

CIL Application Form-Colgate Parish Council

What can the Neighbourhood Portion of CIL be spent on?

Your CIL receipts **must be used to support the development of your area, or any part of that area, by funding:**

- (a) the provision, improvement, replacement, operation, or maintenance of infrastructure; or**
- (b) anything else that is concerned with addressing the demands that development places on an area.**

This could include:

- Transport infrastructure
- Open spaces
- Educational facilities
- Medical facilities
- Sporting and other recreational facilities
- Social and community facilities
- Affordable housing
- Preparation of a neighbourhood plan

To support this application please provide the following:

- Copy of last audited accounts
- Recent bank statement
- Proof of security of tenure (where project involves building work)
- At least 2 estimates/quotes for the intended works including sketch/plans of the works.

WHO IS ELIGIBLE?

- Local voluntary or charitable groups based and/or working in Colgate Parish.
- Regional or charitable groups that undertake work in Colgate Parish or provide assistance to residents of the Parish.
- The work of the group should benefit some or all of the residents of Colgate Parish if the organisation is not based in Colgate.

Grant applications are considered and awarded at the Parish Council meetings. The decision of the Parish Council is final.

Applicants will complete the application form and send it to the Clerk prior to the council meeting. At the next Council Meeting where the grant will be decided on, a representative may be asked to attend and answer questions on the application prior to the decision being made. The applicant will be notified of the decision in writing once the councillors have had a chance to consider the application in full.

The funds are available on a first come, first served basis. There will be one application per person/organisation (unless there are extraordinary circumstances).

Funds cannot be applied for retrospectively.

The amount of CIL funds held by the council will vary and grants can only be considered if the council holds sufficient CIL monies at the time of application.

Terms of the Grant

Where other funding is required, the other sources must be listed, and the Parish Council grant is conditional upon those monies also being available.

Cheques will not be made out to an individual under any circumstances.

The funding may only be used for the purposes set out on the grant application form.

If it transpires that the funding cannot be utilised for the agreed purpose, then you must notify the Parish Council at the earliest opportunity.

If for any reason all the grant monies are not fully used, then the surplus must be returned.

Confirmation in writing is to be given by the 'Project End Date' that the project has indeed been completed. The letter should verify that the funding has been used for the agreed purpose.

Copies are to be supplied of the relevant records relating to the fundraising, together with a copy of the final invoice.

Grants will only be made to organisations which are able to demonstrate sound financial management.

Are you able to reclaim VAT? If so, VAT should NOT be included in the amount requested.

If you think you meet the above criteria, please complete the application form:

Paper copies can be returned to Mrs. B Clayden (Clerk), 36 Leighlands, Pound Hill, Crawley, West Sussex, RH10 3DW or via email clerk@colgatefaygate.com

1) Full name of organisation (if successful cheques will be made payable to this name), Name and address of applicant including telephone number:

2) Amount of Funds being requested.

3) Description of your organisations activities including how long the organisations has been in existence:

4) How many people are in your Organisation and how many of them live in Colgate Parish?

5) What are the approximate age groups of members?

6) What is the purpose of the grant and how does it meet the criteria listed above? (Please give specific details)

7) Who will benefit from the improvements from the grant monies?

8) Have any fund-raising activities taken place in the last 12 months and if so, what were they and how much was raised?

9) Are there any fund-raising activities proposed during the next 12 months? If so, please give brief details.

10) What income, such as membership, subscriptions, or donations etc., is expected in the next 12 months? Please advise details and amounts:

11) Please provide details of anticipated expenditure during the next 12 months.

12) Are there any other comments you would like to make in support of your application?

13) What is the approx. project end date?

14) Do you intend match funding this project? If yes, please give details.

Signed by applicant.....Date.....

