# West Berkshire District Council

# Community Infrastructure Levy (CIL) Bid Fund:

# Other Services Portion 2023/24

## Introduction

**Should I make a bid?** We want to hear from as many community groups as possible with their ideas and will consider all kinds of projects which help improve services and facilities for local communities, but most importantly, will help to implement the infrastructure requirements set out in development plan through the West Berkshire Infrastructure Delivery Plan. Whilst up to £500,000 has been set aside for the bid period 2023-24 from the Council’s Strategic CIL (Other Services) funding pot, we are unlikely to be able to fund all projects. Bids are most likely to be successful if you can answer ‘yes’ to the questions below. (Please note that a proposed project that relates to a planning permission that has been identified as CIL liable will not be suitable for funding and the bid will be rejected.)

Funding is available of between £10,000 and £100,000 per project.

Please consider:

#### Will the proposed project be spent on infrastructure that supports the delivery of the Adopted Local Plan?

#### Can you demonstrate how the proposed project supports the Infrastructure Delivery Plan? <https://info.westberks.gov.uk/idp>

#### Can you demonstrate that the proposed project clearly delivers against at least one Council Strategy priority? <https://info.westberks.gov.uk/strategyandperformance>

#### Will the proposed project be match funded? Are you able to contribute 50% of the cost of the project?

#### Will the proposed project enhance the resilience of communities within West Berkshire?

In addition, you should also consider the following before submitting your bid:

1. Does your project provide or improve services and facilities for the local community?
2. Can you clearly describe the benefits the project is likely to bring to the local community?
3. Is your proposal for physical works, rather than ongoing costs such as staffing or portable equipment?
4. Are you the group who will deliver the project, or are you working with the organisation who will?
5. Do you have support for the project locally?
6. Do you have robust information on the costs of your project?
7. Would this be the only West Berkshire District Council funding contribution for your project? Do you have a clear delivery timescale for your project? How soon can you deliver it if your bid is successful?

**Please complete the form on the following pages.** While this should provide all the information necessary for your bid to be assessed, officers may request further information to support it.

**CIL Spending criteria:** Further information on the way West Berkshire District Council administers its CIL spending and decides which projects to fund can be found here <https://info.westberks.gov.uk/article/28517/What-is-the-Community-Infrastructure-Levy>

**Any bids received which do not meet the criteria in the bid protocol (indicated above), or which do not include full answers to all questions on the form will not be considered further.**

**Further questions:** If you have questions about the form or the process, please direct these to [CILbid@westberks.gov.uk](mailto:CILbid@westberks.gov.uk)

**Closing Date:** Applications are open until 5pm on Monday 14th November 2022 for funding totalling £500,000. Please email your application including supporting information to [CILbid@westberks.gov.uk](mailto:CILbid@westberks.gov.uk)

**Data Protection:** West Berkshire District Council is committed to protecting your privacy when you use our services. To understand how we manage the information you give us, please see our Privacy Policy: <https://info.westberks.gov.uk/privacynotices>

## Notes for Section 3 of the Form: Funding Request

1. **Completing the Table**

Please ensure you complete this table fully, ensuring there are figures in £ and percentages in sections A, B and C.

Section D asks you to give further details of what stage of the project you will use the CIL money for.

1. **Section B: Your Contribution**

In section B, use as many lines as required, breaking down different sources of funding, such as other grants, fundraising etc. If grants form part of the funding for the project, please clearly state the source.

Section B has two parts, covering Match funding and other funding. Please read the guidance below before deciding which section to include different elements in.

Match Funding:

The Council will score bids more favourably which attract match funding. Bids not meeting this criterion are less likely to be considered further, but will be reviewed on a case by case basis.

Match funding in the form of a financial contribution (such as fundraising by the group or money obtained from grants) is preferred and bids will be ranked more highly where this criterion is met.

However, it is recognised that voluntary organisations may not always have a sufficient ‘cash sum’ or funding from other organisations to meet the 50% requirement. Volunteer hours will therefore be considered as match funding. To provide a consistent basis for assessment, please use the following figures as a basis for calculating volunteer time:

* professional services – up to £350 a day;
* skilled labour - £150 a day;
* unskilled labour - £50 a day.

Please note: Funding from other West Berkshire District Council sources will not be considered as Match Funding, though should be listed as Other Sources of Funding.

Other Sources of Funding:

List all other sources of funding which contribute to the project, but which you do not wish to be considered as match funding.

You should include any other funding you have received for this project from West Berkshire District Council in this section.

1. **Section C: CIL Funding Requirements**

To ensure that CIL funding delivers on the ground, the council will prioritise bids for project delivery, although bids for earlier stages of project development will be considered. If you are bidding for early stages, such as exploring the feasibility of a project, you may be advised to fund this work through other sources and return for CIL funds in future bidding rounds. To allow us to assess how far the project is progressed, you are asked to indicate which stage of your project you are seeking CIL funding for, and give details.

