

# **Neighbourhood CIL – Application Form 'Open call for projects'**

## Introduction

This is the application form for submitting a project proposal for NCIL funding in Lewisham during the 'open call' for projects.

All applications will need to be submitted electronically (not hand written) via the Council's website before the close of the open call. Applications received after the closure of the open call will not be considered, and will be placed in the subsequent round for consideration.

You will need to complete all parts of this form in full unless otherwise indicated. Incomplete submissions will not be considered for NCIL funding. Further guidance on the NCIL process can be found on the Council's webpage. Please take note of the specific requirements below, and identify if the project proposals is applying to the ward fund or the borough fund. Projects cannot apply to both funds.

**Applications for ward funding: please complete Form A for projects located within your ward or for programs that will occur just in your ward.**

**Applications for the borough fund: please complete Form B for projects or programs in two or more wards or that will have a borough wide impact.**

### Assessment of project proposals

In each section of the form you will have to provide sufficient details to suitably demonstrate that you have met each criteria. The Council will only assess project proposals for completeness and for compliance with the framework criteria, and project proposals must meet all the criteria to be published as part of the long-list of projects. The assessment does not look at the merits of your application, and is only used to ensure that the Council is meeting its legal obligations as set out in the CIL Regulations (2010)(as amended), and that any subsequent spending meets the Councils finance and accounting obligations.

Score	Level	Standard
0	Criteria not met	Answer absent, or proposal cannot clearly demonstrate how it will effectively address the relevant part of the NCIL framework criteria.
1	Criteria met	Answer is complete and demonstrates clearly how it will effectively address the relevant part of the NCIL framework criteria.

# **FORM A: Project proposals**

## **NCIL Ward Fund**

## **Form A: Background on ward funding**

Please complete Form A for the ward fund if your project is located within your ward or if it is for a program that will occur just in your ward. To apply for this fund you must be a resident of the ward (further details provided in part 1.1).

### NCIL framework criteria

Form A for ward funding will ask questions that enable you to demonstrate that your project proposals:

1. Meet the CIL Regulations (Reg 59 and/or 59F) 'to support the development' of an area through:
  - 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.
2. Provide evidence of how they address a local priority from the priority setting workshop
3. Provide evidence of a benefit to a Lewisham community
4. Offer value for money

Proposals that are already identified in an adopted Neighbourhood Plan will still have to complete a project proposal form, however they will not have to address the NCIL framework criteria 2 on local priorities, as they will have already been subject to a referendum.

### Additional information

Additional information is required on Form A, but it will not be scored. This information will assist communities in better understanding your proposals, and in determining priorities for NCIL spending.

All projects must provide additional information to demonstrate how they:

5. Reflect priorities identified in:
  - The Corporate Strategy 2018-2022
  - The Local Plan
  - The Infrastructure Delivery Plan (IDP)
  - Capital Programme
  - Other key Council priority
6. Project funding
7. Project delivery

## APPLICATION FORM A: Applications for the Ward Fund

Please complete all parts of this form. Incomplete applications will not be considered. Please provide as much information as possible, and keep to the word limits provided.

- Section 1 is not scored, but is required to be completed in full. This information is required so the Council can identify projects and contacts, and is needed to comply with the CIL Regulations (2010)(as amended) and the Council's wider duties and obligations. To be eligible for NCIL funding you must be a resident within the ward.
- Section 2 will be scored as having 'met' or 'not-met' the framework criteria, so please complete this section in full and ensure that you address all the criteria in your answers.
- Section 3 is not scored, but is required to be completed in full. This information will assist communities in better understanding your proposals, and in determining priorities for NCIL spending so it is important to complete all sections and provide as much information as possible.
- Section 4 is not scored, but is required to be completed in full. This information is required so the Council can identify any potential conflict of interests.

### SECTION 1: Background information and NCIL funding requirements

Section 1 is not scored, but is required to be completed in full. This information is required so the Council can identify projects and contacts, and is needed to comply with the CIL Regulations (2010)(as amended) and the Council's wider duties and obligations. To be eligible for NCIL funding you must be a resident of the ward.

