WETHERBY TOWN COUNCIL

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CIL FUNDING APPLICATION FORM

Wetherby receives a portion of Community Infrastructure Levy (CIL) funding from new developments within Wetherby's Parish, to help fund the infrastructure needed to help mitigate the impacts of new developments. CIL funds are used for either infrastructure of wider strategic benefit to the district or local infrastructure.

Priority for CIL funding allocation is determined by the CIL Committee. The committee's allocation plan is determined by the council's agreed 2023-2028 Action & Development Plan which is shaped by the aims outlined Wetherby's Neighbourhood plan.

Applications for funding are considered by the CIL Committee in the first instance to determine whether funding should be allocated. If your application is successful, a recommendation will be made to the next appropriate meeting of the Town Council who will make the final decision on funds allocated.

Eligibility
Wetherby Town Council, welcomes applications from all organisations and constituted bodies, including but not limited to statutory infrastructure providers, schools, community groups, registered charities, and volunteer groups however the project must be of demonstratable community benefit.

What is **NOT** eligible
The following is not eligible for CIL funding:

- Projects which improve or benefit privately owned land or property.
- Projects requesting funds for ongoing maintenance or revenue costs. (Funding can be applied for one-off improvement works to community infrastructure).
- Projects which do not clearly demonstrate that the funding would be used specifically to benefit residents of Wetherby Town Parish.
- Projects from Private Businesses or "for profit" organisations.

Please be aware that CIL funding must also meet the eligibility criteria outlined in the Community Infrastructure Levy Guidance on the .gov website: Community Infrastructure Levy - GOV.UK. Please read this information in full prior to making an application.

Requirements of a successful application
If your application is successful, then it can only be used for the purposes outlined below. We may ask you to credit the support received from Wetherby Town Council in any publicity by using our name or logo.

Following receipt of funding, the applicant will be required to provide the following:

- Confirmation of receipt of funding.
- A project end report to include in our reporting of CIL monies.
- A copy of all invoices and receipts raised as part of the fund.

Applications requesting a higher allocation of CIL funding may have additional criteria. See the Community Infrastructure Levy (CIL) Policy for more information.

Data protection

Any information provided will be used solely for the purpose of assessing this application, administering and reporting on CIL funding, in accordance with the Data Protection Act 2018 and the Council's privacy policy.

Points to Note

Assessment of all applications will made at the Town Council's discretion, in line with the Community Infrastructure Levy (CIL) Policy.

Should your application be successful, the funding will only be released upon receipt of all forms and requested documents including appropriate bank details.

Please note that previous funding is not an indicator that this application will be successful. Similarly, an award now should not be taken as an indicator of funding in future financial years.

Wetherby Town Council reserves the right to cancel funding for any reason, including but not limited to lack of financial clarity of the applicant, failure to disclose conflicting interests, or failure to provide all required information and forms.

Any funds awarded but not used towards the applicant's project of which the funds were awarded for, must be returned to Wetherby Town Council.

Any funds awarded towards a project must be returned to Wetherby Town Council should the Council deem it as no longer being in the interest of the public's benefit for the duration specified by the council. See section 5 of the CIL Policy for further information.

This form contains general guidance and not legal advice. Please verify critical decisions with your principal authority or professional adviser.

For any questions on the CIL application process, please email admin@wetherby.co.uk.

To be completed by the applicant:

1.	Name of applicant organisation *This should be the name on the bank account where the requested funds will be paid.*	
2.	Name, Address and Title of contact *Must be the person who has signed overleaf.*	
3.	Main contact's relation to the organisation.	
4.	Telephone number of main contact.	
5.	Email	
6.	Type of Organisation. *If the Organisation is a registered charity or community group, please provide your registration number or a copy of your constitution.*	
7.	Is the organisation able to reclaim VAT?	
7.	Amount of funding requested *The Town Council may decide to give more or less than this if your application is approved.*	
8.	Match funding *If you have received or been awarded match funding or funding-in-kind, please list the provider, value, duration of funding (will it cover the project term), and purpose.*	
9.	Proposed match funding *If you have not received or been awarded match funding or funding-in-kind, please state any proposed funding you plan to, or have, applied for. Include the provider, value, duration of funding (will it cover the project term), and purpose.* *If you do not intend to apply for, or have not been awarded from, alternative pots of funding, please specify why.*	

10.	Project outline *Please outline below the purpose of the project that the funding is requested for. Please keep your answer under 500 words.*	
11.	Which of the assessment criteria from section 4 of the Community Infrastructure Levy (CIL) Policy does this project meet? *Please list.*	1. 2. 3.
12.	Community Benefit *What benefit will your project provide to the community. Will this be measured and how? Please keep your answer under 500 words.*	
13.	Who, and how many, will benefit from your project? *Please quantify how many will benefit and include the expected demographics and areas of beneficiaries.* *The council will consider how many Wetherby parishioners are benefitting from the project, including this information will support your application.*	

14.	Financial breakdown *Please provide a financial breakdown for the project. This may be attached as a separate document if necessary.*	
15.	If your organisation has more money in their bank / on its balance sheet than the value of the grant you are asking for please explain what these funds are to be used for. *The Town Council does not usually make an award to organisations who have significant financial reserves, so an explanation of funds held may help to explain your organisations' financial position and why it needs funding from the Council.*	
16.	Bank Account Details: *Please provide the Name on account, Sort code, and Account number that funds are to be sent to, if your application is successful.* *If you are using an accountable body, please specify who.*	

To be filled out by the applicant:

Name:	
Signature:	
Date:	

Q&A

Can Wetherby Town Council purchase project materials or services on the applicant's behalf?
No, Wetherby Town Council cannot purchase any supplies or materials on the applicant's behalf. The applicant must have accounts with any businesses they need to purchase the materials through and an appropriate bank account to hold the funds.

Can I submit an application on behalf of another community group or organisation?
The application must be submitted by the organisation or community group that is requesting the funds. The named person must have a connection to that group.

What is considered an appropriate Bank Account?
The applicant must provide an active Charity, Organisational, or Community bank account from a reputable UK Bank or building Society offering business or community accounts and must also clearly belong to the applicant organisation. The account should include adequate safeguarding of public funds such as receipt management and multiple-signatory authorisation.

Funds cannot be sent to a personal, private, or single-signatory bank account. If the applicant does not have an account that meets the eligibility criteria above, it may still be possible to be awarded funding if the applicant partners with another organisation that can act as an "accountable body." The accountable body must have an appropriate account as specified above and be a legal entity, such as an Incorporated Charity, CIC, or CIO.

The accountable body will receive and administer the CIL funds on behalf of the applicant.

How much can I apply for?
The amount of CIL funding available is variable depending on what community developments have been undertaken in the last 5 years. Please email Wetherby Town Council office for more information. Please note that the benefit of your project to the community must be proportional to the funds requested. Please see section 5 of our CIL Policy for allocation levels and requirements.