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| Community Infrastructure LevyGrant Application**CiL is paid by developers to the City Council to support the development of infrastructure in the local (i.e. the parish) area. A percentage of this is passed to the Parish Council.** **Broughton Parish Council has agreed that for every year the Parish Council is in receipt of CiL) funding Village groups will have the opportunity to apply for grants for infrastructure projects.** |

## Contact Information

|  |  |
| --- | --- |
| Name of Group |  |
| Address |  |
| Post Code |  |
| Home Phone |  |
| Mobile |  |
| E-Mail Address |  |
| Name of Applicant |  |
| Applicant’s position in the group |  |

## Eligibility

### **Does your project meet the following? Criteria?**

* The group is based in Broughton Civil Parish
* The group is a not for profit organisation or registered charity
* The group has its own bank account with appropriate safeguards

## Criteria

### Grants are for capital projects only and cannot be used to pay salaries, consultancy fees or volunteer expenses.

### It is expected that this funding will be a contribution towards the full cost of the work and that all possible sources of funding will have been explored before an application is made, these should include funding activities. e.g. Raffles, Auctions, Coffee Mornings

1. Grants must be spent and invoiced for within the financial year in which it is approved, our Financial Year is 01 April to 30 April, therefore all invoicing / documentation must be forwarded before 15th March in that year.

Grants will only be made for projects that meet the criteria of the amended CiL regulations. The amended regulations state that this proportion of the funds (i.e. the parish portion) must only be used for:

 “*to support the development of the local area by funding*

1. *The provision, improvement or maintenance of infrastructure*

*OR*

*(b)Anything else that is concerned with addressing the demands that developments places on the area (parish)*

These wider spending powers allow the parish council to decide what they need to help mitigate the impact of developments for example the money can be used for open space provision, playgrounds, cycle routes, landscaping, planting or community use buildings.

As a Parish we have consulted on a Neighbourhood Development Plan which has as well as producing policies on development has produced Parish Action Points which are taken forward in the Parish Action Plan. It is expected that grant applications will referenced to this Plan.

**Your Project :**

### **What do you want the grant for?**

### Please provide a full description of what you require the grant for.

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## Outcomes

**Tell us how your project will provide benefit to the community?**

Please explain how the community will access and benefit from the work funded by your grant

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| *.* |

## Funding

### **Submit a budget of how you intend to spend the grant**

Please state secured/non-secured funding for your grant where appropriate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item**  | **Cost** | **Estimate** | **Funding Source**  | **Secured** **Non-secured** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Grant request** |  |  |  |  |

This budget needs to have been agreed by the group requesting the grant using processes that are fair and transparent and are in-line with the groups working practices. Minutes of meetings, estimates & providers brochures are good examples of evidence to support this application

**Grant Funding release**

* 25% of the grant will be released on acceptance of the project by the Parish Council
* 75% on completion.

## Checklist & Process

### **Have you?**

* Signed and dated the application.
* Included a copy of the group’s most recent accounts.
* Attached estimates & other information for the work to be completed.
* Signed and dated the application.

If any of the required documents are not include, the form will be returned to the applicant.

**Processing the Application**

* Representatives from the applying group will be required to attend the next Finance Standing Committee Meeting to answer any queries.
* The Finance Standing Committee will recommend actions to the next full Parish Council Meeting. (dates of both of these meetings are on the website)

## Agreement and Signature

### **By submitting this application, I affirm that the facts are true and complete and that if this application is successful, the grant will only be used for the purpose(s) specified.**

|  |  |
| --- | --- |
| **Name (printed)** |  |
| **Role/Authority** |  |
| **Signature** |  |
| **Date** |  |

## Bank Details

### **Please complete the table below**

|  |  |
| --- | --- |
| **Bank** |  |
| **Name of Account** |  |
| **Sort Code** |  |  |  | **Account Number** |  |  |  |  |  |  |  |  |  |

**All successful projects will be issued with a plaque stating the source of the funding for display**