#### Part 1.1: Please provide the details of the organisation/individual submitting this project

Please complete this part in full. This information will help us identify relevant contacts and eligibility for NCIL funding.

<b>Organisation/individual name:</b>	
<b>Project lead (name):</b>	
<b>Address (including street and postcode):</b>	
<b>Phone number:</b>	
<b>E-mail address:</b>	
<b>Ward:</b>	
<b>Resident of the ward:</b>	Please provide the postcode of your address to demonstrate that you are a resident of the ward, or that your organisation is made up of ward residents:

#### Part 1.2: Please identify the Council department that will be responsible for the delivery of the project

Please fill out part 1.2 if the Council will be responsible for delivering the project.

If a third party is responsible for delivering the project, please mark 'no' and fill out part 1.3.

Will the Council be responsible for delivering the project?      Yes       No

If you answered yes, please complete this part. You will need to provide details of what has been agreed and provide evidence of this as an appendix to your application.

If you answered no, and a third party is going to deliver the project please skip to part 1.3. You need to provide a formal statement from the third party that they agree to deliver the project if it receives funding, and provide evidence of this as an appendix to your application.

<b>Council department:</b>	
<b>Council officer lead (name):</b>	

**Part 1.3: Please identify the legal status of the organisation**

If you have not identified a Council Department to deliver the project, you must provide the following information.

Only organisations that are an incorporated body with a constitution are eligible, and they must have social, charitable or community-based objectives. Recognised organisational forms include: a registered charity, an incorporated community group (company limited by shares), a Community Interest Company (CIC), or a co-operative.

Registered Charity	<input type="checkbox"/>
Charity Reg No:	<input type="text"/>
Company Ltd by shares	<input type="checkbox"/>
Company Reg No:	<input type="text"/>
Community Interest Company	<input type="checkbox"/>
Charity Reg No:	<input type="text"/>
Co-operative	<input type="checkbox"/>
Co-operative Reg No:	<input type="text"/>

Does this organisation have an approved constitution?      Yes       No

Does this organisation have a separate bank account?      Yes       No

If applicable, please provide the names, addresses and position held of all members of the organisations management committee/board/trustees

Name	Address	Position

*Continue on separate page if needed*

All projects being funded through a third party will be required to complete a funding agreement with the Council. Details of this process will be provided once approval for a project has been granted.

**Part 1.4: Other sources of funding**

Please tell us if you have received any previous funding for projects from Lewisham Council in the last five (5) financial years.

Project	Funding program	Amount awarded	Financial year awarded

*Continue on separate page if needed*

**Part 1.5: About the project**

Please provide the following information on the proposed project. This will be used to identify the project and be used as part of the prioritisation process.

<b>Project name</b>

<b>Project summary</b>
Please describe the project in the box below. This should include where the project will be

delivered, how many people it will benefit, and a general description of the aims and outcomes.

Maximum 300 words

Does the project need planning permission?

Yes  No

If the project is likely to require planning permission, please explain this in further detail in the deliery section. All NCIL alloctaions will be subject to the approval of planning permission.

**Total amount of NCIL requested**

**What ward will the project be delivered in?**

## SECTION 2: NCIL framework criteria

Section 2 will be scored against each criteria as having 'met' of 'not-met' each criteria, so please complete this section in full and ensure that you address the criteria in your answers.

### Part 2.1: Compliance with the CIL Regulations

In the box below please identify if the proposal is in accordance with the CIL Regs by confirming if the project will:

1. Meet the CIL Regulations (Reg 59 and/or 59F) 'to support the development' of an area through:
  - 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 explain how the proposal meets the CIL Regulations and demonstrate how it 'supports development'. In addition, please identify how your project proposal either: A. addresses a strategic infrastructure priority, or; B. addresses the demands that development places on an area.**

You must demonstrate how your project proposal 'supports development'. In addition you must demonstrate that your project meets one of either Criteria A or Criteria B.

To meet Criteria A, please identify what strategic infrastructure priority the project addresses, and how the project relates to the provision, improvement, replacement, operation or maintenance of the proposed infrastructure.

To meet Criteria B, please identify what the demands are that development has placed on the local area, and how the project supports development and growth.

