



WORTHING BOROUGH  
COUNCIL

Worthing Borough Council

Community Infrastructure Levy (CIL)  
Neighbourhood Fund

Guidance Note for potential applicants  
2025

## 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

The opportunity with this fund is the "demand that the 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 local residents. Local project proposals seeking support from the CIL Neighbourhood Fund, can therefore cover a broad range of project types, by using the opportunities that local development brings to an area.

This might include projects that:

- tackle social isolation
- encourage community cohesion
- improve open space, play and leisure facilities
- enhance your local environment, or tackle the impact on the climate

- promote outdoor spaces or enhance people's health and wellbeing
- deliver public art
- encourage residents to use local activities they might not normally be able to access

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.

### **What types of projects are we looking for in 2025?**

The CIL Neighbourhood Fund continues to evolve and is an important source of funding which can help our residents and our places to thrive, in particular at a neighbourhood level. We want to continue supporting and celebrating the great work of the voluntary and community sector as we launch the 2025 CIL Neighbourhood Fund programme.

The expectation is that projects which receive CIL funding in 2025 will be delivering projects in the 4 CIL Areas which have funding available (Coastal East, North West, North and North East). More details on the CIL Areas are provided in the 'How will neighbourhoods be defined?' section below.

In particular in 2025, we are interested in projects which meet the following criteria:

- Provide direct benefits to the Worthing CIL Area residents and the environment - the CIL Neighbourhood Fund is designed to meet local needs arising from development. Therefore, it is important that projects consider how they can provide direct benefits to residents living in a CIL Area and/or the environment. Applicants should ideally be able to demonstrate how the project will impact the CIL Area they are applying to, rather than simply the whole of Worthing
- Providing value for money - ideally projects will have secured additional funding to help deliver their project. This could also include volunteer hours, or free labour. We are looking for

projects where CIL funding will help deliver a suitable project that provides a strong benefit compared to the cost, particularly considering the lower maximum amount of CIL funding that groups can apply for in 2025

- Helping to build inclusive and connected communities - we're looking to support projects that build community cohesion and enable residents to improve their neighbourhoods. Strong communities happen when every person's voice is heard and when everyone has a chance to shape the place they live in. More information on what this means can be found on our ['Inclusion and cohesion' webpage](#).
- Projects with a clear demonstration of local need - we're looking to support projects where there is a clear local need which is to be addressed. Groups should have evidence of working with people who understand the needs of the CIL Area to help develop and shape their project. It is important for applications to demonstrate why there is a local need for a particular piece of infrastructure in the CIL Area and how the project has been developed by working with people locally
- Working in partnership - groups should look to work with other groups/organisations in the CIL Area to help widen the impact of the project. Collaboration can help with the long term success of a project. Types of groups/organisations you could partner with include: businesses; other voluntary and community groups; charities; school PTAs; resident associations etc

The Council will accept a wide range of projects, as stated in the 'What can the CIL Neighbourhood Fund be used for?' section above. However, if there are a number of projects which meet the criteria but not enough CIL funds to be allocated to them all in a CIL area, then the projects will be scored by the assessment panels based on a range of criteria. Those which do will score higher.

The Council is looking for new projects and for groups who do not currently get financial support from Worthing Borough Council to apply for funding. Therefore, this may be used as a deciding factor by the assessment panel if they are deciding between a number of suitable projects but do not have enough funds to allocate to all the projects. It may be worth considering if you can partner with a new group operating in the CIL area who does not currently have support from the Council, in order to help them deliver a project.

### **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.

The funding allocations are based on the 'CIL areas' (groupings of wards) where the development is taking place, with the CIL receipts pooled and to be opened up to applications if an area has over £10k available. The approach provides greater opportunity for groups from a wide area 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 01/04/2025):

Table 2: Amount of CIL funds in the CIL areas which have reached £10k mark (as at 01/04/2025)

CIL Area	Amount of CIL funds available in pot
<b>Coastal East: Heene, Central and Selden</b>	£93,545.99
<b>Coastal West: Marine and Goring</b>	£0 <sup>1</sup>
<b>North East: Broadwater and Offington</b>	£20,190.27
<b>North West: Northbrook, Castle and Durrington</b>	£14,281.67
<b>North: Tarring, Gaisford and Salvington</b>	£17,841.59
<b>Total</b>	<b>£145,859.52</b>

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, have a constitution, financial accounts, and relevant policies.** Organisations who make a profit (e.g. businesses) are not allowed to apply for the CIL Neighbourhood Fund. The expressions of interest stage will give groups a chance to check if they are eligible to apply for funding.

