

Part 1: About the Fund

The Community Infrastructure Levy (CIL) is a tool for local authorities in England and Wales to support the development of their area. CIL is a charge levied by local authorities on new development in their area. A portion of CIL receipts is allocated for Neighbourhood CIL.

Neighbourhood CIL is available to spend on priorities within the local community and Barnet Council has allocated the responsibility for this process to the three Area Committees (North, East and West).

The spending of CIL is to support the development of the relevant area by funding the provision, improvement, replacement, operation, or maintenance of infrastructure that is concerned with sustaining and maintaining the demands that development places on an area, or anything else that is concerned with addressing the demands that development places on an area.

Who can apply and how to apply?

The first step in the process is to secure the sponsorship of a Ward Member for the relevant Area Committee for your application. The Ward Member will be able to raise a Members Item for CIL funding at an Area Committee.

To be eligible, the application must meet the following criteria:

- The scheme will require the support of a Ward Member and must be submitted to the Area Committee by the Ward Member [Your Councillors \(modern.gov.co.uk\)](http://modern.gov.co.uk)
- The scheme must fall within the Area Committee CIL funding priorities
- The scheme must be located within the borough and offer a wide community benefit
- The scheme must comply with the regulations in that it “supports the development of an area” through “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”.
- The scheme must not relate to political/lobbying activities (e.g. fundraising), and must not directly benefit individual councillors.
- Organisations or groups submitting applications should be registered with a regulatory body (e.g. Charities Commission and Companies House) or be able to demonstrate that they are constituted as ‘not-for-profit’ organisations. Individuals will not be considered.
- Organisations or groups submitting bids must be able to demonstrate sound financial performance and management (by naming the finance officer and describing the controls over the organisation’s accounting, bank accounts and cash)
- Schemes must comply with relevant policy and legal requirements (for example, on road safety, planning policy and environmental health).

For clarity, the Area Committee review Members Items for CIL funding and make the decision to approve, reject or defer an application. The decision of the Area Committee is final.

When to apply

Area Committees meet regularly, four times in a year; January, March, June, and September. The application process to secure sponsorship, complete the application and for Officers to undertake relevant review of the scheme for Committee scrutiny should expect to commence around 3 months prior to the targeted Committee date.

NCIL Legal Eligibility Proforma

Prior to submitting a bid, a legal eligibility proforma form must be completed and submitted to the Lead Officer. This form is essential for our legal team to assess and verify that the bid meets all required eligibility criteria. Only bids that pass this legal review will be considered for submission to the area committee.

Part 2: Acceptance of our Terms and Conditions

Before an application can be submitted, you must review and agree to the terms and conditions, accepting the following:

- We will use the information you have provided to process and administer your application. We may request further evidence to confirm information given on this form, including obtaining information about you from other organisations for the prevention or detection of crime.
- The offer of a grant is conditional and may be on the provision of additional information. This must be received by us when submitting an application for the grant, failing which, the offer will be withdrawn. You must use the grant for the purpose for which it was approved and notify us of any proposed material change to the scheme.
- Delivery of a scheme should comply fully with the project detail and any specifications, the contents of which shall not be altered materially without the prior written consent of the Council.
- In the event that a material change occurs in the duration of the project or within a reasonable period after completion, the organisation shall submit the details to the Council for review.
- Schemes should be self-sufficient/sustaining and unless explicitly agreed otherwise, should not impose additional costs on the council and other relevant partners.
- You will spend the grant within the period of undertaking the scheme. The Council reserve the right to reclaim any monies which have not been spent within a reasonable time-period of the award. For guidance this will be within 18-24 months.
- The council reserves the right to reclaim part or all the funding if the specified outcomes and deliverables are not achieved.

