



## **Application Form for Community Infrastructure Levy Neighbourhood Funding Allocation Financial Year 2022/2023**

- 15% of our annual CIL income is available for ward members to direct towards nominated neighbourhood projects that they feel would benefit their community.
- Ward members are invited to submit one project per ward. Each financial year, a maximum of ten projects will be presented to Cabinet for discussion. Between one and ten of those projects may be selected to receive funding, dependant on the Council's allocative priorities.
- Only one member per ward is required to complete and submit the below form. However, all members for each respective ward must be in agreement of both the nominated project and the contents of the application form. No more than one application form per ward will be accepted.
- Under Regulation 59F of the Community Infrastructure Levy Regulations 2010 (as amended), nominated projects must be concerned with either:
  - (a) The provision, improvement, replacement, operation or maintenance of infrastructure within a ward, or
  - (b) Any further miscellaneous activities which assist in addressing the demands that development places on a ward.
- Any application must detail the perceived benefit(s) that the nominated project would bring to the ward and local community. This should be supported by evidence of consultation and engagement with local residents.
- Please provide as much detail as possible in this form. This will assist both the planning policy team and Cabinet in evaluating each proposed project, and determining where funding should be allocated.
- Please clearly detail the amount of CIL funding that you wish to apply for. In instances where the proposed project would be carried out by a third party, this figure must be supported by three separate quotations for the works.
- The following proforma is intended to act as an expression of interest only. Completed forms must be forwarded to **cil@tamworth.gov.uk** before applications close on **Friday 9<sup>th</sup> September 2022**.

<b>Member Details</b>																															
<i>Please sign at the foot of the form for authorisation.</i>																															
Member name:																															
Ward:																															
<b>Project Details</b>																															
<i>Please provide as much detail as possible regarding your proposed project.</i>																															
Project name:																															
Project description:																															
<i>Please provide an overview of your proposed project.</i>																															
<p>How will the project benefit your ward?</p> <p><i>In as much detail as possible, please explain how the residents of your ward will benefit from this project if your application is successful. Who will be the main beneficiaries in the community, and how will you ensure that a wide range of residents can benefit? You may wish to make reference to any issues in your ward that you feel this project would address.</i></p>																															
<p><b>Project Timescales</b></p> <p><i>Please detail the anticipated timescales for your proposed project.</i></p>																															
Start date:																															
End date:																															
<b>Cost Details</b>																															
<i>In instances where the project would be undertaken by a third party, please provide <u>three</u> quotations for the work from <u>three</u> separate suppliers. Copies of these quotations should be submitted alongside this application form. If the work is to be carried out by Tamworth Borough Council, then one supplier is sufficient.</i>																															
<table border="1"> <thead> <tr> <th colspan="2">Supplier #1</th> <th colspan="2">Supplier #2 (if applicable)</th> <th colspan="2">Supplier #3 (if applicable)</th> </tr> </thead> <tbody> <tr> <td>Name:</td> <td></td> <td>Name:</td> <td></td> <td>Name:</td> <td></td> </tr> <tr> <td>Address:</td> <td></td> <td>Address:</td> <td></td> <td>Address:</td> <td></td> </tr> <tr> <td>Contact Details:</td> <td></td> <td>Contact Details:</td> <td></td> <td>Contact Details:</td> <td></td> </tr> <tr> <td>Total Cost:</td> <td>£</td> <td>Total Cost:</td> <td>£</td> <td>Total Cost:</td> <td>£</td> </tr> </tbody> </table>		Supplier #1		Supplier #2 (if applicable)		Supplier #3 (if applicable)		Name:		Name:		Name:		Address:		Address:		Address:		Contact Details:		Contact Details:		Contact Details:		Total Cost:	£	Total Cost:	£	Total Cost:	£
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<b>CIL Grant Request</b>																															
<i>On the basis of the above quotations, please detail below the total amount of CIL funding that you wish to apply for.</i>																															
Amount of CIL funding requested:	£																														
<b>Community Engagement</b>																															
<i>Please detail the extent and results of community engagement in regard to this project.</i>																															
Community engagement and consultation undertaken:																															
Community response to the project:																															

<b>Futurity and Maintenance</b>	
<i>If applicable, please detail the nature and provision of maintenance required.</i>	
Will the project require ongoing maintenance? (Yes/No)	
If the answer is yes, please detail how the maintenance will be funded and who will provide the ongoing maintenance.	
<b>Further Information</b>	
<i>Please set out how equalities will be addressed by the proposal.</i>	
<i>Additionally if you feel there is any further information and/or evidence which supports your application, then please provide further details below.</i>	
Supporting information:	
<b>Declaration</b>	
<i>By signing below, I declare that:</i>	
<ul style="list-style-type: none"> <li>• <i>To the best of my knowledge and belief, the information I have given in this application form is correct.</i></li> <li>• <i>This proposal, and the contents of this application form, have been reviewed and agreed by all fellow members of my ward.</i></li> <li>• <i>I have read and understood all of the terms outlined as part of this document.</i></li> </ul>	
Date:	
Signature:	
Print Name:	

**Please read the following details prior to submission:**

- 1) Please note that we can only accept applications from members. Applications must be sent to [cil@tamworth.gov.uk](mailto:cil@tamworth.gov.uk) prior to the application closing date on 9<sup>th</sup> September 2022. Regrettably, applications submitted after this date will not be considered.
- 2) Please ensure that the above proforma is filled out correctly with only relevant details. Applications with incorrect and/or missing details will unfortunately not be considered.
- 3) This application form is intended to act as an expression of interest only, and should not be taken as an agreement of a grant.
- 4) Each ward is limited to one application. All respective members must be in agreement of the nominated project and the contents of the proforma. This must be authorised by signing the declaration at the foot of the form.
- 5) Each financial year, a maximum of ten projects are eligible to receive a proportion of CIL neighbourhood funding. However, there are instances where it may be appropriate to allocate funding between fewer projects, subject to the agreement of Cabinet. This may relate to high-value and high impact projects, which are recognised to be of particular importance for a specific ward.
- 6) In instances where the work is to be carried out by a third party, the application form must be submitted alongside three quotations from three separate suppliers.
- 7) Officers in the Planning Policy team will be responsible for ensuring that all submitted proposals are compliant with Community Infrastructure Levy Regulations 2010 (as amended), with specific attention paid to Regulation 59F. The forms of compliant projects will then be circulated to Cabinet Members, who will undertake discussions regarding the quality of submissions, the spread of projects across the Borough and the budget available. Allocations will be at the discretion of Cabinet, with applications reviewed and either accepted or rejected on that basis.
- 8) If successful, the allocated funds will be transferred to the approved supplier on completion of the project, subject to an invoice being received in line with the relevant finance policies. If the project is related to open space works, then the funds will be transferred in house in line with the relevant finance policies.
- 9) By signing this form you are agreeing that, if successful in your application, the funds will only be used for the parameters of the project proposed. Tamworth Borough Council withhold the right to withdraw funding or request payback if any proportion of the funds are found to be directed towards activities which fall outside of the agreed terms.