



WORTHING BOROUGH
COUNCIL

Worthing Borough Council

Community Infrastructure Levy (CIL)
Neighbourhood Fund

Guidance Note for potential applicants

Background

The Community Infrastructure Levy (CIL) is a local charge on liable planning permissions and developments designed to secure money to help fund new and improved infrastructure in Worthing. CIL is collected from liable developments when they commence on site. The Government's CIL Regulations provide the legislative context for collecting and spending funds locally.

The CIL regulations require that 15% of funds received from liable planning permissions and developments, in un-parished areas like Worthing, have to be made available to spend on local projects in the neighbourhood where development takes place. This proportion is known as the CIL Neighbourhood Fund.

What can the CIL Neighbourhood Fund be used for?

In accordance with the Government's CIL Regulations the CIL Neighbourhood Fund should be used to support local projects which entail:

- 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

This gives communities freedom and power to spend the money on a wide range of things, in consultation with the community. Local project proposals seeking support from the CIL Neighbourhood Fund, can therefore cover a broad range of infrastructure types, which could include (but is not limited to):

- Transport improvements – e.g. footpaths, cycle ways, public transport facilities and local roads improvements
- Improvements to the built environment and public realm – e.g. benches, tree planting, and public art
- Improvements to open space, play and leisure facilities
- Improvements to community facilities - e.g. halls / meeting spaces, community safety, health, learning and education
- Equipment for a community group
- Projects that are beneficial to a local area
- Projects that contribute to broad community benefit

CIL cannot be used to fund:

- Projects that will only benefit individuals or a single household
- Projects which relate solely to religious purposes

- Political activities
- Retrospective projects – i.e. where the spend has already occurred

The CIL Neighbourhood Fund will be available to fund one-off project costs. This means there will be no commitment by the Council to meet ongoing costs (e.g. maintenance or revenue costs), beyond the initial funding award. The application form asks for groups to consider the impact of funding the project beyond the initial funding.

Additional CIL Neighbourhood Fund applications to support future phases of a project may however be considered on their merits.

There is scope for the Worthing CIL Neighbourhood Fund to be used for revenue funding rather than just capital projects. It is important to note this fund will not be able to be used as ongoing revenue support, but will instead provide one-off emergency funding that could help to keep organisations and facilities alive whilst longer term funding solutions are secured. There will be a stipulation that any funding allocated to revenue projects is time limited and that the group or organisation must seek alternative funding before the CIL Neighbourhood Fund allocation runs out.

How will neighbourhoods be defined?

In the absence of parishes and neighbourhood plans, which is the case in Worthing, the CIL Regulations allow the Council to design its own bespoke definition of what constitutes a local neighbourhood area for the purpose of allocating the CIL Neighbourhood Fund.

Following discussions internally and with a range of community groups, a revised approach is now being used to allocate the funding based on 'CIL areas' (groupings of wards) where the development takes place, with the CIL receipts pooled and to be opened up to applications if an area has over £10k available. The revised approach will provide greater opportunity for groups from all areas of Worthing to bid for available funds.

The aggregated groups of Wards which will form the Worthing 'CIL areas' are set out below:

- Coastal East: Heene, Central and Selden
- Coastal West: Marine and Goring
- North West: Northbrook, Castle and Durrington
- North: Tarring, Gaisford and Salvington
- North East: Broadwater and Offington

Who can apply for CIL Neighbourhood Funds?

The funds will be made available as part of an annual bidding process. The table below outlines the CIL Neighbourhood Funds which are available to groups (only in the CIL areas which have reached the £10k mark) for this year (as of 01/03/2023):

Table 1: Amount of CIL funds in the CIL areas which have reached £10k mark (as at 01/03/2023)

CIL Area	Amount of CIL funds available in pot
Coastal East: Heene, Central and Selden	£177,368.86
Coastal West: Marine and Goring	£84,359.02
North West: Northbrook, Castle and Durrington	£365,152.32
North: Tarring, Gaisford and Salvington	£25,746.24
North East: Broadwater and Offington	£0 ¹
Total	£652,626.44

An online map showing the above CIL Areas can be found on the [Council's website](#).

Projects seeking funding from the CIL Neighbourhood Fund should be community-led and ideally be delivered by a local community organisation, group or club. It is a requirement that the group being allocated CIL funding must be formalised and have a constitution. The expressions of interest stage will give groups a chance to be signposted to a partner organisation to assist with getting set up to bid for grant funding.

What value of project proposals is invited?