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# West Berkshire District Council

# Bid for Funding from Community Infrastructure Levy (CIL):

# Other Services Portion 2023/24

## Details of Project

### 1a. Project Details:

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| Project Title: |
| Site Address: |
| Relevant Planning Application No (if applicable): |
| Date Planning Permission Granted (if applicable): |
| Has the planning permission been identified as CIL liable (if applicable)?  🗆 Yes  🗆 No  If ‘yes’, has a CIL Liability Notice been issued? (If yes, please give LN reference number) |

### 1b. Organisation or Group making the bid:

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### 1c. Project Lead contact details

Please give a name, email and telephone number

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### 1d. Description of Project:

Please keep this description factual. Section 2 of this form allows you to explain its merits.

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### 1e. What West Berkshire District Council ward is the project located in?

If you are unsure what ward you are in, please consult: <https://gis2.westberks.gov.uk/webapps/OnlineMap/>

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1. **Justification**

### 2a. Under the following definition, please indicate what infrastructure will the proposed project provide to assist the implementation of the West Berkshire Development Plan? *(Please insert local plan policy references, including allocated local plan sites where applicable):*

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| *Transport* |  |
| *Flood defences* |  |
| *Schools* |  |
| *Hospitals* |  |
| *Other health care and social facilities* |  |
| *play areas* |  |
| *open spaces* |  |
| *parks and green spaces* |  |
| *cultural and sports facilities* |  |
| *healthcare facilities,* |  |
| *academies and free schools,* |  |
| *district heating schemes and* |  |
| *Police stations and other community safety facilities.* |  |
| *If not included in the above list, how best would you describe the proposed project in terms of infrastructure?* |  |

**2b. How will the proposed project support projects in the West Berkshire Infrastructure Delivery Plan?** *(Please insert the relevant project references as set out in the IDP where applicable):*

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#### **2c. Which Council Strategy priorities will the proposed project meet[[1]](#footnote-1)?**

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| Ensure our vulnerable children and adults achieve better outcomes |  |
| Support everyone to reach their full potential |  |
| Support businesses to start, develop and thrive in West Berkshire |  |
| Develop local infrastructure, including housing, to support and grow the local economy |  |
| Maintain a green district |  |
| Ensure sustainable services through innovation and partnerships |  |

**2d. How w*ill the proposed project enhance the resilience of communities within West Berkshire?***

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### 2e. What benefits will the project bring to the local community?

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### 2f. What would be the consequences of not carrying out the project?

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### 2g. Have you discussed your project and this bid with a ward councillor, and do you have their support? Please give details.

If you are unsure who your councillors are, please see <https://info.westberks.gov.uk/councillors>

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## Funding

### 3a. Funding Breakdown & CIL Funding Request

Please consult notes at the beginning of this form before completing

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| **Funding Source Breakdown** | **Amount (£)** | **% of overall cost** | **Obtained (O)**  **or**  **Expected (E)** | **Notes (if required)** |
| 1. **Total Project Cost** | | | | |
|  |  | 100% |  |  |
| 1. **Your contribution** | | | | |
| **Match Funding:** | | | | |
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| **Total Match Funding** |  |  |  |  |
| **Other Sources of Funding (if applicable)** | | | | |
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| **Total Other Funding** |  |  |  |  |
| 1. **Requested CIL Funding** | | | | |
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| **Which stage of the project is CIL funding required for?**  Please select from two options and explain in the free text field below. | | | | |
| **Project Development**  (e.g. exploring ideas; technical studies, gaining permissions)  **Project Delivery**  (e.g. materials, build and fitting costs) | | | | |
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### 3b. Have you received any CIL funding previously for earlier phases of this project or other projects? Please give brief details of the project and year CIL funds were granted.

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### 3c. What would be the implications for the project if CIL funding were not granted?

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### 3d. Is funding time critical?

If you answer yes, please give details.

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### 3e. Does your group have its own bank account?

Please answer yes or no. You do not need to provide details at this stage.

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## Project Delivery

### 4a. Will your group / organisation be delivering the project?

If your organisation/body is not the body with responsibility for the works proposed, (for example if you are not the owner of the property in question, or share responsibilities with another organisation or group), please give details of agreement sought from the relevant body.

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### 4b. Please specify who will be responsible for ongoing maintenance and how this will be funded.

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### 4c. Please provide an outline of the implementation timetable, including key milestones.

Milestones should include information on when the transfer of CIL funds is likely to be required. Please note that CIL funds are not released in advance of delivery. Instead, successful organisations will be reimbursed upon proof of successful completion of the project. Projects are more likely to be successful if they are a position to deliver to completion in the financial year following successful bidding.

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## Summary of your Bid

Please summarise your bid in the box below in **no more than 300 words**. Ensure you cover the key points from the main body of the form so that it can stand alone.

Please note anything you include in this section is likely to form part of public papers in deciding your bids.

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## List of additional material submitted in support of this bid

We welcome additional material that will help assessors understand your project. Please list below any photographs, plans, publicity material etc. you are attaching in support of your bid.

Please note any material you provide may be used in public documents. Please be aware by providing these you are giving us permission to reproduce the image(s). Please note below any items you do not wish to be used in that way.

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1. <https://info.westberks.gov.uk/strategyandperformance> [↑](#footnote-ref-1)