

## **CIL POLICY AND FUNDING APPLICATION FORM GUIDE FOR APPLICANTS**

### **INTRODUCTION**

The Waverley Borough Council Community Infrastructure Levy (CIL) Charging Schedule was adopted on 31 October 2018 and the charge has been implemented since 1 March 2019.

The Community Infrastructure Levy (CIL) allows Waverley Borough Council (WBC) to raise funds, from some forms of new development, to help fund the infrastructure needed to mitigate the impacts of new development. CIL funds are used for either infrastructure of wider strategic benefit to the Borough or local infrastructure.

### **CIL POLICY**

The regulations that govern how CIL is spent require that Godalming Town Council utilises the local CIL allocated towards either:

- the provision, improvement, replacement, operation or maintenance of infrastructure, or
- anything else that is concerned with addressing the demands that development places on Godalming.

These definitions allow Godalming Town Council and the local community to consider quite broadly what is needed to help to mitigate the impacts of development in Godalming. The definition of infrastructure is broad and includes roads and other transport infrastructure, schools and other educational facilities, medical facilities, sporting and recreational facilities and open spaces.

Godalming Town Council will work closely with the local community and infrastructure providers to identify potential improvement schemes, encouraging and, if applicable, sponsoring applications put forward.

Godalming Town Council has a five-year period in which to spend CIL monies from the date received, thus funds may be accumulated to provide for major projects. The level of CIL receipts available for funding CIL projects is dependent upon the level of development and will not be a constant or continuous funding source, as such, whilst receipt levels will be kept under review, it is not anticipated that approval of CIL project/ disbursement of CIL payments will take place before April 2021.

Final decisions for the approval of CIL applications and disbursement of CIL payments must be made at a meeting of the Full Town Council.

### **WHO CAN APPLY?**

Applications may be made either by:

- Godalming Town Council Committees.
- External applications from not-for-profit organisations. Applicants may include statutory infrastructure providers including other councils, state schools, community groups and registered

charities. Applications by membership organisations must be able to demonstrate a wider community benefit. Given that CIL is public funding, any new or improved facilities should be accessible to a range of people within the community. Applications must be received from the delivery organisation, rather than an individual.

- Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

### **WHAT IS NOT ELIGIBLE?**

- Projects that have been completed prior to an application being submitted.
- Ongoing revenue costs for a project.
- Annual maintenance or repair.
- Projects promoting a political party.
- Projects that conflict with existing Town Council policies.
- VAT that you can recover.

*Please note it may be determined that some projects are better funded through other funding sources.*

### **WHAT DOES A PROJECT NEED TO DEMONSTRATE?**

In addition to meeting the Government criteria for spend, the project should be able to show evidence of the following:

- a) addressing impacts created by new development;
- b) wider community benefit beyond just the benefits to the organisation submitting the application;
- c) deliverability: a clear delivery plan with robust governance;
- d) evidence of additional resources (people or money) available from partners to complement funding.

### **HOW MUCH CAN BE APPLY FOR?**

Applications can be made for full or part funding of a project. It is in the interests of Godalming Town Council to make CIL monies collected go further by availing of opportunities such as match funding. Applications for 100% funding are less likely to be supported. CIL funding should be the funding of last resort, with other funding sources having been considered first. If other forms of funding have been sought but unsuccessful, please provide details within the application. Evidence will be requested that other sources of funding have been sought. Where appropriate, with the approval of the validation panel, a letter of 'without prejudice in-principle support' may be offered to an applicant in support of applications to other funding sources.

### **COMPLETING THE APPLICATION FORM**

Applications forms should be emailed to: [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)

CIL applications will be validated by a panel consisting of three nominated councillors and the Town Clerk. If validated, applications will be passed for consideration by the Environment & Planning Committee. Applications approved by the Environment & Planning Committee will be forwarded to the Full Council for further consideration and prioritising against available and anticipated funds.

Dates of meetings of Godalming Town Council and its committees are available on the Godalming Town Council website [www.godalming-tc.gov.uk](http://www.godalming-tc.gov.uk)

**Please note that to prevent duplication of effort, if an organisation is also applying for Strategic CIL from Waverley Borough Council for the same project as they wish to request Neighbourhood CIL, then Godalming Town Council will accept an initial application for Neighbourhood CIL funds using the Waverley Borough Council CIL application form.**

## CIL FUNDING APPLICATION FORM GUIDE FOR APPLICANTS

This guidance aims to provide assistance to those completing the Godalming Town Council CIL Funding Application Form. To discuss a potential project or for further guidance, please contact the Town Clerk at [townclerk@godalming-tc.gov.uk](mailto:townclerk@godalming-tc.gov.uk)

### COMPLETING THE FORM

#### Questions 1-3 - Applicant organisation details

A named contact from all the organisation(s) involved will need to sign the declaration at the end of the form. All correspondence about the application will be sent to the main contact listed on the form.