The CIL Neighbourhood Fund is intended to support small local projects. Bids will be considered on their merits for local projects, as follows:

- Project proposals can request a minimum of £1,000 and up to a maximum CIL neighbourhood fund allocation of £15,000 (or up to the total amount of funds in a CIL area, if below £15,000).
- Project proposals that match CIL Neighbourhood Fund, with other funding sources, will be encouraged.

Applications for larger sums, of up to £30K, could be considered in CIL areas where the pot is greater than £50K, providing the applicants can demonstrate that they have actively sought matching funds from alternative funding providers.

The CIL Neighbourhood Fund can be used to fund 100% of project costs, or can also be used in conjunction with other sources of funding. For example, the CIL Fund could be used as the match funding element to secure a larger funding award from other organisations, or from the Council's own grant schemes.

Applying for CIL Neighbourhood Fund support

The step-by-step process for allocating funding from the Worthing CIL Neighbourhood Fund is set out below.

¹ This pot has less than £10k available, so funding has not been made available this year

The process of applying:

Expressions of interest 3 April - 12 May 2023		Applications open 22 May - 30 June		Assessment Panel 17 July - 28 July 2023			Final Decision & Outcome shared August 2023		Agreement September 2023
Groups given opportunities to connect with each other, officers and Councillors	Signpost groups to support to get set up to receive funding	Simple application form	WBC officers check applications	Assessment panel made up of Councillors and previous applicants	Opportunity for applicants to speak to the panel	Transparent assessment by panel and recommendation to Cabinet Member	Member for Communities and Young People makes final decision	Outcome of application shared, with feedback and suggestions	CIL fund agreement ready to be signed for successful groups

- **3rd April – 12th May 2023:** Groups with a project proposal are recommended to complete and submit the Worthing CIL Expression of Interest form - which will give the Council a chance to direct groups to a partner organisation who can provide support to groups to ensure that they are set up correctly to be allocated funding
- **22nd May – 30th June 2023:** Groups are invited to complete and submit the Worthing CIL Neighbourhood Fund application form - this will consist of a simple Google form (some of the questions asked are detailed below)
- **July 2023:** Suitable projects will be sent through to an assessment panel - the panel is to consist of Elected Worthing Ward Members and specially invited Community representatives who will go through the application forms submitted and evaluate/score each application
- **July 2023:** The assessment panel will complete an evaluation of each project proposal and provide feedback to each applicant
- **August 2023:** The assessment panel's recommendations are included in a report to the Cabinet member for Communities and Young People who has the final say on which bids are approved
- **September 2023:** Formal process starts for allowing transfer of funds, starting with signing CIL fund agreement

All applicants will be asked to submit an application form which will allow the CIL assessment panel to assess proposals against a range of criteria. The full evaluation form which will be completed by the panel can be found on the CIL webpages.

If you wish to have a copy of the questions which are asked on the forms, please email worthingcil@adur-worthing.gov.uk.

Any bids which aren't successful this year will be informed of the reasons why and will be given the opportunity to reapply next year, dependent on sufficient funds being available in the relevant CIL area pot.

The following sections relate to the formal application form which will be available on our website between 22nd May and 30th June 2023:

Application Form Section 1 – Applicant Information

Community group / organisation:

- Where the bid is submitted from a community group, business or another organisation it is important for WBC to have these details provided. Please provide the company or organisation details in full
- The CIL Neighbourhood Fund is aimed at delivering benefits to local communities. The applications should therefore be submitted from groups or individuals representing community interests and not direct from Council departments. There may, however, be instances where a Council department and a local community group have shared support on a project that could benefit from CIL funding. WBC departments can therefore work jointly with communities to support bids in these instances but the bid itself must be demonstrably community-led and submitted from an individual or organisation representing the community. Ward Councillors cannot submit bids on behalf of the local community

Aims of the Organisation:

- This should be a simple explanation of why the group/organisation has been set up. What benefits does the group aim to bring to the local community?

