

CIL: Project Funding Application

APPENDIX TWO – APPLICATION FORM FOR CIL FUNDING

There are two sections to this document:

Section A: The Application Form, including a checklist of supporting evidence required for the application

Section B: The Privacy Notice and notice regarding Environmental Information Regulations & Freedom of Information Requests.

Applicants must ensure that they sign both:

- **the declaration below the application form; and**
- **the declaration regarding Environmental Information Regulations & Freedom of Information Requests.**

Prior to completion of the application form, please ensure that you review the guidance. There is limited CIL funding available in Huntingdonshire District Council's strategic portion. The amount of CIL funding applied for should be sought to be used to achieve maximum benefit to the infrastructure delivery of the District.

It is **important** for applicants to have other sources of match-funding available. This should include:

- liaising with the relevant local (Town/ Parish) Council/s for the project location and **provide evidence of their support and any match-funding**. If match-funding has not been available to you, please obtain evidence from the Town/ Parish Council as to why they are not looking to fund your project as a priority within their area and **supply this as part of your application**.
- for transport-related projects, ensuring that you liaise with Cambridgeshire County Council, as the Local Highways Authority, to **obtain support and match-funding for the project, evidence of which should be supplied with this application**.

Please return the completed document in Word format to the Implementation team at implementation@huntingdonshire.gov.uk.

Should you have any queries regarding any element of this document, please contact the Implementation team at implementation@huntingdonshire.gov.uk .

Section A: Application Form

General Nature of Project	
1.	<p>Organisation:</p> <p>Lead contact's name, email, and tel. no.:</p>
2.	<p>Organisation's status:</p> <p>Please state whether the applicant is a company, charity, incorporated association etc. and provide full name and address and registered number. Clubs and groups with no legal status of their own must declare this in this section and confirm the name(s) of the grant applicant and names and addresses of persons to be joined to any grant agreement if the application is successful.</p> <p> <input type="checkbox"/> Company association* <input type="checkbox"/> Charity <input type="checkbox"/> Incorporated </p> <p> <input type="checkbox"/> Other (please state): <input style="width: 450px; height: 25px;" type="text"/> </p> <p>Registered company /charity number: <input style="width: 450px; height: 25px;" type="text"/> </p> <p>Company /charity name (full legal name): <input style="width: 700px; height: 25px;" type="text"/> </p> <p>Company /charity address: <input style="width: 700px; height: 100px;" type="text"/> </p>

	<p>If the group has no legal status:</p> <p>Name(s) of grant applicant(s):</p> <div data-bbox="252 349 1394 454" style="border: 1px solid black; height: 47px; margin-bottom: 10px;"></div> <p>Names and addresses of persons who will take responsibility for the delivery of the project and be named in the grant agreement</p> <div data-bbox="252 571 1394 828" style="border: 1px solid black; height: 115px;"></div>
3.	Project name:
4.	Project Type: (Type of infrastructure, e.g., education infrastructure, health/ social facilities, transport etc.)
5.	Brief description:
6.	Project Address (Location) (Full postal address or, if not known, coordinates or what3words):

Project Requirement	
7.	Area/s that will benefit from the project:
8.	<p>(a) How does delivery of the project link to the Local Plan for Huntingdonshire and/ or provide infrastructure to support development within Huntingdonshire?</p> <p>(b) What is the Spatial Planning Area / Key Service Centre / Local Service Centre / Other that covers the project location? (see Huntingdonshire Local Plan 2036 for details)</p> <p>(c) In terms of the Infrastructure Schedule of the Infrastructure Delivery Plan, is the project critical infrastructure, essential infrastructure, or desirable infrastructure? (see page 10, Table 17: Prioritisation of the Infrastructure Delivery Plan – Addendum (2017) for details see the Council's Local Plan Library webpage for the document)</p>
9.	<p>(a) How does delivery of the project address the additional demands placed on infrastructure because of new development in this area?</p> <p>(b) Outline where relevant to your project:</p> <p style="margin-left: 40px;">i. the number of units the project supports delivery of (e.g., houses or employment units):</p> <div style="margin-left: 80px; border: 1px solid black; width: 250px; height: 30px; margin-top: 10px;"></div>

