"/>

FINANCE:		
Amount of CIL requested:	£ _____	
Please provide details of other/secured sources of funding for this Project:		
Local Authority	£ _____	
Other Local Authority	£ _____	
Charitable Trusts	£ _____	
Business Community	£ _____	
Other (please specify below)	£ _____	
If your CIL application is for more than £3,000 , at least 3 quotes must be provided. Please state the names of the quoting companies (including amounts and attach copies.	Please list your quotes -	
	Company	Amount
	Quote 1:	£ _____
	Quote 2:	£ _____
	Quote 3:	£ _____

THE PROJECT:

To assist Croxley Green Parish Council in reaching a decision, please give a full description of the purpose for which CIL funding is required:

(continue on a separate sheet if required). Please include any plans/drawings/pictures necessary to support your application.

How will your project comply with CIL spending criteria?

What are the main benefits of your project to the community of Croxley Green?

Timeline for Project Delivery:

Proposed Start Date:	
Proposed Completion Date:	

Is there anything else you wish the Parish Council to take into account when considering your application?

Declaration:

The signing and submission of this CIL Grant Application form constitutes acceptance of the statements and conditions below:

I declare that I have read and accept the Terms and Conditions of this funding application and that I have answered all question fully and truthfully. I also declare that any grant funding will be used solely and only for the purposes outlined in this application. I have the permission of my organisation to make this grant application.

Additionally, I declare that Croxley Green Parish Council and CIL funding will be recognised on any materials produced and in any form of publicity (including social media) as a result of this grant.

My organisation, and this project is committed to working in a way which values and treats all people with respect and dignity and celebrates diversity. My organisation and this project through its practices, will ensure that no member, service user, employee or volunteer will receive less favourable treatment or suffer unlawful discrimination on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race gender or sexuality, or on the grounds of economic or social status.

I understand that Croxley Green Parish Council reserves the right to request a list of names and contact details for any members of our organisation.

Any materials produced, made, originated, developed or arising out of the provision of this grant are to be made available for use by the Parish Council if so requested.

Croxley Green Parish Council may ask for additional information at any stage of the application process. I will be required to submit details identifying how the grant funding was used, as well as receipts for all goods and services acquired with this grant, if so requested by Croxley Green Parish Council. If considered to have been inappropriately spent, Croxley Green Parish Council reserves the right to reclaim part or all of the grant funding.

The application form and supporting information will be copied and discussed at a public Parish Council meeting. Personal data that has been supplied will not be disclosed and will be held by Croxley Green Parish Council in accordance with all Data Protection Regulations in force at the time.

Signed: _____ Dated: _____

On behalf of: _____

INFORMATION REQUIRED:

Please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted). Failure to supply may result in your application being rejected.

	Check to confirm enclosure
Group constitution or set of rules	<input type="checkbox"/>
Copy of the most recent/audited accounts	<input type="checkbox"/>
Copy of most recent bank account statements	<input type="checkbox"/>
Copy of your Organisation’s Safeguarding Policy (if your Organisation works with children/ young adults/vulnerable individuals).	<input type="checkbox"/>
Additional literature/brochures (where appropriate)	<input type="checkbox"/>
Three Quotes (if application for more than £3,000)	<input type="checkbox"/>

Appendix A

Examples of “infrastructure” items which can be provided or maintained by Parish Councils (not exhaustive).

Infrastructure Type	CIL Uses
Allotments	<ul style="list-style-type: none"> • Provision of Allotments
Burial Grounds/Cemeteries	<ul style="list-style-type: none"> • Maintain monuments and memorials
Bins	<ul style="list-style-type: none"> • Provision of litter/dog bins
Bus Shelters	<ul style="list-style-type: none"> • Provision of bus shelters
Clocks	<ul style="list-style-type: none"> • Provision of public clocks
Commons & Common Pastures	<ul style="list-style-type: none"> • Inclosure, regulation and management and provision of common pasture
Conference Facilities	<ul style="list-style-type: none"> • Provision of conference facilities
Community Centres	<ul style="list-style-type: none"> • Provide and equip buildings for use of clubs (sports/social/educational) • Acquire, provide and furnish community buildings
Crime Prevention	<ul style="list-style-type: none"> • Spend money on crime prevention
Drainage	<ul style="list-style-type: none"> • Deals with ponds and ditches
Highways	<ul style="list-style-type: none"> • Repair and maintain public footpaths and bridleways • Lighting for roads and public places • Provide parking places for vehicles, bikes and motorbikes • Provide roadside seats and shelters • Provide certain traffic signs and other notices • Plant trees and maintain roadside verges • Traffic calming – powers to contribute financially to such schemes
Open Spaces	<ul style="list-style-type: none"> • Acquire and maintain land for open spaces
Public Buildings and Village Halls	<ul style="list-style-type: none"> • Acquire and provide buildings for public meetings and assemblies
Public Toilets	<ul style="list-style-type: none"> • Provide public toilets (does not include employee wages)
Recreation	<ul style="list-style-type: none"> • Acquire land for recreation grounds; public walkways; pleasure grounds – manage and control them; provision of boating pools
War Memorials	<ul style="list-style-type: none"> • Maintain, repair, protect and adopt war memorials