



Winchester
City Council

COMMUNITY INFRASTRUCTURE LEVY COMMUNITY SCHEME FUNDING APPLICATION FORM 2024 for projects commencing in 2025

Please Note:

We welcome bids for Community Infrastructure Levy (CIL) funding from community groups and organisations wishing to provide new or improved infrastructure for the benefit of Winchester district residents.

Bids for funding for the Community Scheme are invited from 1st September to 30th November 2024.

Applications must be submitted on this form in order to ensure there is an open and transparent process for assessing funding bids for Winchester City Council's CIL funding. Please make sure that you answer the questions as comprehensively as possible, and you provide as much information as possible. It may be necessary for the council to contact you to request additional information before your bid is formally assessed if you have not provided sufficient detail about your project proposal.

Before completing this form, please refer to the explanatory notes on page 9 and 10, as this includes some useful guidance about the information that is required to be included on the form.

Who can apply for CIL funding?

Any organisation with the ability to deliver an infrastructure project that supports development within the Winchester district area can apply for funding. Applications for projects located within the South Downs National Park (which administers CIL in its own area) and even beyond the district boundary can apply for CIL funding, if it can be demonstrated that a project supports growth and is of benefit to residents within the Winchester district. Eligibility to apply does not confirm that funding will be granted.

What can be funded?

Bids for CIL funding can only be made to provide new or improved infrastructure as defined by the CIL Regulations and the Planning Act 2008. Types of eligible infrastructure includes (Planning Act 2008 Part 11 Section 216):

- Roads and other transport facilities,
- Flood defences,

- Schools and other educational facilities,
- Medical facilities,
- Sporting and recreational facilities,
- Open spaces

See www.gov.uk/guidance/community-infrastructure-levy#spending-the-levy

The works or activity funded by CIL cannot commence until the grant funding is approved and a grant agreement is signed as we cannot retrospectively fund the CIL elements of projects.

We do recognise that the CIL funded elements may form part of a larger scheme or project that many have already started, but the CIL funded work must not have commenced.

Under the legislation we are unable to fund the repair or maintenance of existing infrastructure.

CIL funding must be claimed against the completed works or activities with three years or expiry of any planning consent, whichever is earliest, or by the agreed delivery date as set out in the grant agreement.

As there is a limited amount of funding available, therefore not all projects will be successful in being awarded the total funding requested, even if a project meets the criteria.

Pass / fail.

Schemes should provide infrastructure as defined by the CIL Regulations.

Schemes which do not provide infrastructure as defined by the CIL Regulations will not be funded.

How will bids for funding be assessed and approved?

All applications will be evaluated against the following criteria resulting in an overall score to enable projects to be prioritised for consideration of funding.

Following this an Informal CIL Panel, consisting of senior council officers, the Cabinet Member for Community and Engagement and the Cabinet Member for Place and the Local Plan, will review the evaluations and recommend to Cabinet the projects to be funded.

Cabinet approves the CIL funding allocations at its February budget setting meeting.

Awarding of CIL funding

A formal offer of CIL fund will be made to the applicant for the successful project. This offer will be subject to completion of a grant agreement that set out the terms and conditions for the accepting and claiming the funding and reporting delivery of the project.

Can the final decision be challenged?

As the CIL charging authority it is the council's discretion as to how it allocates and spends CIL money, which must be spent in accordance with the CIL regulations. Applications for funding will be considered through due process and there is no formal right of challenge to the decision. Unsuccessful applications can be re-submitted in subsequent bidding rounds. If a bid does not meet the criteria for CIL funding, when possible, we will signpost you to other grants or funding streams, which are more appropriate for your project.

What information do I need to provide?

When you submit the CIL funding application form it is important to demonstrate how the project meets the criteria and aligns with local priorities

Pass / fail

The proposal contributes to the delivery of infrastructure schemes and requirements set out in the adopted Winchester District Local Plans, Council Plan or supporting strategies.

Schemes should provide infrastructure as defined by the CIL Regulations.

Schemes which do not provide infrastructure as defined by the CIL Regulations will not be funded.