	<p>ii. the number of people supported by the project: <input data-bbox="443 248 865 331" type="text"/></p> <p>iii. the number of businesses supported by the project: <input data-bbox="443 409 831 477" type="text"/></p>
10.	<p>a) Does the project include maintenance of existing infrastructure or address deficiencies in existing infrastructure provision? If yes, provide full detail of what maintenance of existing infrastructure is involved in the project and/ or what deficiencies are being addressed and how.</p> <p>b) Will the project generate income for its ongoing running and maintenance costs? If not, how will revenue be funded? (CIL will not be provided to pay for future maintenance of the project)</p>

Linkages	
11.	Please provide details of how the project links to/ adds value to other projects supporting the infrastructure needs of the district?
12.	Provide detail of how the project links to your organisation's strategies/ priorities:
13.	Provide detail of how the project links to Huntingdonshire District Council's Corporate Plan objectives, key actions and performance indicators:

Milestones and Timing													
14.	What stage has the project reached? (e.g., has it commenced? Is it out to tender?)												
15.	Outline the delivery milestones & proposed timelines for the project: <table border="1" data-bbox="252 651 1401 1290"> <thead> <tr> <th>Milestone (detail of what will be achieved by each stage of your project)</th> <th>Date milestone is due</th> <th>Will a payment be required at this milestone if approved? (Y/N)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Milestone (detail of what will be achieved by each stage of your project)	Date milestone is due	Will a payment be required at this milestone if approved? (Y/N)									
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Costs and Funding									
16.	<p>(a) Please provide full details of the total capital cost of the project excluding VAT*.</p> <p>(b) Please provide a breakdown into component elements linked to milestones/ deliverables as stated in the question 15 above.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Milestone (detail of what will be achieved by each stage of your project)</th> <th style="width: 30%;">Amount (£)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p>If these details are provided in the supporting documentation being supplied with the application, you may name the document(s) and location (e.g., page reference) within them here without replicating the relevant information.</p>	Milestone (detail of what will be achieved by each stage of your project)	Amount (£)						
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17.	<p>a) Have you provided evidence of support from the Town/Parish Council for the area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b) Have you provided evidence of any match-funding agreed by the Town/Parish Council for the area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c) If match-funding has not been available to you, have you obtained evidence from the Town/ Parish Council as to why they are not looking to fund your project as a priority within their area? Please supply this as part of your application. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>								
18.	<p>If your project is transport-related, has Cambridgeshire County Council, as the Local Highways Authority, confirmed its support and match-funding for it? Please provide evidence of this.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>								

19. Noting the paragraph at the beginning of this document in relation to funding from local councils and authorities, please provide confirmation that funding has been secured from relevant bodies. Please ensure that you supply evidence of funding which has been secured for the project (e.g., a letter to confirm from the funder confirming the award of funding) with your application form.

I confirm that funding has been secured from (please include amount secured):

Name of funding body	Amount of funding secured	Date Funding Approved	Evidence of funding approved is included Y/N

I confirm that funding has additionally been requested from (please include amount requested):

Name of funding body	Amount of funding sought	Date Funding Decision is to be made	Evidence of funding application is included Y/N

20. Has any other request for funding been turned down? Please provide full details, including the reason for refusal.

Name of funding body	Amount of funding sought	Reason not supported

21. Amount of CIL Funding Requested (**this must be exclusive of VAT***):

22. a) Is the organisation applying for funding eligible to reclaim VAT? If so, please provide a VAT number.

Yes, the organisation is eligible to reclaim VAT.

VAT Number:

No, the organisation is not eligible to reclaim VAT.

b) Please confirm that you have the funding to pay the VAT element* (see note below).