**Questions 4-5** - Please provide information on the legal status of your organisation. The type of organisations that might be applying include:

- Godalming Town Council Committees
- Community or voluntary groups
- Community Interest Companies
- Charities or trusts
- Public sector organisations

If a registered charity, please provide the registration number. You must let us know if you are able to reclaim VAT as the Council will not cover the costs for VAT if they can be claimed back by the applicant. Failing to declare the ability to re-claim VAT will void the application at any stage.

**Question 6** - Please provide the address of the project, including postcode.

**Question 7** - Please give a description of the project, including why you are seeking the funding and details on how it would be used and the benefits it will bring.

**Questions 8-12** - Indicate the amount of money you are applying for. If there are multiple elements within an application, please prioritise these within your form. Let us know if there are any contributions from third parties - i.e. other organisations or grant schemes. Please show what contribution your organisation is putting into the project. You need to let us know if you are applying for funding from any other body and you must inform us if any applications are successful whilst this bid is being considered. Please let us know if the organisation has previously received CIL or other funding sources from either Waverley Borough Council or Godalming Town Council.

**Questions 13-14** - Please highlight the pressures that the project is addressing. Letters of support from within the local community are well received. Set out below are specific infrastructure pressures that have been identified within Godalming. These priorities have been identified in existing WBC infrastructure plans such as the: Godalming & Farncombe Neighbourhood Plan; Waverley Local Plan and the Waverley Infrastructure Delivery Plan. There will also be other local priorities in Godalming.

GODALMING proposed broad priorities:

- transport schemes including improved road, pedestrian, cycling, bridleway and safety schemes;
- improvements to open space, recreational and children's play space and facilities;
- youth provision;
- schemes to improve biodiversity;
- improvements to built community space; and
- flood and drainage improvements.

**Questions 15-16** - You must demonstrate that the project is deliverable and is able to be started within no longer than twenty-four months of the funding decision. You must also explain how long-term revenue commitments will be met in order to show that the project is sustainable in the long term.

**Questions 17-19** - If the organisation is not in the public sector, please provide a copy of the organisation's most recent audited accounts. This is to ensure that decision makers are aware of the level of unrestricted funds in the organisation's reserves. This information will be treated as confidential and will only be shared with Godalming Town Councillors for decision making purposes. If planning permission is required for the scheme, please provide details on what stage of the process you have reached.

### **DECLARATION**

Please make sure you read the declaration carefully, sign the form and return it. Any other organisation that will be involved with delivery should also sign the declaration.

### **SUPPORTING INFORMATION**

Any funding will be conditional on the submission of 3 competitive quotes for the work that you are applying for. Where possible, please aim to have these arranged prior to submitting the application.

### **WHAT HAPPENS AFTER SUBMITTING AN APPLICATION?**

The Council will confirm receipt of your application and whether all required information has been received. If necessary you may be asked to provide further information. Following successful validation, applications will be considered at the Environment & Planning Committee and you will be able to attend to speak in support of your application. Applications approved by the Environment & Planning Committee will be forwarded to the Full Council where the final decision on whether the project is adopted for CIL funding and the level of funding to be disbursed will be approved.

### **PAYMENT OF CIL FUNDING**

Successful projects must be able to commence within the twenty-four months following the relevant Full Town Council meeting. Where relevant, the CIL funding will be conditional upon the applicant obtaining any building regulations and/or planning permission and any other consents or permissions as may be required.

After approval of an application by a Full Council meeting, the Responsible Finance Officer will notify the said organisation that the application has been approved and request written confirmation that should the said project not occur, that the funds granted will be reimbursed to the Town Council. No funds will be paid over until such written confirmation is received. The Town Council will seek confirmation that the project has been completed per the application and to its satisfaction. You must have a bank account in the name of your organisation into which the Town Council will pay the funding.

The CIL funding is a payment for capital expenditure and will not result in any future revenue commitment by Godalming Town Council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

### **PUBLICITY**

The applicant will need to agree to publicise the support of Godalming Town Council and the Council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material that it may wish.

**The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.**

Linked Document: [CIL Funding Application Form](#)