Criteria description	Detail to be provided by applicant. Application form section	Maximum assessment scores
Priorities and Need	Part 2	20%
<p>Relates to significant local development.</p> <p>The proposal contributes to providing facilities in an area where significant development has occurred.</p> <p><u>OR</u></p> <p>The proposal contributes to facilities in an area that is affected by significant development in a neighbouring area or mitigates the impact of this development.</p>	<p>The need for the scheme and how it supports growth in the area needs to be explained.</p> <p>Identify the development which is impacting on the need for additional or improved infrastructure.</p>	4
<p>Infrastructure List</p> <p>The proposal is included on the Infrastructure List or Infrastructure Delivery Plan.</p>	<p>The Infrastructure List contains the priorities for CIL funding that have been identified and published as part of the Infrastructure Funding Statement. Identify if the project is on the Infrastructure List</p>	3
Local Engagement and Support	Part 2	10%
<p>Councillor support</p> <p>The project has ward member support.</p>	<p>The applicant must specify whether support has been gained from all ward members and which ward members have given support.</p>	1
<p>Local support</p> <p>The proposal has been subject to consultation and has local support.</p>	<p>A scheme which has been subject to some consultation and has received public support will be considered favourably.</p> <p>Specify who was consulted, what the outcome was and how these have been taken account of in the project design.</p>	2
Impacts and Outcomes	Part 3	45%
<p>Beneficiaries</p> <p>The proposal offers wider as well as local benefits.</p>	<p>Who is going to benefit from the environmental, social, cultural and economic infrastructure the project will deliver in relation to the needs of the district's residents.</p>	4

CIL Community Scheme Funding Application Form

	Clearly set out who the proposal will be used by and benefit from, and to what extent, for example specific groups, ages, or gender etc.	
<p>Climate adaption and mitigation</p> <p>The project demonstrates a benefit towards a more climate resilient and lower carbon district. This is a Council Plan priority.</p>	<p>The project delivers energy efficiency or reduces carbon emissions.</p> <p>Specify how the scheme achieves this.</p>	4
<p>Provides for, or improves, Active Travel</p> <p>The proposal improves infrastructure which facilitates sustainable travel, by bike, on foot or using public transport. This is a Council Plan priority.</p>	<p>The proposal helps promote active travel and seeks to reduce the use of private motor vehicles</p> <p>Demonstrate how the project achieves this</p>	3
<p>Healthy, active lives</p> <p>The project improves or provides facilities to encourage healthy living. This is a Council Plan priority.</p>	<p>The project provides or improves existing sporting facilities or encourages physical exercise or healthy outdoor pursuits and/or the project provides leisure and informal public spaces, inclusive and accessible for all.</p> <p>Specify how the project achieves this.</p>	4
<p>Supports and improves community cohesion.</p> <p>The project improves and enhances the natural or built environment.</p>	<p>The project improves access to outdoor or indoor community facilities to provide social activities and community cohesion.</p> <p>Specify how the project achieves this.</p>	1
Value for Money & Deliverability	Part 4	25%
<p>Funding need and value for money</p> <p>The proposal levers in other funds that would not otherwise be available.</p>	<p>CIL should not be used to fund entire projects but should be used as a 'top up'. Schemes which have a higher proportion of funding in place will receive a higher score.</p> <p>Provide an estimated percentage of funding to be met from CIL.</p>	<p>CIL share of total project cost</p> <p>4 = <25%</p> <p>0 = 100%</p>
<p>Deliverability</p> <p>There is a need to clarify expected timescales and relevant information regarding the delivery of the scheme.</p>	<p>Provide delivery schedule including dates for expected commencement, key milestones, and completion.</p> <p>Include whether planning permission is required or has been sought/obtained and whether any other consents are needed.</p> <p>Schemes that can be delivered or commenced within the next 12 months will attract a higher score.</p>	4

Contact

Any queries relating to the CIL application process should be directed to cil@winchester.gov.uk. Please make the nature of your query clear in the subject of the e-mail.