- Unless agreed separately, grant payments will be in arrears and following submission of evidence that the planned deliverables have been achieved as well as submission of supporting evidence of actual costs incurred. Where payments are required in advance of delivery (for example if orders need to be placed and the responsible organisation would not otherwise have the funds to make upfront payments prior to NCIL funds being reimbursed), a project specific funding arrangement would need to be agreed between the delivering organisation and the Local Authority. The delivering organisations should not commit themselves to any expenditure until agreement of funding arrangements with the Local Authority.
- In some circumstances, the delivering organisation may find that the original intended outcome may no longer be achievable (this could be the case if licenses or planning approval is required to enable delivery). Where this is a potential scenario, the Authority will agree only to the payment of funds to take the project to an agreed point in time. Once certainty of delivery has been reached, the Local Authority will agree for the remaining project funds to be available for drawdown. The Authority will only reimburse the costs to reach an agreed milestone. With regard asset investments, in the event that the funding award which is to contribute to the cost of the construction or development of the facility or purchase of equipment for a project exceeds £100,000 in value (the Council shall require the organisation to: permit the Council to enter a restriction or caution in respect of the property at HM Land Registry in respect of the registered title; or grant or cause to be granted to the Council ranking a legal charge over the property in such form as the Council may reasonably require.
- Bids must enable or ensure a medium to long term positive impact on the community.
- Bids should look to build community capacity.
- Proposals will be required to have clear single organisation with responsibility for delivery (Projects will need to be delivered by either a community group or a Barnet Service)
- You will allow Council officers a right of access at all reasonable times to inspect any works undertaken, or items of equipment purchased, with the aid of the grant.
- The organisation must keep full and proper accounts in relation to implementation and delivery of the project. Any representative or nominee authorised by the Council should be given access, at request to the accounts and financial records to assist any periodic reviews of Area Committee investment. You will comply with UK laws and meet the requirements of The Equality Act 2010.
- The scheme complies with all relevant legislation and adopts good practice in ensuring that safeguarding measures and insurance for the scheme are in place.
- You will notify us if an allegation relating to safeguarding or health and safety is investigated.
- The Organisation must ensure that it has an appropriate equality policy, and if the Project involves work with children, young people and/or adults at risk it must also have an appropriate safeguarding policy, including the requirement to carry out DBS checks where appropriate.

- The grant is a donation, and the Council are not liable for the consequences of its use. We reserve the right to reclaim any money which has been paid as the result of fraudulent or misleading claims.
- You will acknowledge the Council on any publicity material you issue in relation to the work of this grant, following agreement from the council.
- You will be willing to take part in, where proportionate and practical on any publicity activities.
- Processing of grant may take up to 3 months, subject to processing and checks. You will factor this into the timescale of your project.
- The organisation agrees to establish clear lines of communication with the Council to carry out any monitoring and evaluation requirements associated with the funding.
- Once project is complete, an impact statement must be submitted to CIL officer for review.

Part 3: Supporting Documents

Please note you are required to provide supportive documents to NCIL@barnet.gov.uk as part of the application process.

Please be prepared to also provide the following documents post a successful application:

- Constitution or memorandum & article of association or trust deed
- Letter Headed (.pdf format) document with full name & address of the organisation, bank account details (sort code, account, account name), VAT registration (if applicable), e-mail address, contact name and contact telephone of finance contact.
- Annual report
- Your organisation's latest independently audited or certified annual accounts (if available)
- Public liability insurance
- Safeguarding policy (You must include this if your organisation works with children and young people under 16 years of age or with vulnerable adults)

Where not necessary, you will be required to provide information to justify.

Part 4: Agreement

As noted above in the Terms and Conditions, processing of grants may take up to 3 months. Please ensure the information you provide is accurate as this may result in further delays.

Please tick this box to confirm that the information provided is true and accurate and that you accept the conditions detailed above, and sign below, or type in your name and date if emailing this application.

I/We understand that the decision of the Area Committee, to approve, reject or defer a scheme presented as a Members Item for CIL funding is final.

I/We understand that Barnet Council have requested information about my organisation's personnel and financial data for the purpose of processing this application.

I/We confirm that the information given on the application form is true and my organisation has formally agreed that I/we can act on their behalf. I/we confirm that I/we have attached all required additional documents.

Applicant's name		
Applicant's signature		Date