It is also a requirement that any group who is awarded CIL funding must provide a completed UK Subsidy Control Form before receiving any of the CIL funds. Failure to provide it will mean that the funds are returned to the pot for future funding rounds.

### 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:

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

- Project proposals can request a minimum of £1,000 and up to a maximum CIL neighbourhood fund allocation of £5,000 (note: this amount has lowered from £15,000 which applied in previous rounds).
- Project proposals that match CIL Neighbourhood Fund, with other funding sources, will be encouraged.

It should be noted that there is likely to be high demand for the CIL Neighbourhood Fund applications in 2025, so it is recommended that groups consider how much CIL funds they are requesting and whether they have access to other sources of funding.

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.

### Applying for CIL Neighbourhood Fund support

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

#### The process of applying:

Expressions of interest 19 May - 29 June 2025	Networking events June - July 2025	Applications 1 September 12 October 2025	Assessment November 2025	Final Decision & Outcome shared December 2025	Agreement January 2026
<p>Groups with a project proposal are recommended to <b>complete the Worthing CIL Expression of Interest form</b>.</p> <p>This will give the Council a chance to work with groups who are not yet eligible to receive CIL funding.</p> <p>This is not a compulsory stage.</p>	<p>A series of <b>networking events will be held</b> (one in each of the 4 CIL areas with funding available in 2025) which community groups are invited to attend.</p> <p>The sessions will be a chance for groups to hear from the Council on what we are looking for from projects in 2025 and to ask questions.</p>	<p>Groups are invited to <b>complete the Worthing CIL Neighbourhood Fund application form</b>. This will be a simple Google form.</p>	<p><b>Suitable projects will be sent through to an assessment panel</b>. This will consist of elected Worthing ward members and specially invited community representatives.</p> <p>They will go through the application forms submitted to evaluate and score each one.</p> <p>The panel will then recommend which projects are to be allocated CIL funding and provide feedback to applicants.</p>	<p><b>The assessment panel's recommendations will be included in a report to the Cabinet Member for Communities, Culture and Leisure</b>.</p> <p>They have the final say on which bids are approved.</p>	<p>Formal process starts for allowing transfer of funds, <b>starting with signing CIL fund agreement</b>.</p>

- 19th May - 29th June 2025: Groups with a project proposal are recommended to complete and submit the Worthing CIL Expression of Interest form (***please note that this is not compulsory and you can skip straight to the application form***). Groups should complete

the expression of interest form if they are unsure if they are eligible to apply, or wish to discuss their project with Council officers.

- June - July 2025: A series of networking events will be held (one in each of the 4 CIL areas with funding available in 2025) which community groups are invited to attend. The sessions will be a chance for groups to hear from the Council on what we are looking for from projects in 2025 and to ask questions.
- 1st September - 12th October 2025: 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)
- November 2025: 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. The panel will then recommend which projects are to be allocated CIL funding
- November 2025: The assessment panel will complete an evaluation of each project proposal and provide feedback to each applicant
- December 2025: The assessment panel's recommendations are included in a report to the Cabinet Member for Communities, Culture and Leisure who has the final say on which bids are approved
- January 2026: 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.

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.

### **Things to consider before applying for the CIL Neighbourhood Fund**

Worthing Borough Council recommends that groups/organisations who are considering applying to the Worthing CIL Neighbourhood Fund go through the following things to consider:

- I. Is your group/organisation set up correctly to be eligible to apply to the CIL Neighbourhood Fund? Please complete the Expression of Interest Form if unsure.

2. Have you discussed your project with a relevant Council team/department? For example, is your project on Council owned land?
3. Will your project require Planning Permission or Building Control approval? If so, have you considered the cost and how long this may impact the timing of your project?
4. When will you be able to deliver the project? There is a requirement for your project to commence and the CIL funds to be spent within 18 months of the awarding of the funds
5. Have you spoken to your local Ward Councillor regarding your project?
6. Are there any other local community groups who you could partner with to deliver your project and potentially have a wider benefit to Worthing residents?
7. If there are any ongoing maintenance issues/costs associated with your project, how will these be addressed to avoid there being an ongoing financial cost to Worthing Borough Council?