Winchester
City Council

**COMMUNITY INFRASTRUCTURE LEVY
COMMUNITY SCHEME FUNDING APPLICATION FORM**

Part 1 – Project Details

1.1	<p>Project title and location</p> <p>Please provide a location plan on a separate sheet that clearly identifies the site in question</p>
1.2	<p>Contact details</p> <p>Applicant name</p> <p>Project Lead person (if different from above):</p> <p>Organisation Represented:</p> <p>Telephone number:</p> <p>E-mail address:</p> <p>Is your organisation a registered charity?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If yes, please supply the charity number:</p>
1.3	<p>Project Summary</p>
	<p>Please give a brief summary of the project and include any relevant plans and drawings on a separate sheet if necessary (Include details of the entire projects, even if CIL is being requested to part-fund the project)</p>

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Part 2 – Project Priorities and Need

Alignment with local priorities

2.1	Tick which of the following ‘development’ criteria are met by this project.						
	<table border="1" style="width: 100%;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td>The proposal contributes to the delivery of development or mitigates the impact of development in the district.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>The proposal addresses a specific impact of new development beyond that which has been secured through a s106 Obligation or a s278 Agreement.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>The proposal is included in the Infrastructure Priorities List (Part of the Infrastructure Funding Statement) https://www.winchester.gov.uk/assets/attach/38083/2023-Infrastructure-Funding-Statement.pdf</td> </tr> </table>	<input type="checkbox"/>	The proposal contributes to the delivery of development or mitigates the impact of development in the district.	<input type="checkbox"/>	The proposal addresses a specific impact of new development beyond that which has been secured through a s106 Obligation or a s278 Agreement.	<input type="checkbox"/>	The proposal is included in the Infrastructure Priorities List (Part of the Infrastructure Funding Statement) https://www.winchester.gov.uk/assets/attach/38083/2023-Infrastructure-Funding-Statement.pdf
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2.2	Name the developments (location and approximate number of houses) that have driven the need for this project and whether those developments are completed, currently being built or proposed in the future.						
2.3	How does this development create the need for this project?						

2.4	Tick which of the following local priorities are met by this project.				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 5%; text-align: center; vertical-align: top;"><input type="checkbox"/></td> <td>The proposal demonstrates potential benefits which accord with the priorities identified in the Council Plan https://www.winchester.gov.uk/strategies/council-strategy or other Council Strategies, in particular health and well-being, social and/or environmental benefits.</td> </tr> <tr> <td style="width: 5%; text-align: center; vertical-align: top;"><input type="checkbox"/></td> <td>The proposal demonstrates potential benefits which accord with the priorities identified in the Carbon Neutrality Action Plan 2020-2030 https://www.winchester.gov.uk/Climate_Emergency_Plan_Final_web.pdf, in particular active travel and reduced reliance on travel by car.</td> </tr> </table>	<input type="checkbox"/>	The proposal demonstrates potential benefits which accord with the priorities identified in the Council Plan https://www.winchester.gov.uk/strategies/council-strategy or other Council Strategies, in particular health and well-being, social and/or environmental benefits.	<input type="checkbox"/>	The proposal demonstrates potential benefits which accord with the priorities identified in the Carbon Neutrality Action Plan 2020-2030 https://www.winchester.gov.uk/Climate_Emergency_Plan_Final_web.pdf , in particular active travel and reduced reliance on travel by car.
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Local Engagement and Support

2.5	<p>What consultation has been undertaken with:</p> <ol style="list-style-type: none"> 1. Local ward Councillors (District and/or County) 2. Parish or Town Council (if not a bid from a Parish or Town Council) 3. Members of the public 4. Other stakeholders, such as community groups <p>Please provide details of the date(s) and outcome. Attach copies of any correspondence or relevant documents.</p>

Part 3. Impacts and Outcomes

<p>3.1</p>	<p><u>Beneficiaries</u></p> <p>Who will benefit from the project and what is the catchment area that the project will support or serve?</p> <p>Please include details of any particular sector of the local community who will benefit from the project. For example, specific age ranges or all age ranges, specific groups or users.</p>
<p>3.2</p>	<p>What beneficial impacts does the project bring to the residents of the area.</p> <p>Please explain how the project will achieve outcomes in relation to on more of the following:</p>
	<p>Climate adaption and mitigation</p>
	<p>Provides for, or improves, Active Travel</p>
	<p>Healthy, active lives</p>
	<p>Supports and improves community cohesion</p>

3.4	Tick which of the following 'added value' criteria are met by this project.	
	<input type="checkbox"/>	The proposal offers benefits to the wider population of Winchester district, as well as to local residents.
	<input type="checkbox"/>	Any innovation or new approaches that others can learn from and adopt.
	Please explain:	

