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| Runnymede Borough Council  Community Infrastructure Levy  Neighbourhood CIL Fund:  Application Form |

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| This form should be used to bid for Runnymede Borough Council Community Infrastructure Levy (CIL) funding through the Neighbourhood CIL Fund.  The fund can be used to fund small-medium local projects, or it can be used to contribute to the cost of larger projects where the funds available are sufficient, or other funding is also available.  For a project bid to meet the legal requirements for spending Neighbourhood CIL Funding, it must be spent to support the development of the local 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 an area.   Detailed guidance is provided in the Neighbourhood CIL Funding Guidance Notes.  **Checklist for Neighbourhood CIL Funding Application. Please tick to confirm**:  I/We haveread the accompanying guidance notes for applicants |

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| 1. **About Your Project** |

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| **Project name:** |  |
| **Proposed location (address and postcode):**  *Please also provide a plan/map indicating the location of the proposed project* |  |
| **Ward(s) affected by the project:** |  |
| **Does the project propose?**  *Please tick all those that apply* | Provision of new infrastructure  Improvement of existing infrastructure  Replacement of existing infrastructure  Maintenance of infrastructure  Something else that addresses development demands |
| **Project description:**  *Provide details of the project – see guidance notes for details.* |  |
| **Has this projected been started?** | Yes  No |

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| 1. **Applicant Details** |

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| **Applicant / Organisation Name:** |  |
| **Name and position of main contact:** |  |
| **Email address:** |  |
| **Telephone Number:** |  |
| **Postal Address:** |  |
| **Type of organisation:**  *See guidance notes* |  |
| **Is the organisation able to reclaim VAT?** | Yes  VAT number:  No |
| **Does the organisation have a bank account in place?** | Yes  No |
| **Project partners (if applicable):**  *See guidance notes* |  |

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| 1. **Identifying the Local Need and Community Benefit** |

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| **How does the project address the impacts of development or otherwise support the growth of the Borough?**  *See guidance notes for details.* |  |
| **Explain how the project will benefit the local area or community?**  *See guidance notes for details.* |  |
| **Please summarise the evidence of local and/or community support for the project:**  *See guidance notes for details.* |  |
| **Has the project been discussed with local Ward Councillor(s) and/or County Councillor(s)?** | Yes  If yes, please provide name(s):  No |
| **What are the impacts of not carrying out the project?** |  |
| **Is the project identified within a local development document e.g. Neighbourhood Plan / Area Action Plan / Town Centre Masterplan / Conservation Area Appraisal?**  [*LINK to Neighbourhood*](https://www.runnymede.gov.uk/planning-policy/neighbourhood-planning) *Plans*  [*LINK to Masterplans*](https://www.runnymede.gov.uk/planning-policy/planning-policy-evidence-based-documents/12) | Yes  If yes, provide name of the document:  No |
| **Does the project meet any of the Council’s Corporate Priorities, and if so, explain how?**  *Please tick all those that apply and add a brief explanation or example.*  [*LINK to Council Priorities*](https://www.runnymede.gov.uk/strategies-policies/corporate-business-plan-strategies) | **Climate Change:** *to play a key role in creating a greener environment and effective response to climate change.*  **Empowering our Communities:** *to support groups and societies within initiatives to strengthen their communities and to represent and advocate for our residents’ interests.*  **Health & Wellbeing:** *to improve the health and wellbeing of our residents, working in partnership with the NHS and other stakeholders.*  **Economic Development:** *to support sustainable growth in the local economy.* |
| Brief explanation: |

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| **What geographic area will the project benefit?** | Neighbourhood / local  Village / Town  Borough-wide  Cross-boundary / beyond |
| Please provide details: |

