

Community Infrastructure Levy (CIL)

Neighbourhood CIL Funding Application Form – Guide for Applicants

Introduction

The purpose of this guidance is to assist local organisations that intend to apply for funding for local infrastructure projects through the CIL. The application form seeks information on the nature of your project, how it benefits the community, who you are and how we can contact you. Further advice on CIL funding can be obtained by contacting Rod Shaw in the Planning Department, telephone 01306 879247 or email rod.shaw@molevalley.gov.uk.

Introduction to CIL

The CIL, is a levy on new development. Its purpose is to help fund infrastructure needed to support growth in the area. A more detailed description of CIL and how it works is contained in an explanatory document on the Council's CIL page: <http://www.molevalley.gov.uk/CIL>.

The funds collected under CIL by the District Council are divided into three categories:

5% is retained by Mole Valley District Council (MVDC) to administer the scheme;

15% (or 25% where there is a Neighbourhood Development Plan in place) will be allocated to communities for local infrastructure projects. In parished areas the funds go straight to the Parish Council and in unparished areas the allocation of funds is administered by MVDC;

The remainder will be used for strategic infrastructure projects such as school expansions or improvements to the highway network.

This guidance note and the accompanying application form is designed to enable local organisations to apply for funding for local infrastructure projects that fall within unparished areas. Funding applications that fall outside unparished areas of Mole Valley should be directed to the relevant Parish Councils who are responsible for allocating their own CIL funds.

Unparished Areas

The unparished areas to which this application process applies are as follows:

- Ashtead
- Bookham
- Boxhill
- Dorking

- Fetcham
- Leatherhead
- Pixham
- Westcott
- Westhumble

Eligible Projects

The type of projects that can be funded from the local element of CIL are defined in the CIL Regulations:

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

These definitions allow the local community to consider a wide range of infrastructure projects that would help to mitigate the impacts of development in the area. The definition of 'infrastructure' is broad and includes roads and other transport infrastructure, flood defences, schools and other educational facilities, medical facilities, sporting and recreational facilities and open spaces.

Eligible Organisations

Applications are invited from a range of organisations. It would normally be expected that these organisations would operate on a not-for-profit basis. They could include statutory infrastructure providers, community groups, residents' associations, registered charities, state schools and a variety of community groups. Applications by membership organisations must be able to demonstrate a wider community benefit. Any funding applications for new or improved facilities should be accessible to a variety of people within the community. Applications must be received from the delivery organisation rather than an individual.

General Advice on the Content of the Application

The following points should be addressed when deciding what information to put in the application form:

- Is it clear who will benefit from the project and how widely spread within the community the benefits will be?
- Can you demonstrate that the infrastructure being provided will address the impacts of new development?

- Is the project deliverable within the timeframe in the project plan?
- Are the resources in place to ensure that on-going costs will be covered and are there satisfactory arrangements to ensure that maintenance responsibilities, including revenue funds, have been identified to make the project viable in the long term?
- Can you demonstrate local support for the project?

How Much Funding Can Be Applied For?

The amount of funds available within each unparished area will vary depending on the amounts of CIL collected and calls on that funding. Grants can only be offered if there are sufficient funds collected within the area that the project falls. Grants for 100% funding will be considered, but the Council would normally expect to see some attempt to obtain match funding.

Procurement

Applications for projects costing between £1,000 and £5,000 should include two quotations for the work. Projects over £5,000 should seek three quotations. MVDC can assist applicants seeking advice on procuring goods and services, including advice on possible suppliers and contractors. Advice can be sought from the Council's Procurement Officer by email: ellie.guinan@molevalley.gov.uk.

Submission of Applications

There are no specific deadlines for applications, which will be considered on a first-come-first-served basis. It is suggested that potential applicants check with MVDC to ensure that there are CIL funds available in their area before making an application. Completed application forms and accompanying documentation should be submitted by post to Rod Shaw, Planning Department, Mole Valley District Council, Pippbrook, Dorking RH4 1SJ, or electronically to rod.shaw@molevalley.gov.uk.

How will Funding Applications Be Considered?

Applications will be registered and assessed by an officer who will discuss the application with the applicant as necessary. The application will then be forwarded to local Councillors for their comments before a decision is made by the Cabinet Member for Planning Policy. For applications over £10,000 a report will be sent to the Council's Cabinet for decision. Applicants will be informed of the outcome of their application immediately the decision is made.

Payment of Grant

Funding for successful grant applications can be paid in advance of the project being started. There will normally be a monitoring condition to enable MVDC to check progress of the project and a sign-off when the Council has been notified that the project has been

completed. It will be expected that projects will be completed within 12 months of the grant being paid, unless prior agreement is reached with the applicant. In the event that a project has not been completed within the agreed period or has not be implemented as set out in the grant application, the Council will require repayment of all or part of the grant.

Condition of Payment

Conditions may be applied to the award of grant but it will be expected that the project will be completed in accordance with the details submitted in the grant application and any variations agreed in writing with the grants officer.