# Application Form for CIL Funding

## 1. Applicant Details

|  |  |
| --- | --- |
| Name of your group/ organisation  |  |
| Name of contact and position held within group/organisation  |  |
| Contact details: Phone/mobile number Address Email  |  |
| Describe the purpose or main activity of your group/ organisation  |  |

## 2. Eligibility Criteria

**Applicant eligibility**

Please check the line which best reflects the nature of the group or organisation that is applying for this funding:

Constituted not‐for profit community group or organisation

Other (please specify)

**Infrastructure**

Please check the line which best reflect what the project will deliver:

Provision of new infrastructure

Improvement to, or replacement of, existing infrastructure

Operation or maintenance of existing infrastructure

Other (please specify)

**Low Carbon Living**

Does this proposal contribute to reduced carbon emissions? Yes/No

If yes, please check the lines which reflect the carbon neutral outcomes that the project contributes to:

* Reduce carbon emissions from commercial, industrial and public sector organisations, and promote a circular economy
* Help Torquay households reduce their carbon footprint and make more sustainable choices
* Reduce emissions from transportation including people and goods.
* Expansion of renewable energy
* Climate resilient communities, landscapes and infrastructure
* Increase carbon drawdown through natural and engineered climate solutions

## 3. Project Proposal

**Project title**

In no more than 15 words, please choose a title which you think best describes your project.

**Project location (including Ward)**

**Project description**

Please explain what your project is (in no more than 500 words).

## 4. Evidence of Need

**4.1 Explain the existing problem, issue or need that the project addresses.**

**4.2 To what extent does the project address the problem, issue, or need?**

**4.3 Who are the likely beneficiaries of the project?**

**4.4 Please provide details of any partnership working that has taken place in developing this project, or will take place during the delivery stage.**

Please include names of partners involved, and evidence of their past or future involvement.

**4.5 Explain how the project fits with the Torbay Local Plan, or Torquay Neighbourhood Plan (where applicable)**

## 5. Local Support

**5.1 Have you consulted with the relevant Ward Councillor(s) for the area(s) in which the project will take place? Yes/No**

If Yes, please provide details.

**5.2 Does the Community Partnership support this application? Yes/No**

Please provide details.

**5.3** **Has any other form of consultation taken place? Yes/No**

If Yes, please provide details.

## 6. Deliverability

**6.1 What arrangements are there for managing the project? Who will be involved?**

**6.2 Are there any potential barriers to the project going ahead, or risks to it being successfully completed? What steps are being taken to overcome these barriers, and reduce the risks?**

**6.3 Does the project need planning permission or any other formal consent? Yes/No**

If Yes, have you applied for and/or received the necessary permission? This includes permission of any owner(s) of the land/property where your project will be located. Please provide details and evidence of any consents/permissions obtained.

**6.4 What is the anticipated start date for the project?**

Once work starts, what is the timeframe in which you expect the project to be completed?

|  |  |
| --- | --- |
| * Within 12 months
* 1-2 years
* 3-5 years
* More than 5 years

If more than 5 years, please give an explanation for this: |  |
|  |  |

**6.5 For major projects, please use the table below to set out the key stages in delivery of the project, and identify approximate timeframes for each.**

|  |  |  |
| --- | --- | --- |
|  | **Key Delivery Milestone** | **Date (Month/Year)** |
| **1.** | Scoping | Oct - Nov |
| **2.** | Remedial Work  | Nov - March |
| **3.** | Grounds Action Plan and Delivery Scheme | Dec – March  |
| **4.** | Implementing Management Plan | March – September  |

Extend table as necessary

**6.6 Will there be any ongoing maintenance requirements for the project, and if so, who will be responsible for managing and funding this?**

## 7. Value for Money

**7.1 Is the applicant group/organisation VAT registered or able to reclaim VAT? If yes, please provide details below, including VAT Registration Number if applicable.**

**7.2 Please provide a breakdown of the project costs. If you are able to reclaim VAT, please provide costs net of VAT.**

|  |  |  |
| --- | --- | --- |
| **Project item** | **Estimated Cost £** | **Known/Actual Cost £** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Extend table as necessary

**7.3 Have you received three quotations for any works? Yes/No**

If so, please provide details.

**7.4 Amount of CIL funding being requested:**

**7.5 CIL funding being requested as a percentage of the overall project costs:**

**7.6 Would the project be able to proceed if a lower amount of CIL funding was awarded? Please explain your answer.**

**7.7 Please provide details of any additional funding that has been secured/is being sought for the project.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Source** | **Amount £** | **Confirmed\*** | **Conditions attached** | **Spend deadline** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*if no, please provide a date of when a decision is expected. Extend table as necessary

**7.8 Will CIL funding help secure the release of additional funding?** Yes/No

If yes, please provide details.

**7.9 Would the project lead to any income generation?** Yes/No

**8. Declaration**

I am authorised to submit this funding application on behalf of the organisation that I represent. To the best of my knowledge the information I have provided on this application form is correct. If circumstances change prior to this application being considered for CIL funding, the organisation that I represent will notify Torbay Council.

I confirm that all sections of the application form have been fully answered, and the following information will be provided with the application submission:

* evidence of the applicant groups constitution, where applicable
* evidence of consents/permissions obtained, where required
* quotes for project works
* evidence of other funding awards or applications submitted, where applicable

Signed: Date:

Name:

Applicant Organisation:

Position in Applicant Organisation:

**PRIVACY STATEMENT**

The personal data collected on this form is necessary for processing your application for Community Infrastructure Levy (CIL) grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

If your application is unsuccessful then personal information will be retained for a period of up to 7 years after the application is refused. Your personal data shall then be deleted securely. If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable, and up to 7 years after the final CIL grant payment is made to the project. Your personal information will then be deleted securely.

Unless otherwise stated we will handle personal information in accordance with the Council’s Privacy Policy, which can be found through our website at <https://www.torbay.gov.uk/privacy>.