



Elmbridge Borough Council Community Infrastructure Levy (CIL) Community Projects Application Form

Applications are invited for community projects that will be funded via the Community Infrastructure Levy (CIL).

To bid for CIL funding, you will need to fill out the following application form and submit relevant supporting material, as necessary to **planningpolicy@elmbridge.gov.uk** by the 31st March 2015 for your application to be considered by your Local Spending Board. If you do not have email or wish to provide supporting evidence that is not electronic please send your application form to: Infrastructure Delivery Coordinator, Elmbridge Borough Council, Civic Centre, High Street, Esher, Surrey KT10 9SD.

Further information can be found on our website: www.elmbridge.gov.uk/cilspend

Please Note

Failure to answer all the questions on this form could impact upon the success of your application.

Section A: Applicant Contact Information

Applicant name:	
Address:	
Phone no:	
Email address:	

Section B: Project Overview

1) Project Title:

2) Please provide a brief summary of the project proposal (in no more than 500 words)

3) Spending Board Settlement where the project will take place:

4) Full address of project location (if applicable):

5) Identified delivery partner for project (if applicable):

6) Please show in the table below the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme

£s	2015	2016	2017	Total
CIL funding sought				
Local authority contribution				
Third party contribution				
Total cost of project				

7) Expected completion date for project:

8) Project sponsor (if applicable)

Section C: Project Specifics

In this section, please set out the detailed particulars of your project proposal, addressing the key information areas required.

9) How will the proposal help address the demands of development in the area?

10) Please provide details of any evidence which supports the bid from the local community.

11) Will the project benefit from other funding sources (i.e. match funding)? If so, please set out the details.

12) Is there a related revenue spend (i.e. day-to-day running costs etc) associated with the project? How will this be addressed?

13) Please set out the envisaged project plan for the delivery of the project. This should include key tasks and milestones, proposed expenditure and planned spending patterns.

Section D: Supporting Information

14) Please use this section to provide any other relevant information that you feel may support your application. This may include particulars such as plans and photographs etc. In particular, this should also include evidence of any financial costings set out above. Please also reference other material such as supporting statements, which may be appended to your application.

<p>Section E: Declaration</p> <p>When you have completed the application, please complete this declaration by accepting the three statements below. Please submit the application form as directed on the cover sheet.</p>	
<p>To the best of my knowledge the information I have provided on this application form is correct.</p>	
<p>If Elmbridge Borough Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform the Council's Infrastructure Delivery Coordinator of any material changes to the proposals set out above. When requested, I agree to provide the Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise the Council's statutory rights as the designated CIL Charging Authority, which includes provisions to reclaim unspent or misappropriated funds.</p>	
<p>Privacy Notice: I agree to Elmbridge Borough Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Council's Infrastructure Spending Board manual filling system and summarised in the Council's ICT system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on the Council website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: www.elmbridge.gov.uk/privacy.htm</p>	
<p>Date: _____</p>	

