

Application Form for a Community Infrastructure Levy (CIL) Bid

1. Please read Brundall Parish Council's Community Infrastructure Levy (CIL) Policy before making your application.
2. Please review the Parish Council website for an up to date summary of CIL, current projects being proposed, and funds committed to date.
3. All circumstances will be considered and applications are decided on a case by case basis.
4. Upon receipt of a completed application, the Parish Council will consider the application at a date agreed with the applicant:-
 - Small scale CIL bids (costing up to £2,000) will be reviewed at the next available Council meeting.
 - Medium scale CIL bids (costing between £2,000 and £10,000) will be reviewed by the Finance group before consideration at the next available Council meeting.
 - All large scale CIL bids (in excess of £10,000) will be reviewed in a timescale is to be agreed with all parties.
5. All documentation must be submitted to the Clerk in the month prior to the AGREED meeting date.
6. Applications must be made on the prescribed form and all questions must be answered. If a question is not applicable enter "N/A".
7. All valid applications will be considered but may only be awarded a percentage of the requested amount. The awarding of any amount is at the sole discretion of the Parish Council.
8. It is anticipated that other grant funding sources will have been considered at the same time, or prior to, submitting an application to the Parish Council.
9. Successful applicants, who will be notified in writing, must only use the grant for the purposes stated in the application.
10. Please ensure that all sections of the application form are fully completed; attach separate documents where applicable.

Failure to comply with the details above may result in the applicant being required to repay some or all of the grant to the Parish Council.

Please return your completed form to the Clerk – clerk@brundall-pc.gov.uk or Parish Office, 2 Station Road, Brundall, Norfolk NR13 5LA

SECTION A: DETAILS OF APPLICANT ORGANISATION	
Name of Organisation: <i>(if funding is approved the monies will only be made paid to the applying organisation)</i>	
Main Contact Name and Position within Organisation (e.g. Secretary/Treasurer)	
Organisations official address	
Telephone Number (indicate day and / or evening):	
E-mail address	
What are the main activities of your organisation?	
What is the status of your organisation? e.g. Voluntary or Community Organisation; Sports or other type of club; Other (please provide details) If your organisation is a registered charity please provide the registration number	
What is the total <u>annual</u> income of your organisation? (e.g. membership fees, social events etc):	
What is the total <u>annual</u> expenditure of your organisation?	

SECTION B: DETAILS OF THE PROJECT	
Please describe the project location or venue: -	

Please give a description of the project. Give as much detail as possible:-	
Approximately how many Brundall residents will benefit from the project? (please provide details of your current typical service user)	
Have you carried out any type of consultation with the parish about the project? If so, please detail your results/findings	
How does the project help address the demands of development in the area? What evidence is there to support this?	
Proposed timescale for the project	
Does the project require planning permission? If so, please provide details of what steps have been taken	

SECTION C: APPLICATION FOR FUNDS - FINANCE	
What is the estimated project cost?	
How much money are you requesting from Brundall Parish Council? Please provide THREE estimates/quotes (the quotes should be like for like. Where this is not possible, this should be clearly drawn to the Council's attention with an explanation)	
What percentage of the total expenditure does the sum applied for represent?	

If the amount requested is less than 100% of the project cost, how will the remainder of the project cost be funded?	
Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding? Please specify the source and amount (£)	
What are the anticipated maintenance costs of this project?	
How do you intend to fund the maintenance costs?	

SECTION D: DECLARATION	
I confirm that I am authorised to make this application on behalf of the organisation detailed above and that the information that I have provided is correct to the best of my knowledge. If this application is successful the grant will only be used for the purposes specified in this application.	
Signed:	
Name and position:	
Date:	

Supporting information checklist	
Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).	
Group constitution or set of rules	
Copy of the most recent/audited accounts	
Evidence of planning permission (if necessary)	
Evidence of secured funding or applications for other funding	
Quotes/Estimates	
Latest available Annual Report	
Latest available Statement of Accounts	
Latest available bank statement	