***Note: please note that CIL will not be awarded for spending on VAT where VAT can be reclaimed.** If VAT cannot be reclaimed it is for the applicant to ensure it has suitable other funding to cover that element. **If VAT cannot be reclaimed it is at the Council's discretion as to whether VAT will be included in the project costs paid for by CIL and will be in exceptional circumstances only.**

c) If you think you will require CIL to cover VAT please explain why, below:

Project risks	
23.	<p>Project Risks and Implications</p> <p>How are project risks to be mitigated? Please provide a risk register if you have one. Please use the template provided if you do not have one.</p>
24.	<p>Are you legally entitled to undertake the project?</p> <p>a) If your project involves building, do you own the land (please tick which applies)?</p> <p><input type="checkbox"/> Owner of a freehold interest in the relevant land, or</p> <p><input type="checkbox"/> A leasehold interest in the relevant land of 7 years or more from the date of the application</p> <p>If you do not own the land, please provide details of length of lease:</p> <div style="border: 1px solid black; height: 20px; width: 600px; margin-bottom: 10px;"></div> <p><input type="checkbox"/> Other (please specify):</p> <div style="border: 1px solid black; height: 20px; width: 400px; margin-bottom: 10px;"></div> <p>b) If your project involves building, has planning permission been granted, if so, please provide the application reference number. Please confirm if not, why planning permission is not required, e.g., permitted development and whether this has been confirmed by the Planning Service at HDC Development Management.</p>

Checklist of Supporting Evidence required for the Application

Please tick to confirm that you have provided the following:

- Business Plan
- Project Plan, including milestones
- Detailed breakdown of costings, including the information on which these are based e.g., quotations
- Plans or drawings of proposals
- Map/ plan of project location, including addresses
- Written confirmation any other sources of funding already secured
- Written confirmation of support from the relevant Town or parish council (including match funding if not already covered above)
- Written confirmation by Cambridgeshire County Council confirmed its support and match-funding for it for any local highways project you've your project is highways and transport related.

Please be aware that any applications received without all the supporting documents listed above will not be progressed. This does not prevent you from applying at a later stage when fuller details are available.

In making the above application for grant funding I declare that the information I have given is true, accurate and complete in all respects and that I am authorised to make this grant application on behalf of the Organisation and any persons named in the form above.

Signed:

Name:

Address:

On behalf of: (Name of Organisation/ persons making this grant application)

Position within Organisation:

Section B: Privacy Notice and notice regarding EIR and FOI requests

Privacy Notice

Why are we asking for your personal information?

We require your personal data to assess and process your request to the Council.

This is a Task in the Public Interest. We cannot process your application unless you provide this personal information. If you do not or if you refuse to allow us to share information, we will not be able to carry out the service for you and cannot be held responsible for any consequences to you of it not being carried out. This may delay or impinge upon the process.

You hold the following rights with regard to the personal data you provide us:

You have the right to request a copy of your personal data.

You have the right to have any inaccurate or incomplete personal data rectified.

Right to object to us processing your personal data.

You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected.

Sharing your information

We share information within the Council to ensure services are provided appropriately. We may share your personal data with other agencies such as the Environment agency, Enforcement Agencies, etc. if there is a legal reason do so.

We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, audit, or other external bodies for such purposes.

We participate in the government's National Fraud Initiative. If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

Retention of your personal information

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the Council's Retention Policy on the website.

We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

Huntingdonshire District Council is a registered Data Controller with the Information Commissioners Office. You can find out more about how we handle your data by visiting our privacy page at www.huntingdonshire.gov.uk/privacy .

If you have a query regarding your rights, please contact the Data Protection Officer who can be contacted by emailing infogov@3csharedservices.org or you can write to the Council and mark your letter for the attention of the Data Protection Officer. Alternatively, you can call 01480 388388. You have the right to lodge a complaint with the Information Commissioner's Office (ICO) should you believe any part of this statement to be unlawful.

Environmental Information Regulations (EIR) & Freedom of Information (FOI) Requests

We have a duty to comply with FOI / EIR requests as we are a public authority so there may be instances where we are obliged to share information. There may be instances where we may need to withhold information, but this would generally be subject to the appropriate exemption (FOI) or exception (EIR) in accordance with the relevant legislation.

Declaration:

I understand that, as a result of advice in respect of Environmental Information and Freedom of Information Regulations legislation, it is possible that the application for CIL funding I make now, together with any response made by this council, could be made available for public inspection at some future date.