Maximum 300 words



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**Part 2.2: Addressing identified local priorities**

In the box below please provide evidence of how your project or program address a local priority from the priority setting workshop. You will need to identify which priority it is addressing, and demonstrate how it will bring about meaningful change. It is important to consider who the project will affect, and what the benefits of it will be.

If your project comes from an adopted Neighbourhood Plan, please just confirm the Neighbourhood Plan name and date of adoption in the box below.

<p><b>Local priorities and Neighbourhood Plans</b></p> <p>Please list the NCIL priorities that will be addressed by your project. These must be from the published priorities for each ward, which can be found on the ward assembly webpage. Please identify how it will bring about meaningful change in addressing the priority.</p> <p>For projects arising from a Neighbourhood Plan, please just confirm the Neighbourhood Plan name and date of adoption in the box below.</p>
Maximum 300 words

**Part 2.3: Benefit to a Lewisham community**

In the box below please provide evidence of how your project or program will benefit a community in Lewisham.

<p><b>Project Benefits</b></p> <p>Please provide evidence of how the project will benefit a Lewisham community. Please think about how many people will be effected, how the project will benefit the local community and wider residents, businesses, and students. It is important to explain how the benefits you identify are linked to the proposed project, and that these benefits will occur in a timely manner.</p>
Maximum 300 words

**Part 2.4: Value for money**

In the box below please provide evidence of how your project or program will deliver value for money.

<p><b>Value for money</b></p> <p>Please outline how the project will deliver value for money. You will need to consider how many people the project will effect, the meaningful change that the project will cause, and the overall cost of the project. You will need to refer to the costings provided in Section 3, and explain the overall value for money.</p>
Maximum 300 words

### SECTION 3: Additional information

Section 3 is not scored, but is required to be completed in full. This information will assist communities in better understanding your proposals, and in determining priorities for NCIL spending so it is important to provide this information in full.

#### Part 3.1: Wider priorities in Lewisham

Please outline how the proposed project reflect the priorities identified in any or all of the following documents:

- The Corporate Strategy 2018-2022
- The Local Plan
- The Infrastructure Delivery Plan (IDP)
- Capital Programme
- Other key Council plans

#### Wider priorities in Lewisham

Please identify which key priorities your proposed project addresses, and how your project will bring about meaningful change.

You do not have to include responses to all of the listed document and not all the priorities will be relevant. However by providing a brief description to explain how your project aligns to the wider work the Council is doing, you will be assisting communities to understand the wider impact of your project and this will help in prioritising projects that will receive NCIL funding.

Maximum 300 words

#### Part 3.2: Project funding

Please provide as much detail as possible on the funding arrangements for the proposed project. Since NCIL funding is limited, projects will need to demonstrate value for money, and your response to previous parts will need to make reference to the funding costs below.

#### Project funding costs

Please complete the table below to show how much NCIL funding will be needed to support your project. Please also confirm if there is any match funding involved.

Project costs	Amount requested from NCIL	Amount from other funding sources	Name of other funding source

<b>Total cost of project from all sources of funding:</b>	
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### **Part 3.3: Project delivery**

Please provide as much detail as possible on the delivery arrangements for the proposed project. You will need to explain who will be delivering the project. If it is a Council department, you will need to provide details of what has been agreed and provide evidence of this as an appendix to your application. If a third party is going to deliver the project you need to provide a formal statement from them that they agree to deliver the project if it receives funding, and provide evidence of this as an appendix to your application.

#### **Known factors that may affect delivery**

Please identify any known factors that may affect delivery of the project

Maximum 300 words

#### **Third party involvement**

Describe any proposed third party involvement in the delivery of the project and the measures that will be taken by the project team to ensure delivery timescales and cost control is managed

Maximum 300 words

#### **Delivery issues – funding**

Should funding not be granted (or delayed) what would be the opportunity costs?

Maximum 300 words

#### **Delivery issues – revenue**

Are there any revenue implications? If so what is the status of meeting on-going revenue requirements

Maximum 300 words

## Section 4: Declaration

I declare that as the applicant (name): \_\_\_\_\_

Have no pecuniary or business interests in connection with the application for NCIL funding

Will inform Lewisham Council without delay, of any situation considered a pecuniary or business interests or which could give rise to a conflict of interest

Wish to declare the following pecuniary or business interests

I certify that the information supplied is accurate to the best of my knowledge. I understand and accept that providing deliberate false information could result in legal action being taken against me and withdrawal of funds awarded.

