**Neighbourhood Portion of CIL for Bath**

**GUIDE FOR EXPRESSIONS OF INTEREST AND APPLICATIONS FOR FUNDING**

1. Criteria

* Projects must address specific impacts of new developments.
* Projects must be able to link to the locality of the area where the development has taken place however there are potential exceptions to this.
* Projects must receive community support. You will be required to provide evidence that the needs of the community have been addressed before you submit your expression of interest.
* Projects must show that they either:

1. support the development of the relevant area by funding the provision, improvement, replacement, operation or maintenance of infrastructure

Example 1: Capital streetscape or highway improvements would need to be closely linked geographically to the development.

or

1. anything else that is concerned with addressing the demands that development places on the area.

Example 2: Specific commissioning of a potential short term revenue scheme, such as youth provision, voluntary support or community safety issues could overlap into the neighbouring wards or cover areas within the Bath City Boundary.

1. Project Costs

* The expression of interest should take account of all related project costs. For instance, a project involving the erection of new street signs may involve B&NES Highways Department, which may charge for use of their services.
* The expression of interest needs to identify any match funding or in-kind support such as volunteering hours (valued at approximately £10 per hour).
* Where projects involve significant costs such as design or project management costs, these will have to be met from the project, so please ensure that all costs are considered and accounted for within the application. As part of the application process individual service areas will be contacted to comment on the feasibility of the schemes.

**3. Expressions of Interest**

* Members of the Bath City Forum can submit an expression of interest.
* Local organisations, voluntary and community groups based in Bath can submit an expression of interest.
* Local Bath Residents can submit an expression of interest.
* Any Bath Ward Councillor can submit an expression of interest.

1. **Decision process**

* Once completed, the expression of interest form will be submitted by email to: [bathcityforum@bathnes.gov.uk](mailto:bathcityforum@bathnes.gov.uk).
* Expressions of interest will be validated internally by a Strategy and Performance Officer who will complete Section 2 of the form. If approval is not given, the form will be returned with a reasoned explanation.
* Validated expression of interest forms will be submitted to the Bath City Forum CIL Working Group who will consider the project and make recommendations. They will complete Section 3 of the form if they are in support of the project. This will validate the expression of interest to go forward as an application for funding.
* The working group will ask Bath City Forum to comment on the expressions of interest and make any further recommendations to supported projects. Any comments will be recorded on Section 4 of the form.
* Once the expression of interest has been commented on by Bath City Forum, if the project requires addition information from council service areas, they will be asked to input on how and when the project can be delivered. Any comments will be recorded on Section 5 of the form.
* Once an agreement has been reached on the delivery of the project the expression of interest will then be submitted as an application for Neighbourhood Portion of CIL Funding.
* The Cabinet Member with responsibility for linking with the Bath City Forum will present applications for CIL funding at Council Cabinet meetings for final approval. The outcome from Cabinet will be recorded on Section 6 of the form.
* If approval is not given, the application will be returned with a reasoned explanation.
* Once an application is approved the applicant will be notified by email.
* Strategy & Performance will make arrangements for the funding to be transferred to the organisation’s bank account (the Council does not issue cheques).
* Every effort will be made to efficiently deal with each submission as they progress. As decisions are made feedback will be provided to the person who has submitted the form and will be updated on the Council website.

1. **Conditions**

* No funds will be paid into a personal account.
* Where Bath & North East Somerset Council undertakes the work, a direct transfer of funding will be made to the appropriate service area.
* Funding should not be promised to organisations until the project has been approved.
* The recipient organisation will be required to sign a written acceptance of the terms and conditions of the funding.
* The recipient organisation will be required to provide a written report on the project. They may also be asked to present at a Bath City Forum meeting.
* Projects must acknowledge Bath & North East Somerset Council’s support.
* Projects must be completed and funding spent within six months of receiving the funding.
* All funding will be required to provide evidence that funding was spent for the purpose for which it was allocated. This will include valid receipts.
* Any proposed changes to a project which has been allocated funding must be notified in writing as soon as possible to Strategy & Performance team, and cannot be implemented until approval has been granted through the process stated above.

1. Contacts

If you have any further questions or queries, please contact:

Mark Hayward, Community Engagement Officer

Email: [mark\_hayward@bathnes.gov.uk](mailto:mark_hayward@bathnes.gov.uk),

Tel: 01225 396975