

## **Neighbourhood Portion of CIL for Bath**

### **GUIDANCE NOTES**

#### **1. Criteria**

1.1 All applications must be for projects that are within the **Bath Wards** of Bath and North East Somerset Council.

1.2 The application must be able to demonstrate how it links to where development has taken place within Bath.

Projects must show that they are either:

Support the development of the relevant area by funding the provision, improvement, replacement, operation, or maintenance of infrastructure.

or

Anything else that is concerned with addressing the demands that development places on the area.

1.3 Projects must demonstrate that they have community support. The applicant will be required to provide evidence that the needs of the community are being addressed. This could be a petition, letters of support, representations for community and voluntary groups, local campaigns that involve residents or local newspaper and social media articles.

1.4 Projects must show how they will link and enhance the core priorities of the Councils Core ambitions and priorities:

- Preparing for the future - we will work towards a resilient, sustainable economy that is fair, green, creative, and connected.
- Delivering for local residents - we will continually improve frontline services across our communities, whilst protecting the most vulnerable
- Focusing on prevention - we will invest in prevention across all services to tackle inequalities and improve local areas.

1.5 Projects should demonstrate how they are tackling the climate and nature emergency.

## **2. Project Costs**

- 2.1 A breakdown of the costs involved in the project will need to be provided. This will need to show the dates payments will be required and to whom the payments will need to be made.
- 2.2 The application will need to set out what additional funding or in-kind support is being provided. This includes any other funding from elsewhere in the Council or other public bodies, the lottery, or charities. In kind support and volunteer time can be calculated at hours, this should be based on the rate of £12 per hour.
- 2.3 Any additional funding that is needed for delivery of the project will need to be set out and will need to state if these funds have already been agreed. If the additional funds are still awaiting approval the date that a decision is expected and the date when they would become available needs to be included.
- 2.4 Applications will need to consider of all related project costs including those that are being provided by the Council. For example, a project involved the installation of new street signs, this would involve getting costings from Bath and North East Somerset Highways Department.
- 2.5 Where projects involve significant costs such as design requirements or project management costs, these will have to be met by the total project costs. Consideration of all costs need to be set out and accounted for within the application. As part of the application process individual service areas responsible for the delivery will be contacted to comment on the feasibility of the application.
- 2.6 It is vital that for any project that is going to be delivered through the Councils service areas, that applicant has held a discussion to agree the availability of the resources for delivering the project.
- 2.7 Applicants need to ensure that they have the required planning permission, building regulations, and licencing requirements in place. If they are not the owner of the building then the necessary permissions will also need to be provided.

## **3. Submission of applications**

- 3.1 Bath Ward Councillors may submit applications.
- 3.2 Bath Residents may submit applications may submit applications with the support of a Bath Ward Councillor.
- 3.3 Local Organisations, Voluntary Groups and Community Groups who are based in Bath may submit applications.

3.4 Submission of applications will be accepted from organisations based outside of Bath will be accepted only if the project being delivered sits geographically within the City.

3.5 Applications are to be completed through the apply here webform that is found on the [council website](#).

3.6 Enquiries are to be emailed to [connecting\\_communities@bathnes.gov.uk](mailto:connecting_communities@bathnes.gov.uk)

3.7 Relevant checks will be made to ensure that the applicant who will receive funding meets the required financial standards of the Council.

#### **4. Decision process**

4.1 Submitted applications will be validated by the Corporate Engagement Team

4.2 If an application is incomplete or does not fit the criteria, the applicant will be contacted and provided with an explanation.

4.3 The Corporate Engagement Team are able to meet with applicants to advise on their applications.

4.4 Advice on applications will be sought from the Councils Legal and Planning Officers when needed.

4.5 An online consultation will take place to seek residents views on the applications that are to be considered the Neighbourhood CIL for Bath Advisory Board.

4.6 The Neighbourhood CIL for Bath Advisory Board will meet to make its recommendations on the projects. The meeting dates will be published on the councils website once scheduled.

4.7 Bath Neighbourhood CIL Advisory Board Members needs to declare any conflict of interest.

4.8 Recommendations set out in a Single Member Decision and must follow the correct process Bath and North East Somerset Council sign off of reports. The Leader of the Council will be asked to take the Single Member Decision to agree the funding commitments for The Neighbourhood Portion of CIL for Bath.

4.9 Once an application has been approved the applicant will be notified by the Corporate Engagement Team. Arrangements will be made for funding to be transferred to the organisation's bank account (the Council does not issue cheques).

4.10 Every effort will be made to deal efficiently with each application. Once decisions are made feedback will be provided to the applicant.

#### **5. Conditions**

5.1 No funds will be paid into a personal bank accounts, the Council will only make payments to recognised groups or charities.

- 5.2 Where Bath and North East Somerset Council undertakes work for the project, a direct transfer of funding will be made to the service areas budget.
- 5.3 The recipient will be required to sign a grant agreement before any payment is made.
- 5.4 The recipient organisation will be required to provide a written monitoring report on the project. All projects will be required to provide evidence that funding was spent for the purpose for which it was allocated, this will include providing valid receipts when requested to do so. You may be required to work with the Monitoring Officer to agree the schedule for reporting requirements.
- 5.5 Successful projects must be willing to acknowledge the support of Bath & North East Somerset Council and agree to participate in publicity.
- 5.6 The funding must allocate, and the project timeframe needs to be met as set out in the grant agreement.
- 5.7 As part of project evaluation, visits may be arranged.
- 5.8 Any proposed changes to project delivery must be directed to the Corporate Engagement Team. No changes can be agreed until written approval has been provided.

## **6. Contacts**

If you have any further questions or queries, please contact:

The Corporate Engagement Team

Email: [connecting\\_communities@bathnes.gov.uk](mailto:connecting_communities@bathnes.gov.uk)