I wish to continue with the CIL funding application on this basis.

Name:

Signature:

Date:

Contact address:

Contact phone number:

Email:

Project details:

If there are reasons why you consider that the information should not be made public in accordance with the exemptions or exceptions set out in the Regulations, for example where there are issues of commercial sensitivity, please outline them below. We reserve the right to release the information, where appropriate, in accordance with the requirements of the legislation.

APPENDIX THREE – NOTES FOR APPLICANTS

Completing the CIL Project Funding Application Form

There are two sections to the application form. Please ensure you complete in full:

- Section A: The Application Form,
- Checklist in Section A stating supporting evidence required for the application
- Section B: The Privacy Notice and notice regarding Environmental Information Regulations & Freedom of Information Requests.

Applicants must ensure that they sign both:

- **The declaration below the application form (page 13); and**

the declaration regarding Environmental Information Regulations & Freedom of Information Requests (page 14).

Applications should be submitted using the online application form where possible, which can be found online at: <https://huntingdonshire.gov.uk/planning/community-infrastructure-levy-cil/>. If you experience any difficulties with completing it, please contact the Implementation team at implementation@huntingdonshire.gov.uk to request a Word version of the form.

Should you have any queries regarding any element of this document, please contact the Implementation Team at implementation@huntingdonshire.gov.uk.

POINTS TO CONSIDER BEFORE APPLYING FOR CIL

Match Funding & Support

There is limited CIL funding available in Huntingdonshire District Council's strategic portion. The amount of CIL funding applied for should be sought to be used to achieve maximum benefit to the infrastructure delivery of the District. It is important, therefore, for applicants to have other sources of match-funding available.

Please ensure that you liaise with the relevant Town/ Parish Council/s for the project location and are able to provide evidence of its/their support and any match-funding. If match-funding has not been available to you, please obtain evidence from the Town/ Parish Council as to why they are not looking to fund your project as a priority within their area and supply this as part of your application.

If your project is transport-related, ensure that you liaise with Cambridgeshire County Council, as the Local Highways Authority, to obtain support and match-funding for the project, evidence of which should be supplied with this application.

Organisational Status

Please note that to be able to allocate CIL to a project, we require a contract to be completed with successful external applicants. To be able to enter into a contract with HDC, please ensure your organisation is a legal entity able to enter into such a contract, executed as a deed. Failure to provide this may result in your application being declined or allocation being withdrawn.

VAT

Please note that CIL will not be awarded for spending on VAT where VAT can be reclaimed. If VAT cannot be reclaimed it is for the applicant to ensure it has suitable other funding to cover that element. If VAT cannot be reclaimed it is at the Council's discretion as to whether VAT will be included in the project costs paid for by CIL and will be in exceptional circumstances only. This will be with prior agreement only.

Contingency costs

Including a budget for contingencies is an expected cost of most projects involving building works. Please note that budgets must include full details of contingency costs separately. Ideally the Council would expect these costs to be covered by other match funding the applicant has obtained. However, where CIL funding is being sought to cover these costs, HDC will only pay out for costs to meet contingencies where it has been proven necessary to use a contingency – this should be agreed with the Council prior to its use. If a contingency budget is included in the amount sought and is not used this will result in HDC paying out less than the total amount offered.

Land ownership

HDC will only allocate CIL where it has been established that the applicant has a legal right to undertake the project and either owns the land or leases on a long-term lease.

If works relate to public highway land, the support of Cambridgeshire County Council for the project must also be obtained prior to applying for CIL.

Payment terms

If an allocation of CIL is offered, please note that HDC will not forward fund the project's costs. Payments will be made on completion of the project or at completion of pre-agreed project milestones. Payments will be made upon provision to HDC of satisfactory evidence that the project has been completed, e.g., goods receipt and photographs of the works that clearly show the completed works. If you are unable to forward fund a project for which you are seeking a CIL allocation, please explain why in your application. In exceptional circumstances, with prior agreement, HDC may agree to forward fund at its discretion. Payments will be made on HDC's standard payment terms, which is 30-day payment cycle.