**The following sections relate to the formal application form which will be available on our website between 1st September - 12th October 2025:**

### **Application Form Section 1 – Applicant Information**

Community group / organisation:

- Where the bid is submitted from a community group, charity or another organisation it is important for WBC to have these details provided. Please provide the group 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 directly 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
- If groups are applying for a joint project, one group/organisation should be selected as the lead and submit the application in collaboration with the other groups/organisations. There is a question in section 2 which gives the applicant a chance to list all the groups who are delivering the project
- The group applying for the fund should meet all the criteria set out at the start of the application form

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 title:

- Please consider a suitable title to the project. This will be included in any publicity that the Council puts out regarding successful applications.

Name of the group(s) delivering the project:

- If this is more than one group collaborating on the project, please list all of them

Project location:

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

Which Worthing CIL area do you wish to apply to?

- Please note that the CIL Area selected here will be the pot of money your application will be assessed against
- If your project has a base location (for example, where people meet for your project), then you should apply for the CIL area which the location is in
- If your project has no specific location, or has multiple locations across different CIL areas, then you should think about which CIL area will have the biggest positive impact from your project. Is there one CIL Area where your group works more intensely? Can you provide evidence that your project will have a positive impact on the residents in that CIL Area?

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. If possible, a business plan with details of the costings of the project would be beneficial
- 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

- Please note that there is the option for the assessment panel to recommend awarding a lower CIL amount than is requested

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 Details:**

Summary of the project:

- How will the project benefit either a) the provision, improvement, replacement, operation or maintenance of infrastructure; or b) anything else that is concerned with addressing the demands that development places on an area.
- Please provide as much detail as possible as to what the project is and what the CIL funding is needed for, whilst keeping to the word limit
- Is there the possibility of the project running if only a proportion of the CIL funding requested can be allocated?
- Are there any ongoing costs associated with the project? For example, if you are providing a physical piece of infrastructure, who will be responsible for maintaining it?
- 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
- 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 information as to how the group(s) delivering the project will account for any future maintenance costs (as this cannot be funded through CIL)

Breakdown of costs:

- Please provide a breakdown of the cost of the project, in as much detail as possible, whilst keeping to the word limit
- There is an option to provide a spreadsheet (or similar) of the costs breakdown as supporting information, at the end of the form

Local community benefits:

- Please provide as much detail as possible on the likely demographics who will benefit from the project
- Do you know roughly how many people will benefit from the project?

- Can you demonstrate how the CIL Area you have applied for will receive direct benefit of the project?
- Does your project also have a positive impact on the environment?

How does your project help to build inclusive and resilient communities?

- In 2025, we're looking to support projects that build community cohesion and enable residents to improve their neighbourhoods
- Information on building inclusive and connected communities can be found on the Council website - <https://www.adur-worthing.gov.uk/about-the-councils/corporate-strategies-and-policies/inclusion-and-cohesion/>

Evidence of need for the project:

- 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?
- Has your project been run before elsewhere or is it being expanded? If so, what are the reasons for this?
- Have you spoken directly with the intended beneficiaries of the project to help you design the project?

Partnership working:

- Will your project be delivered in partnership with any other group?
- This could include local schools, community groups, resident associations, or businesses

Obstacles to delivering the project:

- 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 you need permission from the Council?
- Are you reliant on the assistance of another organisation to help deliver the project?
- Will the scheme be on public or private land and has the landowner given permission for the project to proceed?
- Are you reliant on licensing or planning permission?
- Do you require a licence/lease to run the project?

#### **Application Form Section 4 – Project Support:**

Support for the project:

- 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

- 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

### **Application Form Section 5 – Additional Funding:**

Other funding sources:

- 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 indicate if the other sources of funding are reliant on you securing the CIL funding (i.e. having match funding)
- This section can also be used to detail “in kind” contributions i.e. volunteering hours or free labour
- 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 Assessment Panel undertake the assessment of each bid

### **Application Form Section 6 – 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 questions about the CIL Neighbourhood Fund, please contact:

Worthing CIL

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