**Application Form for CIL funding**

**Introduction**

The Parish Council may spend its CIL funds on providing or improving infrastructure, operation, replacement and maintenance and anything else that is concerned with addressing the demands that development places on our area, either directly, through other bodies or persons.

As the focus is on the provision of infrastructure, it is more likely that projects requiring initial funds that are of capital nature will be preferred, rather than those which would need ongoing funding. The council cannot spend CIL funds on supporting operating expenditures of groups and organisations, but limited funds may be available through Grants.

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| --- | --- | --- | --- |
| **No.** | **Question.** | **Response** | |
| 1. | Name of person / Organisation applying |  | |
| 2. | Name and full contact details of the person making the application. (including email) |  | |
| 3. | Details of the project for which CIL funding is sought and why it is needed.  *with approximate start and completion dates* |  | |
| 4. | Please indicate how your project will benefit the community, both in the short and long term, and whether the project is aimed at particular age group(s) or sections of community.  What will be the impact of the benefits on the community? |  | |
| 5. | Please provide any details/ evidence of people and organisations who are supportive of the project. |  | |
| 6. | Will the project contribute to delivering with the Councils objectives as set out in the Parish Plan and the Ascot, Sunninghill and Sunningdale Neighbourhood Plan? |  | |
| **No.** | **Question.** | **Response** | |
| 7. | What is the environmental benefit of the project? Are there other environment impacts? |  | |
| 8. | What is the anticipated project cost? |  | |
| 9. | What is the amount of CIL Funding sought, and the approximate date it will be needed? *[Where appropriate we may wish to agree staged payments]* |  |
| 10. | What project costs are included in the funding request? [*Studies, design / supervision fees, construction costs].* |  |
| 11. | Have any of these stages been started / completed, and if so, is the cost of completed work included in the funding requested? *[If yes please provide details].* |  |
| 12. | If the funds requested are less than the project cost, please provide the details of the organisation[s] who will provide the additional funding, the amount, status of funding and evidence of their support |  |
| 13. | Is the organisation applying for the funds VAT registered? |  |

A COPY OF THE ORGANISATIONS LATEST ACCOUNTS MUST BE SUBMITTED WITH THE APPLICATION

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Role/Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Data Protection: Your details will be used by Sunninghill & Ascot Parish Council to contact you about your CIL Application only, unless you advise us that you would like to receive additional communications. At any time, you can request to no longer receive the communications you have consented to receive and/or request your details be deleted from our systems.

**Office use only:**

Application Received on \_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_

Is the project eligible for CIL funding? \_\_\_\_\_\_\_\_\_/

Have all the questions been answered satisfactorily?

Application acknowledged \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_

Officer initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Council meeting at which shortlisted application will be considered. \_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_

**Notes on Completion of CIL Funding Application**

Our Parish Council receives Community Infrastructure funds from qualifying developments in our parish. The Council may spend this money on providing or improving infrastructure, operation, replacement and maintenance and anything else that is concerned with addressing the demands that development places on our area, either directly or through other bodies or persons.

As the focus is on the provision of infrastructure, it is more likely that projects requiring initial funds that are of Capital nature will be preferred rather than those which would need ongoing funding.

Applications for CIL funding of eligible projects are invited from individuals or community groups.   
  
Those wishing to apply must complete this application form in full. The answer boxes will expand to cover your answers if competing electronically. Alternatively, use supplementary pages where necessary and attach. The more information provided the easier it will be to evaluate the proposal.

Forms which do not provide all the required information will be rejected and not considered

Completed forms should be sent to:

Clerk of Sunninghill and Ascot Parish Council

The Courtyard (Ascot Racecourse)  
High Street, Ascot  
Berkshire SL5 7JF

Telephone: 01344 623480

Email: [enquiries@s-a-pc.com](mailto:enquiries@s-a-pc.com)

Our council’s CIL Policy and Procedure sets out the process by which all funding applications are assessed and ranked, shortlists compiled, community support sought and decisions made. Copy available on website or on application.

As well as inviting applications from local community groups or individuals we will be liaising with the Borough and with Sunningdale Parish Council to identify possible projects of benefit to our community for joint funding,

Using the information provided in the application forms, the projects are reviewed and ranked against agreed criteria by the Council’s CIL working party and a shortlist of the projects that score well is drawn up. The working party then selects the projects that will go forward to the full parish council meetings in April and October for discussion / ratification.   
Final lists aren’t based on the ranking of funding requests alone. It is important that the selected projects cover a range of project types and sizes, which when considered together, deliver maximum benefit across all sections of our community, and have community support.

The project assessment criteria include:

* Alignment with our neighbourhood and parish plan objectives.
* Evidence of need.
* High community and environmental benefit
* Long term benefit
* Part funding provided by the applicant / other organisations
* Projects requiring ongoing funding will be less favoured.

**Project Procurement / delivery**

We will need to receive a copy of the applicant’s latest accounts (where appropriate) and evidence that all the applicant’s and third-party funds are in place before granting the agreed CIL funds.

As the CIL funding comes from the public purse all approved projects must follow our parish council’s financial procurement procedures, whether or not the Council is managing the project tendering and delivery.