Signed:

Organisation name:

Name (Print)

Position:

*Position in organisation if applicable*

Date:

The London Borough of Lewisham is registered as a 'Data Controller' with the Information Commissioner's Office (ICO) under the General Data Protection Regulation, as we collect and process personal information about you. We collect, process and hold your information in order to provide you with a service. The information you provide will be used to:

- assess if your project meets the criteria outlined in the NCIL guidance
- help us assess and monitor the NCIL funding
- provide information for statistical purposes

We will hold your personal information for no longer than 5 years, and should you have any queries or concerns, please contact the planning policy team at [planning.policy@lewisham.gov.uk](mailto:planning.policy@lewisham.gov.uk).

We may share your information and outcome of the funding application to other departments within the council that are helping us assess and monitor the NCIL funding. We reserve the right to publish the application form in its entirety if the applicant will be involved in the delivery of a successful project

# **FORM B: Project proposals**

## **NCIL Borough Fund**

## **Form B: Background on borough funding**

Please complete Form B for the borough fund if your project or program is in two or more wards or will have a borough wide impact. To apply for this fund you must be a Lewisham resident (further details provided in part 1.1).

### NCIL framework criteria

Form B for borough funding will ask questions that enable you to demonstrate that your project proposals:

1. Meet the CIL Regulations (Reg 59 and/or 59F) 'to support the development' of an area through:
  - 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.
2. Align with a priority within the Corporate Strategy 2018-2022
3. Will make a significant contribution to two or more wards and/or have significant borough wide value
4. Will make a significant contribution to addressing issues of deprivation (where necessary taking into consideration the Indices of Multiple Deprivation)
5. Offer value for money

### Additional Information

Additional information is required on Form B, but it will not be scored. This information will assist the Council in better understanding your proposals, and in determining priorities for NCIL spending.

All projects must provide additional information to demonstrate:

6. Project funding
7. Project delivery

## APPLICATION FORM B: Applications for the Borough Fund

Please complete all parts of this form. Incomplete applications will not be considered. Please provide as much information as possible, and keep to the word limits provided.

- Section 1 is not scored, but is required to be completed in full. This information is required so the Council can identify projects and contacts, and is needed to comply with the CIL Regulations (2010)(as amended) and the Council's wider duties and obligations. To be eligible for NCIL funding you must be a Lewisham resident.
- Section 2 will be scored as having 'met' or 'not-met' the framework criteria, so please complete this section in full and ensure that you address all the criteria in your answers.
- Section 3 is not scored, but is required to be completed in full. This information will assist the Council in better understanding your proposals, and in determining priorities for NCIL spending so it is important to complete all sections and provide as much information as possible.
- Section 4 is not scored, but is required to be completed in full. This information is required so the Council can identify any potential conflict of interests.

### SECTION 1: Background information and NCIL funding requirements

Section 1 is not scored, but is required to be completed in full. This information is required so the Council can identify projects and contacts, and is needed to comply with the CIL Regulations (2010)(as amended) and the Council's wider duties and obligations. To be eligible for NCIL funding you must identify your link to the ward.

#### Part 1.1: Please provide the details of the organisation/individual submitting this project

Please complete this part in full. This information will help us identify relevant contacts and eligibility for NCIL funding.

<b>Organisation/individual name:</b>	
<b>Project lead (name):</b>	
<b>Address (including street and postcode):</b>	
<b>Phone number:</b>	
<b>E-mail address:</b>	
<b>Ward:</b>	
<b>Link to the Lewisham:</b>	Please provide the postcode of your address to demonstrate that you are a resident of Lewisham, or that your organisation is made up of Lewisham residents:

#### Part 1.2: Please identify the Council Department that will be responsible for the delivery of the project

Please fill out part 1.2 if the Council will be responsible for delivering the project.  
 If a third party is responsible for delivering the project, please mark 'no' and fill out part 1.3.