Application Form Section 2 – Project Information

Project location:

- If the project does not have one 'base' then please detail in the 'Project location/address/postcode' question to explain why

The total (gross) cost of the project:

- Please provide, as far as is known, the total gross cost of the project (including VAT). The total cost of the project will not necessarily be the same as the amount of CIL Neighbourhood Funds required as the project may be part funded from other sources. This information is to help WBC determine the various costs involved as well as the extent of CIL funds needed to deliver the project
- Where possible, please provide evidence of quotations to confirm the accuracy of the proposed project costs
- WBC recognises that some projects will need to provide less information than others due to different complexities. It is for the applicant to provide the appropriate level of cost information that they consider is required in each case

Total CIL funds sought:

- Please provide how much CIL is being sought to help deliver the project. This could be either the same as the total project cost or just the residual amount required (in addition to other funding already secured) to ensure the project can be delivered
- You are advised to check the availability of funds in your CIL area at the point of submission

Expected project start and end dates:

- It is important for WBC to understand how long it will take to deliver a project from start to finish. Please provide details of the following:

- Start date: Please provide the likely date from which eligible expenditure will be incurred
- End date: Please provide the likely date by which all the activities / works described in the application will be completed and all invoices will be paid

Application Form Section 3 – Project Description:

- Please provide as much detail as possible as to what type of infrastructure is to be delivered
- What is the reason for the project wanting to be delivered and which group(s) have been involved in the process of coming up with the project proposals?

Application Form Section 4 – Project Benefits:

Wider community benefits:

- It is recognised that the majority of Worthing CIL Neighbourhood Fund projects will have local (i.e. ward level) benefit rather than Worthing-wide. However, there may be some CIL projects that go beyond just the local benefit and have potential to deliver benefits to a wider section of the borough community. WBC would therefore like to give bidders the opportunity to explain further how a project will deliver wider benefits than just the immediate community area

Application Form Section 5 – Project Support:

Is this proposal supported by local Ward Councillors representing the area where the project will be located?

- WBC aims to allocate money to those projects that have clear community support
- Before making a bid, applicants are strongly encouraged to speak with their local Ward Councillors and get their support for the project. Where Ward Councillor support has been given, please list the Councillor names on the form and provide any supporting evidence (e.g. letter or email confirming support). All Ward Councillor support must be evidenced
- At least one Councillor representing the Ward where the project will be located is required to support the bid
- In addition to Ward Councillors, WBC strongly encourages bids to be supported by the local community that will benefit from the project. Where this can be evidenced, please provide this with the bid form. For example, a letter from the local resident's association, petitions in support, social media polls (e.g., Facebook) etc. will all be useful information to demonstrate the level of local support for the project

Project delivery:

- Please list details of any hurdles which must be overcome in order to deliver the project. Any infrastructure project is likely to have obstacles, which is why WBC encourages applicants to have considered these and sought the appropriate help in order to overcome them before submitting an application for CIL Neighbourhood Funds
- Will the scheme be on public or private land and has the landowner given permission for the project to proceed? Please provide details of support. WBC recognises that the majority of the projects will be proposed on Council owned land although there may also be some projects proposed on other land ownerships. Whether it is on public or private land, this needs to be made clear in the application form
- Delivery by Worthing Borough Council - the application must make clear if it is expected that WBC will deliver the project through use of its statutory powers. If this is the case then applicants should discuss delivery with the relevant Council service provider before the bid is

made to provide assurances that there is capacity within the relevant department to deliver the project. If WBC is able to deliver it in principle but not until a certain date due to existing workloads and lack of capacity then the application should clearly set this out and provide details of when the project will be delivered.

Describe how the revenue / maintenance costs, if not covered by the sought CIL funds, will be funded for the lifetime of the project:

- If WBC are to have any involvement in the delivery and / or future maintenance of the project, it is important for the applicant to confirm that the project has been discussed with the relevant Council department before the bid was made
- Please provide confirmation details of which department was contacted, the officer you spoke to and the outcome from the discussions
- Given the financial constraints WBC has to work within it is important to ensure the use of CIL Neighbourhood Funds does not place significant additional financial and resource burdens on Council operations. It is expected that the majority of bids will include the ongoing maintenance costs over the lifetime of the scheme as part of the overall cost information provided under Section 2
- For those projects that do not, WBC will need to see what alternative arrangements are in place for the infrastructure to be maintained

Application Form Section 6 – Additional Funding:

Match funding:

- Please also provide details of any grant / match funding already or expected to be secured to help meet some of the costs identified. Where alternative funding has been secured please provide as much evidence as possible i.e. award confirmation letter etc.
- Please note that WBC may want to contact applicants before the assessment stage to clarify any of the information provided on the form, including costs. This is to ensure that as much information is provided for when the Panel undertake the assessment of each bid

Application Form Section 7 – Supporting Information:

- Please use this section to upload up to 5 files, which includes any documents, spreadsheets, PDFs, videos, audio or images to support your application
- Note that the maximum file size is 10MB

Further Information

More information will be available on the Council's [CIL webpage](#).

Regarding expressions of interest or questions with regard to the CIL Neighbourhood Fund, please contact:

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