**Menston Community Infrastructure Levy**

**Grant Application – KEY INFORMATION**

The Community Infrastructure Levy (CIL) is a government scheme to allow, to some extent, a community to mitigate pressures caused by some of the new building in its area.

The CIL regulations state that these funds must be used to finance:

“(a) *The provision, improvement or maintenance of infrastructure*

*or*

*(b)Anything else that is concerned with addressing the demands that developments place on the area.”*

So for example, the money can be used for open space provision, playgrounds, cycle routes, landscaping, planting or community use buildings.

The CIL grant is not available to cover on-going maintenance or revenue costs.

Formal applications are now invited for projects which demonstrate a wide community benefit for Menston. Whilst the majority of applications will be from “not for profit” organisations, Menston Parish Council will consider all applications where a community benefit can be demonstrated. Menston Parish Council, like many other councils, has declared a climate emergency and would like to see considerations of sustainability built into projects where applicable.

Depending on the amount of funding requested you may be required to present further details of the project to the Parish Council.

It is unlikely that larger projects will be granted more than £50,000 initially and awards may be significantly less.

**Applications** can be made at any time. A list of applications will be posted on the Menston Parish website at: menston.org. Decisions on the applications will be taken at subsequent Menston Parish Council meetings. Public attendance at these meetings is always warmly welcomed. Details of successful funding bids will be publicised by Menston Parish Council in their Minutes.

Successful projects are expected to refer to the CIL funding in their publicity materials. It is a condition that the project will be completed within 12 months of the grant award, unless previously agreed by the Parish Council.

Menston Parish Council

Mrs Catriona Hanson

Parish Clerk

17 Oakridge Court  
Bingley  
BD16 4TA  
United Kingdom

Email: menstonpc@hotmail.co.uk

Website: menston.org

To make an application please complete this form and either email it or post it

to the address above:

|  |  |
| --- | --- |
| **Community Infrastructure Levy (CIL) Funding Application Form** | |
| Name of  organisation |  |
| Contact name and  Address |  |
| Contact email and  tel. no |  |
| Describe your project (to include location and what issues it is addressing) |  |
| How will it benefit the village? |  |
| Who will benefit? (e.g. age groups, approximate number of people within the Menston Parish Council area) |  |
| What evidence do you have from current or future users that the project is needed?  What are the risks if the project does not go ahead? |  |
| Will the project improve the environment and be sustainable (e.g. use of materials, energy sources, reduction of carbon footprint). If so, how? |  |
| What is the expected total cost? |  |
| Please give a breakdown of costs. Please use extra pages if necessary |  |
| Have you applied or will you be applying for other funding? If so, please tell us how much and the stage your application has reached | Amount:  From:  (*Plan to apply, applied or granted)* |
| What amount of CIL money are you applying for? |  |
| Please indicate that, if successful, you will provide evidence of how the CIL money was spent. Tick or write ‘yes ’ in the box opposite. |  |
| THANK YOU FOR YOUR TIME IN FILLING IN THE APPLICATION. | |

**APPLICATION STEPS:**

- Receipt of application and acknowledgment sent back. Application posted on

Menston Parish Council website

- Menston Parish Council CIL group meeting to assess applications

- Applications reviewed, awarded or not at a full Menston Parish Council meeting

- Applicants notified of decision

- CIL monies to be awarded: if less than £500 grant paid in full, if award is more

than £500 then a schedule of payments will be agreed over the course of the

project.

- Menston Parish Council will review the progress of the project

**FOR LARGER PROJECTS (applications in the area of £25,000 and more) PLEASE ALSO FILL IN THE ADDITIONAL FORM WHICH FOLLOWS.**

**ADDITIONAL PAGE FOR LARGE PROJECTS**

* Please give any further details of the project you were not able to state on the previous form.
* Please provide a detailed breakdown of the project costs. Indicate total CIL funds requested and the total cost of the project, along with any other funding streams contributing and the amounts.
* Can you demonstrate that you have achieved the best value for your project?

**Supporting information checklist**

Please include the following documents with your application.

|  |  |
| --- | --- |
|  | Please tick to confirm enclosure |
| Any accepted quotations you have received from the companies who will carry out the work |  |
| Copy of your most recent/audited accounts |  |
| Evidence of planning permission and/or any other necessary consents |  |
| Most recent bank account statement together with details of the bank account that you would like the grant paid into. |  |
| Evidence of appropriate insurance |  |

Please fill in the following details as far as you are able, even if estimated.

|  |  |
| --- | --- |
| Project Delivery Dates | |
| Expected start date |  |
| Key Delivery Milestones (please insert  date/details) |  |
| Key Delivery Milestones (please insert  date/details) |  |
| Key Delivery Milestones (please insert  date/details) |  |
| Expected Completion date |  |