Part 4 Value for Money & Deliverability

Funding and CIL grant request

4.1	What is the total cost of the project and CIL grant requested														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 70%;">Cost</th> <th style="width: 15%;">£</th> <th style="width: 15%;">%</th> </tr> </thead> <tbody> <tr> <td>Total Project Cost</td> <td></td> <td></td> </tr> <tr> <td>Other sources of funding</td> <td></td> <td></td> </tr> <tr> <td>CIL Requested</td> <td></td> <td></td> </tr> </tbody> </table>			Cost	£	%	Total Project Cost			Other sources of funding			CIL Requested		
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	Please give details of any other financial information														

4.2	Detail any other funding sources identified and whether it is secured or not, and if not when it will be confirmed. (add lines as required)																									
	<table border="1" data-bbox="268 353 1390 734"> <thead> <tr> <th data-bbox="268 353 759 477">Sources of other funding</th> <th data-bbox="759 353 927 477">£</th> <th data-bbox="927 353 1054 477">%</th> <th data-bbox="1054 353 1222 477">Secured Y/N</th> <th data-bbox="1222 353 1390 477">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="268 477 759 539"></td> <td data-bbox="759 477 927 539"></td> <td data-bbox="927 477 1054 539"></td> <td data-bbox="1054 477 1222 539"></td> <td data-bbox="1222 477 1390 539"></td> </tr> <tr> <td data-bbox="268 539 759 602"></td> <td data-bbox="759 539 927 602"></td> <td data-bbox="927 539 1054 602"></td> <td data-bbox="1054 539 1222 602"></td> <td data-bbox="1222 539 1390 602"></td> </tr> <tr> <td data-bbox="268 602 759 665"></td> <td data-bbox="759 602 927 665"></td> <td data-bbox="927 602 1054 665"></td> <td data-bbox="1054 602 1222 665"></td> <td data-bbox="1222 602 1390 665"></td> </tr> <tr> <td data-bbox="268 665 759 734">Total other funding</td> <td data-bbox="759 665 927 734"></td> <td data-bbox="927 665 1054 734"></td> <td data-bbox="1054 665 1222 734"></td> <td data-bbox="1222 665 1390 734"></td> </tr> </tbody> </table>	Sources of other funding	£	%	Secured Y/N	Date																Total other funding				
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4.3	Please explain why CIL funding is required and the details of any other funding bids that would support this bid.																									
4.4	If you are not successful with your CIL bid, how will this impact the deliverability of the project.																									
4.5	<p>What will be the ongoing revenue cost implications of the project?</p> <p>Will there be any new/increased ongoing maintenance costs once the project is complete?</p>																									
4.6	Will the project generate any income? If not, how will any increased costs be funded?																									
4.7	<p>Has the project been fully costed or is the cost above an estimate?</p> <p>(Provide copies of any quotes and/or drawings and designs produced)</p>																									

4.8	Please provide details of any tendering process undertaken

Delivery and Timescales

4.9	Who will oversee/manage the project (if not the person/organisation making the bid)? Please detail your / their experience of successfully delivering similar projects.
4.10	Please provide an outline of the implementation timetable for this project, including all key milestones.
4.11	Please specify if there are any consents or permissions required (such as planning permission or landowner consents) to allow the project to proceed. If yes, when do you expect to obtain permission and what is the potential impact on the project timescale?

4.12	If the project involves a new or improved community building, or outdoor facility do you, or the organisation submitting the application own the building or land? If not, has the owner given permission for the project to proceed?
4.13	If it is necessary to undertake project development work (such as a feasibility study) to address technical issues or establish costs, please state what work is required, when this will be carried out and how it is intended to be funded.

Application Guidance and Explanatory notes

Part 1 – Project Details

The title of the project needs to identify the primary works being done, for example whether a new facility or a refurbishment, replacement, or extension of existing infrastructure. If the project involves the purchase of property or land this also needs to be stated. Ensure that you provide a location plan on a separate sheet that clearly identifies the site in question.

The lead person making the bid should ideally be the person with whom contact needs to be made throughout the process. The details of more than one person can be included on the form if necessary.