Will the Council be responsible for delivering the project?      Yes       No

If you answered yes, please complete this part. You will need to provide details of what has been agreed and provide evidence of this as an appendix to your application.

If you answered no, and a third party is going to deliver the project please skip to part 1.3. You need to provide a formal statement from the third party that they agree to deliver the project if it receives funding, and provide evidence of this as an appendix to your application.

<b>Council department:</b>	
<b>Council officer lead (name):</b>	

**Part 1.3: Please identify the legal status of the organisation**

If you have not identified a Council Department to deliver the project, you must provide the following information.

Only organisations that are an incorporated body with a constitution are eligible, and they must have social, charitable or community-based objectives. Recognised organisational forms include: a registered charity, an incorporated community group (company limited by shares), a Community Interest Company (CIC), or a co-operative.

Registered Charity   
 Charity Reg No:

Company Ltd by shares   
 Company Reg No:

Community Interest Company   
 Charity Reg No:

Co-operative   
 Co-operative Reg No:

Does this organisation have an approved constitution?      Yes       No

Does this organisation have a separate bank account?      Yes       No



If applicable, please provide the names, addresses and position held of all members of the organisations management committee/board/trustees

Name	Address	Position

*Continue on separate page if needed*

All projects being funded through a third party will be required to complete a funding agreement with the Council. Details of this process will be provided once approval for a project has been granted.

**Part 1.4: Other sources of funding**

Please tell us if you have received any previous funding for projects from Lewisham Council in the last five (5) financial years.

Project	Funding program	Amount awarded	Financial year awarded

*Continue on separate page if needed*

**Part 1.5: About the project**

Please provide the following information on the proposed project. This will be used to identify the project and be used as part of the prioritisation process.

Project name

Project summary
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Please describe the project in the box below. This should include where the project will be delivered, how many people it will benefit, and a general description of the aims and outcomes.

Maximum 300 words

Does the project need planning permission?

Yes  No

If the project is likely to require planning permission, please explain this in further detail in the deliery section. All NCIL alloctaions will be subject to the approval of planning permission.

**Total amount of NCIL requested**

**What ward(s) will the project be delivered in?**

## SECTION 2: NCIL framework criteria

Section 2 will be scored against each criteria as having 'met' of 'not-met' each criteria, so please complete this section in full and ensure that you address the criteria in your answers.

### Part 2.1: Compliance with the CIL Regulations

In the box below please identify if the proposal is in accordance with the CIL Regs by confirming if the project will:

2. Meet the CIL Regulations (Reg 59 and/or 59F) 'to support the development' of an area through:
  - C. the provision, improvement, replacement, operation or maintenance of infrastructure;  
or,
  - D. anything else that is concerned with addressing the demands that development places on an area.

**Please explain how the proposal meets the CIL Regulations and demonstrate how it 'supports development'. In addition, please identify how your project proposal either: A. addresses a strategic infrastructure priority, or; B. addresses the demands that development places on an area.**

You must demonstrate how your project proposal 'supports development'. In addition you must demonstrate that your project meets one of either Criteria A or Criteria B.

To meet Criteria A, please identify what strategic infrastructure priority the project addresses, and how the project relates to the provision, improvement, replacement, operation or maintenance of the proposed infrastructure.

To meet Criteria B, please identify what the demands are that development has placed on the local area, and how the project supports development and growth.

Maximum 300 words

### **Part 2.2: Addressing an identified Corporate Priority**

In the box below please provide evidence of how your project or program addresses an identified corporate priority from the Corporate Strategy 2018-2022.

#### **Addressing an identified priority in the Corporate Strategy 2018-2022**

Please list the corporate priorities that will be addressed by your project. You will need to identify which priority it is addressing, and demonstrate how it will bring about meaningful change. It is important to consider who the project will affect, and what the benefits of it will be. It is important to explain how the benefits you identify are linked to the proposed project, and that these benefits will occur in a timely manner.

Maximum 300 words

### **Part 2.3: Making a significant contribution to two or more wards and/or have significant borough wide value**

In the box below please provide evidence of how your project or program will make a significant contribution to two or more wards and/or have significant borough wide value.

