Canvey Island Town Council

APPLICATION FOR A COMMUNITY INFRASTRUCTURE LEVY (CIL) BID

1. Please read Canvey Island Town Councils CIL Policy before making your application.

2. Please review the Town Councils website for an up-to-date summary of CIL, current projects being proposed and funds committed to date.

3. All applications will be considered on a case-by-case basis.

4. Upon receipt of a completed application, the Town Council will consider the application: -
    - Small scale CIL bids (costing less than £20,000) will be reviewed at the next available Council meeting.
    - All large-scale CIL bids (in excess of £20,000) will be reviewed with the Town Clerk, and a suitable Council meeting will be agreed with all parties.

5. All documentation must be submitted to the Town Clerk at least one month before the next available Council meeting.

6. Applications must be made on the prescribed form, and all questions must be answered. If a question is not applicable enter “N/A”.

7. All valid applications will be considered but may only be awarded a percentage of the requested amount. The awarding of any amount is at the sole discretion of the Town Council.

8. Other grant funding sources should be considered at the same time, or prior to, applying to the Town Council where match funding can be reviewed.

9. Successful applicants, who will be notified in writing, must only use the CIL funds for the purposes stated in the application.

Please ensure that all sections of the application form are fully completed and attach separate documents where applicable.

Failure to comply with the details above may result in the applicant being required to repay some or all of the CIL funds to the Town Council.

Please return your completed form and supporting documents to the Town Clerk @ clerk@canveyisland-tc.gov.uk or call 01268 683965.

CANVEY ISLAND TOWN COUNCIL - CIL FUNDING APPLICATION FORM

SECTION A – DETAILS OF APPLICANTS ORGANISATION	
Name of Organisation:	
Main Contact and Position	
Organisations Address	
Telephone Number	
Email Address	
What are the main activities of the organisation?	
What is the status of the organisation? e.g. Voluntary or Community, sports of type of club, other (please provide details)	
Charity Registration Number	
What is the total annual income of the organisation?	
What is the total annual income of the organisation?	

SECTION B – DETAILS OF THE PROJECT	
Describe the project location or venue:	

Provide a comprehensive description of the project (additional documents can be provided)	
How many people will benefit from the project?	
How many of those benefitting are Canvey Island residents?	
Has any consultation been conducted? If yes, provide details of the results/findings.	
How does the project help address the demands of development in the area? What evidence is there to support this?	
Proposed timescale for the project?	
Does the project require planning permission? If so, has this been applied for/approved?	

SECTION C – FINANCE REQUIRED	
Estimated Project Costs?	
How much funding are you requesting from the Town Council? Please provide three quotes and confirm which party you propose to contract and why. *(The quotes should be like for like. Where this is not possible, please provide an explanation)*	
Has any other funding been applied for or is being provided towards the project? *Please provide details or sources of funding already considered or applications made.*	
Why is CIL funding being sought?	
What are the anticipated maintenance costs of the projects?	
How will the maintenance costs be funded?	

SECTION D – DECLARATION	
I confirm that I am authorised to make this application on behalf of the organisation detailed above and that the information that I have provided is correct to the best of my knowledge. If this application is successful, the grant will only be used for the purposes specified in this application.	
Signed:	
Name and position:	
Date:	

SUPPORTING INFORMATION CHECKLIST Please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted)	
Constitution	
Copy of latest audited accounts	
Evidence of Planning Permission	
Evidence of secured funding or applications made	
Quotes	
Latest available bank statement	
Consultation Reports	