The project summary should include all the aspects of the work to be undertaken including those being funded from another source, especially for more complex projects. Therefore, even if the CIL being requested is less than 50% of the funding required to complete the project, the Panel assessing the bids can then understand the scale of the project which assists in determining the value for money of the bid.

If the bid for CIL funding is being made by a different organisation from that delivering the project, please state the organisation that will be responsible for managing the project. (For instance, if a Parish Council is making a bid for a scheme that will be delivered on its behalf by Hampshire County Council).

Part 2 – Priorities and Need (maximum score = 8)

Please state the developments that have occurred in the vicinity of the project that have (or will) increase the demand for the project. Include timescales of when the relevant development happened or is likely to happen. If the development is not in the immediate vicinity of the project, please state why the project is required.

There needs to be an explanation of the link between any development and the need for the project which can justify the allocation of CIL, and how the project will benefit residents (both existing and in future). Please include any evidence you may have to demonstrate that the project is required. For example, this could relate to a waiting list for facilities such as allotments or activities or clubs which have limited capacity despite local demand.

Local Engagement and Support (maximum score = 3)

Please state whether the local ward member has been consulted and is supportive of the scheme, and whether there has been any wider local consultation and the result of this consultation.

Part 3. Impacts and Outcomes (maximum score = 16)

Beneficiaries

Some projects will obviously benefit certain age ranges (such as playground equipment), but there may be benefits with some projects for other age ranges or groups within a population, which are not obvious. Please state all those that could potentially benefit from the project.

Information about equality, diversity and inclusion can be found here [Equality, Diversity & Inclusion - Winchester City Council](#)

Impacts

Please identify the ways in which the project would have a positive benefit on any of the themes below:

- Climate adaption and mitigation – How does the project improve energy efficiency (such as building insulation or energy efficient lighting or heating), or reduce the negative effects of climate change (such as flood defences) etc.
- Provides for, or improves, Active Travel – How does the project provide for sustainable modes of travel such as walking and cycling (with footpaths and cycle routes) or improve bus/train infrastructure.
- Healthy, active lives – How does the project improve sport or leisure facilities or encourage more people to engage in outdoor or leisure activities (such as the provision of outdoor gyms, play equipment for children, improved accessibility for disabled people to take part in outdoor activities)
- Supports and improves community cohesion – How does the project enable the residents within the community to meet and engage, which could in turn promote well-being (such as providing better meeting facilities for clubs and activities)

Added Value

Projects that have secured significant funding from other sources but that require CIL funding to be taken forward, can bring greater value for money in terms of the CIL expenditure, as the project would not otherwise be realised. CIL spending on projects that will save costs in the long term (such as energy saving, or flood defence schemes that could prevent higher costs at a later stage) can also demonstrate added value, as would projects which have the potential to generate income.

Part 4 Value for Money & Deliverability (maximum score = 8)

Funding and CIL grant request

Please state how much the total cost of the project will be, even if the CIL requested only forms part of the total cost, as projects which have secured funding from elsewhere will be viewed favourably. If the costs are an estimate, or if quotes have been obtained, please state this.

If other funding sources have been identified but not confirmed, please detail the organisations approached for funding and a timescale of when a decision is expected. If funding has already been secured from alternative sources, please give details.

Please include any quotes obtained, drawings/plans of the project and a breakdown of costs (if appropriate) if this is available.

If a tendering process has been undertaken, please detail how this was conducted and the outcome.

Please state whether the project will result in changes to running costs and/or income generated (such as renting out facilities).

Delivery and Timescales

Please provide details of the person / organisation that will deliver the project. Give details of the experience you or the organisation responsible has in delivering similar projects and the plans and mechanisms you /they will put in place to ensure delivery to budget and on time.

Please provide an implementation timetable, including estimated commencement and completion dates and key milestones. This should identify the dates for decision of approvals that are required to enable the project to be delivered.

Details are required for all the necessary permissions / licences etc. that are in place or are in the process of being sought. This should include:

- Whether the owner has given written permission for the project to proceed (if you are not the owner of the building or facility being built or improved such as a leaseholder or tenant).
- Any planning permission and or building regulations required and including whether the submission of planning/building applications depends upon a successful CIL application.
- If feasibility studies are required, please state what this will entail and the likely timescale and costs. This will need to tie in with the projected timescale information.

Updated July 2024