#### **Demonstrating benefits across two or more wards or across the entire borough**

Please list the wards that will be effected, and demonstrate how the project will have a significant impact on communities within these wards, or across the whole borough. You will need to demonstrate how it will bring about meaningful change, and it is important to consider who the project will affect, and what the benefits of it will be.

Maximum 300 words

### **Part 2.4: Making a significant contribution to addressing issues of deprivation**

In the box below please provide evidence of how your project or program will make a significant contribution to addressing issues of deprivation. You may wish to make reference to the Indices of Multiple Deprivation, or another recognised indicator of deprivation, or a relevant study.

#### **Making a significant contribution to addressing issues of deprivation**

Please demonstrate how the project will bring around a meaningful change to communities, and have a significant impact on deprivation. It is important to consider who the project will affect, and what the benefits of it will be, and you may wish to make reference to the IMD.

Maximum 300 words

### **Part 2.5: Value for money**

In the box below please provide evidence of how your project or program will deliver value for money.

**Value for money**

Please outline how the project will deliver value for money. You will need to consider how many people the project will effect, the meaningful change that the project will cause, and the overall cost of the project. You will need to refer to the costings provided in Section 3, and explain the overall value for money.

Maximum 300 words

### SECTION 3: Additional information

Section 3 is not scored, but is required to be completed in full. This information will assist the Council in better understanding your proposals, and in determining priorities for NCIL spending so it is important to provide this information in full.

#### Part 3.1: Project funding

Please provide as much detail as possible on the funding arrangements for the proposed project. Since NCIL funding is limited, projects will need to demonstrate value for money, and your response to previous parts will need to make reference to the funding costs below.

#### Project funding costs

Please complete the table below to show how much NCIL funding will be needed to support your project. Please also confirm if there is any match funding involved.

Project costs	Amount requested from NCIL	Amount from other funding sources	Name of other funding source
<b>Total cost of project from all sources of funding:</b>			

#### Part 3.2: Project delivery

Please provide as much detail as possible on the delivery arrangements for the proposed project. You will need to explain who will be delivering the project. If it is a Council department, you will need to provide details of what has been agreed and provide evidence of this as an appendix to your application. If a third party is going to deliver the project you need to provide a formal statement from them that they agree to deliver the project if it receives funding, and provide evidence of this as an appendix to your application.

**Known factors that may affect delivery**

Please identify any known factors that may affect delivery of the project

Maximum 300 words

**Third party involvement**

Describe any proposed third party involvement in the delivery of the project and the measures that will be taken by the project team to ensure delivery timescales and cost control is managed

Maximum 300 words

**Delivery issues – funding**

Should funding not be granted (or delayed) what would be the opportunity costs?

Maximum 300 words

**Delivery issues – revenue**

Are there any revenue implications? If so what is the status of meeting on-going revenue requirements

Maximum 300 words

## Section 4: Declaration

I declare that as the applicant (name): \_\_\_\_\_

Have no pecuniary or business interests in connection with the application for NCIL funding

Will inform Lewisham Council without delay, of any situation considered a pecuniary or business interests or which could give rise to a conflict of interest

Wish to declare the following pecuniary or business interests

I certify that the information supplied is accurate to the best of my knowledge. I understand and accept that providing deliberate false information could result in legal action being taken against me and withdrawal of funds awarded.

Signed:

Organisation name:

Name (Print)

Position:

*Position in organisation if applicable*

Date:

The London Borough of Lewisham is registered as a 'Data Controller' with the Information Commissioner's Office (ICO) under the General Data Protection Regulation, as we collect and process personal information about you. We collect, process and hold your information in order to provide you with a service. The information you provide will be used to:

- assess if your project meets the criteria outlined in the NCIL guidance
- help us assess and monitor the NCIL funding
- provide information for statistical purposes

We will hold your personal information for no longer than 5 years, and should you have any queries or concerns, please contact the planning policy team at [planning.policy@lewisham.gov.uk](mailto:planning.policy@lewisham.gov.uk). We may share your information and outcome of the funding application to other departments within the council that are helping us assess and monitor the NCIL funding. We reserve the right to publish the application form in its entirety if the applicant will be involved in the delivery of a successful project