

Neighbourhood Portion of CIL for Bath

GUIDANCE FOR MAKING AN APPLICATION FOR FUNDING

1. Criteria

1.1 Projects must address the demands of developments in the City of Bath. For the purposes of CIL for Bath this will be within the old Bath City Council Boundary. The City is made up of a number of interlocking localities or impact areas.

1.2 The application must be able to demonstrate how it links into the locality where development has taken place in Bath.

Projects must show that they either:

Support the development of the relevant area by funding the provision, improvement, replacement, operation or maintenance of infrastructure - example: a capital streetscape or highway improvement project would need to show they are closely linked to the geography of a local development.

Anything else that is concerned with addressing the demands that development places on the area - example: the specific commissioning of a potential short term revenue scheme, such as youth provision, voluntary support or community safety issues could be delivered for the benefit of residents with the Bath City Boundary.

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 Corporate Strategy:

- address the climate emergency
- deliver for residents
- focus on prevention
- give people a bigger say

1.5 Projects must be delivered in as environmentally friendly a way as possible and demonstrate that it addresses the Councils Climate Emergency.

1.6 Applications must demonstrate how partnership working or community collaboration is being considered.

2. Project Costs

- 2.1 A full breakdown of all the costs involved in the project will need to be provided. This will need to show the dates that funding payments will be required and to whom the payments will need to be made.
- 2.2 The application will need to set out in detail all additional funding or in-kind support. This includes any other funding from the Council or public bodies, the lottery or charities. In kind support and volunteer time will need to be calculated at hours, this should be based on the rate of £12 per hour. Acknowledgment of historical volunteering is likely to assist in the viability of your application.
- 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. The panel can make an in-principle decision to fund, dependent of the successful outcome of bids that are awaiting a decision.
- 2.4 The applications will need to consider of all related project costs including those that are being provided by the service areas within the Council. If 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 a discussion has been held by applicant to agree the availability of the resources for delivering the project. Only once it has been agreed by the relevant Council service that the budget allocated is enough for the project's implementation and any additional ongoing costs will the project be sent for cabinet sign off.
- 2.7 Applicants need to ensure they have contacted the landowner/manager to ensure that the relevant dialogue has taken place to agree the project proposals. This will ensure applicants do not carry out too much work to shape up a project only to find there is some reason the landowner isn't able to accommodate it.

3. Submission of applications

- 3.1 Bath Ward Councillors may submit applications.
- 3.2 Bath Residents may submit applications may submit applications with support of a 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 Completed applications can be submitted by email to: mark_hayward@bathnes.gov.uk or by post to: Mark Hayward, The Community Engagement Team, The Guildhall, Bath BA1 5AW
- 3.6 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 Community Engagement Team in the first instance who will complete section two of the form.
- 4.2 If the application is incomplete or does not fit the criteria, the applicant will be contacted and provided with a with a reasoned explanation.
- 4.3 The Community Engagement Team are available to meet with applicants and offer advice on the completion of applications.
- 4.4 The Neighbourhood CIL for Bath Panel will schedule meetings for at least four times per year. Should there be the requirement to do so, the number of meetings will be reduced or increased.
- 4.5 Validated applications will be logged and taken to the Neighbourhood CIL for Bath Panel. The Neighbourhood CIL for Bath Panel will consider the project and make its recommendations. Section three of the application form will be completed. It is not unusual for the panel to request further information or a greater explanation on points of the application which are around complex matters or higher value bids.
- 4.6 Applications that have the involvement of any Bath Neighbourhood CIL Panel Members needs to declare any possible conflict of interest. The panel member will step back from any involvement in the decision-making process.

- 4.7 Once satisfied that all projects have followed the required Bath and North East Somerset Council process for signing off reports, the Leader of the Council will be asked to make a single member decision to agree the funding commitments for the neighbourhood portion of CIL for Bath.
- 4.8 Once an application has been approved the applicant will be notified by the Community Engagement Team. Arrangements will be made for funding to be transferred to the organisation's bank account (the Council does not issue cheques).
- 4.9 Every effort will be made to efficiently deal with each submission as they progress. As decisions are made feedback will be provided to the person who has submitted the form and will be updated on the Council website.

5. Conditions

- 5.1 No funds will be paid into a personal bank accounts, the Council will only make transfers to recognised groups or charities. Where Bath and North East Somerset Council undertakes work for the project, a direct transfer of funding will be made to the appropriate service areas budget.
- 5.2 The recipient organisation will be required to sign a written acceptance of the terms and conditions of the funding.
- 5.3 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.
- 5.4 Successful projects must acknowledge the support of Bath & North East Somerset Council and must agree to participate in publicity where the appropriate opportunities arise.
- 5.5 Projects must be completed, and the funding must spend within twelve months unless otherwise specified.
- 5.6 As part of evaluation of completed projects, a request may be made be made for panel members to visit.
- 5.7 Any proposed changes to project delivery from allocated funds must be notified in writing as soon as possible to the Community Engagement Team. No changes can be implemented until written approval has been granted.

6. Grant Funding Agreement

- 6.1 All projects will be required to sign either an internal or external grant funding agreement before the payment of funds will be made.
- 6.2 All projects will be required to work with the funding monitoring officer who will agree the schedule requirements for the status and milestone reports

7. Contacts

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

Mark Hayward, Community Engagement Officer

Email: mark_hayward@bathnes.gov.uk,

Tel: 01225 396975