

REQUEST FOR CIL FUNDING

Requesting CIL Funding

CIL Funding can be requested for a Capital Infrastructure Project, a Grant from a stakeholder or for funding a collaborative venture with another organisation.

Any request for CIL funding must meet the following eligibility criteria:

- A Request for CIL Funding has been completed
- We have the legal right to carry out the proposed project
- The project is clearly defined as 'Infrastructure' as per the CIL Regulations
- The project is listed in the Business Plan or supports a key business objective.

Completing the Request for CIL Funding Form for Projects

A Request for CIL funding Form for Projects must be completed (see Appendix 1).

The completed form should be sent to the Clerk, who will validate the details and ensure all relevant information is provided and that the work does fall within the powers we have and the CIL regulations.

Completing the Request for a CIL Grant

A Request for a CIL Grant must be completed (see Appendix 2).

The completed form should be sent to the Clerk, who will validate the details and ensure all relevant information is provided and that the work does fall within the powers we have and the CIL regulations.

Approval Process – within the development of the Business Plan

If a project/grant request is being proposed within the development of the annual Business Plan, then all the projects and grant requests will be considered at the same time to create the CIL expenditure plan for the year. This will be approved as part of setting the Budget for the year.

This CIL Expenditure Plan will also define the percentage of CIL funds that will form part of Stakeholder Reserve Fund for the coming year.

Approval process – Stakeholder Reserve Fund Requests

At any time, a project may be considered for CIL funding using the Stakeholder Reserve Fund.

A stakeholder from the parish may make ad-hoc requests for CIL funding and deliver “quick wins”. Using this route.

Financial Approval

Any proposed CIL funding request must be considered by the Finance Committee, prior to be put forward to full council.

Reporting

On an annual basis the amount of CIL spent, and what projects it has been spent on will be reported on our website.

Appendix 1

Request for CIL Funding Form for Projects

Name of Proposer:	Date:
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Project Description

Project Title:	
Project Location:	
Description of the project:	

Project Justification:

Does the project support the delivery of infrastructure as listed in the Business Plan?	Yes		No	
Which category does it fall under?				
What is the legal power under which we can implement this project? [If S137, please provide statement showing that this amount falls within our annual allowance] [If relying on another authority's power, please provide details]				
Explain the problem, issue or need that the project addresses.				
In what way does the project resolve these issues?				
Who are the likely beneficiaries of the project?				
What evidence do you have of consultation with the community or stakeholders for this project?				
Would the project lead to any income generation? Provide forecasts of this.				

Current Status of the Project

Aside from funding, is the project ready to commence?	Yes		No	
If the project is not ready to commence, please list briefly the main constraints.				

Funding for the Project

Please indicate the total cost of the project				
Please provide a detailed breakdown of the costs for the project				
How much funding does the project currently have?				
Please provide a detailed summary of the total CIL funding required?				
Would the scheme be fully funded if the CIL contribution is agreed?	Yes		No	

Please indicate in the table below the source of additional funding that has been secured / is being sought.

Source	Amount	Conditions attached	Use by date	Funding confirmed?*

*If no, please provide a date of when a decision is expected.

Delivery Timescale

What is the current delivery timescale for the project?	Immediate	
	Within current year	
	Up to 2 years	
	Up to 5 years	
	5-10 years	
Please provide further details on the programme for delivering the project, including start and completion dates?		

Constraints and Risks

Please explain the risks involved in the project (e.g. delivery risks, financial risks, reputational risks etc) and identify how these can be overcome	
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Signed:	Date:
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Appendix 2

Request for CIL Grant Form

Name of Proposer/ Grant Funding Agency Name	Date:
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Grant Description

Grant Title:	
Objective/Purpose of the Grant	

Justification:

Does the grant support the delivery of SPC strategic objectives?	Yes		No	
Which category does it fall under?				
What is the legal power under which we can implement this project? [If S137, please provide statement showing that this amount falls within our annual allowance] [If relying on another authority's power, please provide details]				
What are the tangible benefits of this grant?				
Who are the likely beneficiaries?				

Funding Request

Total Projected Cost	
Amount Sought	
When is the funding required? Please explain any phasing for this funding request.	

Signed:	Date:
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