**Reigate & Banstead   
Community Infrastructure Levy**

**Local Fund:   
Project bid funding form**

This form (or its online equivalent, available at [Online bidding form](https://reigatebanstead-self.achieveservice.com/en/service/Local_CIL_funding_application?_gl=1*9k3n01*_ga*NTQ5MTczMjgzLjE2OTMyODk4ODA.).) can be used to bid for Local Community Infrastructure Levy (CIL) funding from Reigate & Banstead Borough Council.

For a **project bid** to meet the legal requirements for spending Local 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

“Supporting development” in the context of Local CIL spending means that the proposed project would help to address the additional pressure that has arisen from new buildings, large extensions or buildings that have changed their use built recently in the area, which bring more people to the area.

Projects bids meeting these legal requirements will be presented to local councillors quarterly for voting, with the bids supported requiring formal authorisation from the Head of Planning.

Project bids for Local CIL funding should either help address the demands that new development is placing on an area and or be infrastructure and offer a clear benefit to the local community.

Your bid will be helped by demonstrating community support for the proposed project, which may include discussion with the relevant Ward Councillor for the area.

The Local Fund funds small to medium local projects, or can be used to contribute to the cost of larger projects where other funding is available.

Projects that have already been funded by our Local CIL include new and resurfaced footpaths, small highways projects such as tactile dropped kerbs, benches and shelters at bus stops, small school improvement projects, community halls, sports and recreational facilities, and improvements to parks and green spaces.

If the project would result in any future additional costs, including any maintenance, you will need to provide details of these.

Please return this **Project Bid Funding Form** to the Council

* By email to [CIL@reigate-banstead.gov.uk](mailto:CIL@reigate-banstead.gov.uk)
* By post to CIL Team, Town Hall, Castlefield Road, Reigate, RH2 0SH

If you have any questions about completing this form, please contact the CIL Team on [CIL@reigate-banstead.gov.uk](mailto:CIL@reigate-banstead.gov.uk) or 01737 276178.

**Privacy Notice**

We will process your personal information in accordance with Data Protection legislation.

Your details will be held in a secure system or database and will only be shared with other organisations where the law allows.

To find out more about how we hold your personal data, including how long we keep it, in our [Privacy Policy.](https://www.reigate-banstead.gov.uk/info/20315/access_to_council_services/260/privacy_notice)

If you are applying for project funding on behalf of an organisation, you must have the authority to do so prior to completing this form.

In completing and submitting this form, you are agreeing to the following statement:

I have read and understand the above and consent to the Council capturing and storing the personal details in this form for providing the service requested.

I understand that I can request for my details to be removed from your records.

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| **Project Name:** Click or tap here to enter text.  **Project Location** *Also provide a map to identify the location***:** Click or tap here to enter text. |
| **Name and organisation (if applicable):** Click or tap here to enter text. |
| **Contact Information (include email and tel. no.):** Click or tap here to enter text. |
| **Project Description** |
| 1. **Please provide details of the project, including any specific works/improvements/activities for which funding is sought.**   *For example: A new or replacement bench, bus shelter, trees etc*  Click or tap here to enter text. |
| **Supporting Development** |
| 1. **How would the project support new development of the local area?**   Click or tap here to enter text.  ***“Supporting development”*** *in the context of Local CIL spending means that the proposed project would help to address the additional pressure from new buildings, large extensions or changes in the use of buildings, which bring more people to the area.*  ***To meet the legal test your project must “support the development of the local area.”*** |
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| **Community Benefit and Local Support** |
| 1. **What benefit(s) would the project bring to the local area or community?**   *For example: , improved physical and or mental wellbeing, improving access to services, safety for pedestrians and cyclists, bringing people together/community cohesion.*  Click or tap here to enter text.   1. **Please provide evidence of local community support for the project.**   *Who have you discussed the project with e.g. local surveys, resident or community group meetings, other local organisations*  Click or tap here to enter text.  **Has the project been discussed with local ward councillors(s) and/or County councillors and what was the outcome?**  Click or tap here to enter text. |
| **Costs and Funding** |
| |  |  | | --- | --- | |  | **Amount (£)** | | 1. **What is the total cost of the project?** | Click or tap here to enter text. | | 1. **How much funding is being sought from the CIL Local Fund?** | Click or tap here to enter text. |   *Please provide a quote or cost estimate, this could be pages from a catalogue, contractors quotes etc.*   1. **Do the project costs include VAT?**   Click or tap here to enter text. |
| 1. **If other funding is needed, has this been confirmed/obtained yet? Please provide details.**   Click or tap here to enter text. |
| **Delivery** |
| 1. **Is the project likely to require on-going maintenance or management?**   Choose an item.  **If ‘yes’, who will be responsible for this, do you have agreement from them, and how will any costs be met?**  Click or tap here to enter text.   1. **Who will be responsible for delivering the project?**   Click or tap here to enter text.  **If you are not delivering the project please attach evidence to demonstrate that the delivery organisation is agreed to deliver it and that necessary approvals are in place.**  *For projects to be delivered under SCCs Capital Programme, has the project been approved by SCCs Capital Programme Panel (CPP) (or similar)?*  Click or tap here to enter text.   1. **If needed has feasibility work been undertaken yet? Please give details below.**   *For example: any checks and investigation completed by a third party or similar.*  Click or tap here to enter text.   1. **Does the project have all approvals and permissions?**   *For example, provide information of any planning permission, etc.*  Click or tap here to enter text. |
| 1. **Do you or your organisation own the building and or land for this project?**   Choose an item.  **If ’no’, has the owner(s) agreed to the project? Please provide details.**  *This could be an email, copy of a letter, formal contract etc.*  Click or tap here to enter text.   1. **When would be the project be expected to start should funding be available?**   *Please note that: It can take up to 4 months for a decision to be made and confirmed for a funding bid*  Click or tap here to enter text. |
| Click or tap here to enter text. |
| **Other relevant information** |
| 1. **Please provide any other relevant information to support your bid.**   Click or tap here to enter text. |
| **Declaration** |
| **I confirm that the information provided in this Project Bid Funding Form is complete and correct to my knowledge at the time of submission.**  *If you are suggesting a project on behalf of an organisation, you must have authority/agreement to do so.*   |  |  | | --- | --- | |  |  | | Name |  | | Position (if applicable) | Click or tap here to enter text. | | Date | Click or tap to enter a date. | |  |  | |