

Date

Application No. (Office Use Only)

Community Infrastructure Levy (CIL 15%) Projects Application Form 2022/23 Stage 1 Application

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

This scheme is open to Councillors and Community Groups, however each bid must be sponsored and signed by a Councillor.

Bidding for funding is a two stage process, the requirements are:

Stage 1 – To provide an outline of the project, to be reviewed and assessed by the Member Panel.

Stage 2 - Those approved will go through to the second stage where a more detailed business case, costings and timetable should be submitted.

Applicants are asked to complete **Stage 1** (sections A-D) of the following application form, which should be submitted to cilneighbourhood@epsom-ewell.gov.uk by **31st May 2022**.

If you wish to provide supporting evidence that is not electronic please send your application form to the CIL Grants Officer at:
Epsom & Ewell Borough Council, Town Hall, The Parade, Epsom, KT18 5BY

If your application is successful, you will be asked to complete a Stage 2 application form (sections E, F & G), which will require full details of your project.

The Head of Corporate Governance will notify you if the bid has been successful by 31st July 2022.

Further information can be found in the Guide for Applicants.

Please Note:

If your project requires any permissions, such as planning permission, this should be obtained, if possible, prior to you submitting a grant application.

Stage 1 – complete sections A, B, C & D

Section A: Applicant Information	
Applicant: (person to be contacted)	
Details of the responsible person or Organisation delivering the project (if different from above)	
Address:	
Phone no:	
Email:	

Council Member support	
Councillor Name: (please print)	
Councillor signature:	
Date:	

Section B: Project Overview	
Project Title:	
Full address of project location:	
Details of the owner of land/property:	
Details of other organisations involved in the project (if applicable)	
<p>Please provide a brief summary of the project proposal. This should include how the project benefits the community and contributes to the infrastructure of the Borough. (If required, supplementary documents can be supplied, but should be numbered)</p>	
Project Outcomes & Benefits	
Section C: Project Costs	
Please detail the cost of the project and how much CIL funding you are requesting	
Total Costs (£)	CIL Funding Requested (£)

Is the project subject to any approvals such as planning permission	YES	NO
Please provide details if relevant i.e. planning reference number		

Section D: Declaration and Privacy Notice

When you have completed the application please indicate your acceptance of the two statements below by signing and printing your name where shown before submitting the application as directed on the cover sheet.

To the best of my knowledge the information I have provided on this application form is correct.

If Epsom & Ewell 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 Head of Policy, Performance & Governance 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. In the event key milestones are not met and/or the project is not delivered, the Council can reclaim the CIL contributions. I also consent to my project being used in promotional material and a plaque being fitted as specified by EEBC.

Privacy Notice: I agree to Epsom & Ewell 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 manual filing 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's website 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 the EEBC's privacy notice on the website.

www.epsom-ewell.gov.uk/privacy-and-cookies

Signed by:

Date:

Print Name:

Office use only

Date application received		
Reviewed by CIL Grants Officer		
Reviewed by Member panel		
Approval to go forward to Stage 2	YES	NO
Reason		
Letter to applicant sent		