



WORTHING BOROUGH  
COUNCIL

Worthing Borough Council

Community Infrastructure Levy (CIL)  
Neighbourhood Fund

Guidance Note for potential applicants  
2024

## 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
- improvements to open space, play and leisure facilities
- projects that enhance your local environment, or tackles the impact on the climate

- activity that promotes outdoor spaces
- activity that enhance people's health and wellbeing
- public art projects
- 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.

As part of the application and any subsequent award you will be expected to evidence the local need and provide impactful case studies.

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 2024?**

As a Council for the Community, we want to continue working hand in hand with our communities, to 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 2024 CIL Neighbourhood Fund programme. We are making some changes to the information and guidance for applicants in response to what we've learned from last year and because our funding pot is smaller this year.

The expectation is that projects which receive CIL funding in 2024 will be delivering projects in the 3 CIL Areas which have funding available (Coastal East, Coastal West and North West).

In particular in 2024, we are interested in projects which meet the following funding outcomes and themes:

*Table 1: outcomes and themes which are priority areas for CIL Neighbourhood Fund applications in 2024*

Outcomes	Themes
<p><b>Supporting Worthing’s residents and communities to become more connected within and across neighbourhoods</b> - we are looking to fund projects which involve a high level of collaboration between groups. This could be collaboration between groups that work in different neighbourhoods: bringing together different residents to grow relationships; learn from one another and connect to community spaces and places in their neighbourhoods.</p> <p>We are interested in funding groups who want to develop new ideas and/or adapt their ways of working to deliver projects focused on bridging gaps between communities and reaching out to those residents who might not otherwise get the support they need</p>	<p><b>Improving health and wellbeing</b> - projects which involve different groups of residents and communities (including young people) coming together in the neighbourhood to take part in community activities and/or action that reduces social isolation, promotes feelings of belonging and increases health and wellbeing. This could also be about connecting residents at risk of social isolation to parks, open spaces and the seafront</p>
<p><b>Supporting Worthing’s residents and communities to become more involved in designing projects</b> - we are keen to fund groups which can demonstrate how they are involving residents and communities in the design of projects. For example, if a project’s beneficiaries are young people, we would be looking for evidence that young people have been directly involved in shaping the project proposal and will be involved in delivery. This type of approach is sometimes called ‘co-design’ or ‘co-production’</p>	<p><b>Caring for our neighbourhoods and communities</b> - projects which involve residents and communities in caring for our streets, our open public spaces (i.e. parks, seafront, community gardens etc...) and our community buildings</p>
	<p><b>Community cooperation</b> - projects which seek to test and develop new approaches to addressing the cost of living and financial inequalities through schemes such as bulk-buying, community food growing and dining schemes, food co-ops, and shared resources (i.e. community transport)</p>

	<b>Tackling environmental issues</b> - projects which involve residents and communities taking action on nature recovery and climate change mitigation (i.e. water and flood management, community composting, waste reduction, food growing etc...)
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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, including whether or not they meet the above outcomes and themes. Those which do will score higher.

### **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 01/03/2024):

Table 2: Amount of CIL funds in the CIL areas which have reached £10k mark (as at 01/03/2024)

CIL Area	Amount of CIL funds available in pot
<b>Coastal East: Heene, Central and Selden</b>	£10,989.19
<b>Coastal West: Marine and Goring</b>	£86,375.04
<b>North East: Broadwater and Offington</b>	£0 <sup>1</sup>
<b>North West: Northbrook, Castle and Durrington</b>	£108,254.30
<b>North: Tarring, Gaisford and Salvington</b>	£0 <sup>2</sup>
<b>Total</b>	<b>£205,618.53</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 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. It should be noted that there is likely to be high demand for the CIL Neighbourhood Fund applications in 2024, 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, or from the Council's own grant schemes.

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

<sup>2</sup> This pot has less than £10k available, so funding has not been made available this year

## 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 21 March - 17 May 2024	Networking events 9 May - 10 May 2024	Applications 20 May - 28 June 2024	Assessment July 2024	Final Decision & Outcome shared August 2024	Agreement September 2024
<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 direct groups to a partner organisation who can provide support to groups, to ensure that they are set up correctly to be allocated funding.</p>	<p>A series of <b>networking events will be held</b> (one in each of the 3 CIL areas with funding available in 2024) 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 2024 and to ask questions. Community Works representatives will also be invited to attend to provide support to groups or point them to the appropriate resources.</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 and Young People.</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>

- 21<sup>st</sup> March – 17<sup>th</sup> May 2024: 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, wish to be directed to a partner organisation who can provide support to groups to ensure that they are set up correctly to be allocated funding, or wish to discuss their project with Council officers.
- 9<sup>th</sup> - 10<sup>th</sup> May 2024: A series of networking events will be held (one in each of the 3 CIL areas with funding available in 2024) 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 2024 and to ask questions. Community Works representatives will also be invited to attend to provide support to groups or point them to the appropriate resources. More information will be available on our [website](#).
- 20<sup>th</sup> May – 28<sup>th</sup> June 2024: 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 2024: 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
- July 2024: The assessment panel will complete an evaluation of each project proposal and provide feedback to each applicant
- August 2024: 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 2024: 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:

1. Is your group/organisation set up correctly to be eligible to apply to the CIL Neighbourhood Fund? Please complete the Expression of Interest Form (available between 21st March – 17th May 2024) 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. How does your project meet the 2024 funding outcomes and themes?
8. 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 20<sup>th</sup> May – 28<sup>th</sup> June 2024:**

### **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

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.

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.



- Alternatively, you can apply to the CIL Area which will have the most positive impact from your project. You should indicate later in the application form how the wards in that CIL Area will have a positive impact from the project.
- 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

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:**

Summary of the project:

- Please provide as much detail as possible as to what type of infrastructure is to be delivered (whilst trying to stick to the word limit, as the assessment panels want to read succinct applications)
- Try to give a quick summary of the costs of the project. More detailed information could be supplied in documentation and uploaded in Section 7: Supporting Information

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?

Link to development:

- Are there any nearby developments that have taken place which your project will help to address the impacts of?
- The Worthing Borough Council annual [Infrastructure Funding Statement \(IFS\)](#) details which developments have contributed CIL/s106 funds in the previous financial year

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

Local community benefits:

- Please provide as much detail as possible on the likely demographics who will benefit from the project
- Does your project also have a positive impact on the environment?

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

2024 Outcomes and Themes:

- Please provide evidence of how your project meets the two 2024 Outcomes and the four Themes which the Council are looking for. Your project may meet any number of these (not just one). If your project meets these criteria it will score highly in the evaluation of bids which are received.

Monitoring the project:

- WBC would like to know how you will monitor the impact that your project will have. How will you know if it has been successful?
- Will you collect case studies from direct beneficiaries of the project to hear their experiences? This feedback could then be used to influence any future projects that your group organises.

#### **Application Form Section 5 – 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

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 some 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. If you have had conversations with WBC Officers about your project please provide confirmation details of which department was contacted, the officer you spoke to and the outcome from the discussions
- 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
- Does your project delivery rely on external factors? This could include: Planning Permission; Building Control approval; WBC Parks approval; External sources of funding; A licence being granted. Please list those which are appropriate and what steps the group(s) will take to try to mitigate these factors.

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

- 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)

### **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 Assessment 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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