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| 1. **Deliverability** |

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| **Who will be delivering the project?** | My organisation  Other:  Please specify: |
| **Have any technical feasibility studies, design work or other studies been undertaken for the project?**  *These should be included as attachments with the completed application form.* | Yes  No |
| Please provide details: |
| **Are any further permissions, approvals or regulatory consents required before the project can commence?**  *See guidance notes.* | Yes  No |
| If yes, provide details, including a named individual from whom you have received advice (e.g. Planning Officer): |
| **Is the project reliant on the completion of any other project(s) first?** | Yes  No |
| If yes, please provide details: |
| **Do you or your organisation own the building and/or land for this project?**  *Details could include an email, copy of a letter, formal contract etc.* | Yes  No |
| If ‘no’, has the owner(s) agreed to the project? Please provide details and evidence: |
| **Timeframe – when would the project be expected to start should funding be available?**  *Please note: CIL applications can take up to 6 months to administer* | Start date: |
| Please provide an outline of the implementation timetable, including key milestones: |
| **Is there a related revenue spend (i.e. day-to-day running costs such as maintenance costs) associated with the project?**  *See guidance notes* | Yes  No  To be confirmed |
| If yes, how will this be addressed, who will be responsible, and do you have agreement from the maintenance/management providers? |
| **Outline any possible risks to the delivery of the project, and how you have considered addressing these risks:** | Please provide details: |

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| 1. **Project Costs and Funding[[1]](#footnote-2)** |

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| **What is the total cost of the project?**  *Please provide the total cost – not necessarily the same as the amount of funding being sought.* |  | |
| **Detailed costings of the project:**  *Please complete the table below with as much detail as possible – including, where known, a breakdown of the different components of the project. Costs associated with preparing the CIL funding bid should not be included. Cost estimates (e.g. quotes) documentation should be submitted in support of your bid.* | | |
| **Source** | | **Amount (£)** |
| *E.g. Design* | | *£1,000* |
| *Materials* | | *£15,000* |
| *Labour* | | *£4,000* |
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| **Total cost of project:** | |  |

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| **Sources of funding:**  *Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match-funding and its status (e.g. proposed, bid submitted, approved in principle, secured).*  *NB: Total sources of funding and total project costs must match exactly.* | | | |
| **Source** | **Amount (£)** | **Status of funding** | **% of total cost** |
| *E.g. Capital* | *£16,000* | *Secured* | *80%* |
| *Grant* | *£2,000* | *Bid submitted* | *10%* |
| *CIL* | *£2,000* | *Proposed* | *10%* |

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| **Please confirm how much funding is being sought from the Neighbourhood CIL Fund?** |  |
| **For requests to fund time-limited operations costs, please explain how the project will be funded after the time-limited period of Neighbourhood CIL Funding?** |  |
| **If you cannot reclaim VAT and you think you will require CIL to cover VAT, please explain why:**  *(See guidance notes)* |  |
| **Please detail why CIL funding is needed and how it will add value to the project:**  *See guidance notes.* |  |
| **Have you / your organisation previously received CIL or other funding sources?**  *See guidance notes.* | Yes  No |
| If yes, please specify: |

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| 1. **Further Details** |

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| **Is there any other relevant information you would like to add which has not been captured anywhere else?** | Please provide details: |
| **Please list any evidence you are submitting to support your bid:**  *E.g. agreements or permissions from third parties* |  |

Thank you for completing this form. Please read and sign the declaration below and submit the application form as directed.

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| 1. **Declaration** |

By submitting this application form you agree and confirm that all information you are providing is true to the best of your knowledge and understanding. Please note that any misinformation included in your application may lead to refusal of the application, cancellation of any allocated CIL funds, and/or claw back of any provided CIL funds.

**Privacy Notice**: By signing this form, the applicant agrees to Runnymede Borough Council checking all supplied information for the purposes of informing application decision-making. The information in this form will be stored on the Council’s secure ICT system for the purposes of fund processing, analysis and accounting. If successful, information about the project may be publicised on the Council website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law.

Further information about the collection, processing, access to and protection of personal data, and your legal rights in respect of the personal information we collect from you, is described in our full Council Corporate Privacy Notice, available on our website at: [www.runnymede.gov.uk/council-local-democracy/privacy-statement](https://www.runnymede.gov.uk/council-local-democracy/privacy-statement).

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| **Signed** |  |
| **Applicant / Organisation Name** |  |
| **Date** |  |

Please return to [**IDCteam@runnymede.gov.uk**](mailto:IDCteam@runnymede.gov.uk) by **11.59pm on Tuesday 2 September 2025.**

1. Please note that information provided to the Council may be subject to disclosure under the Freedom of Information and Environmental Information legislation [↑](#footnote-ref-2)