****

**BOGNOR REGIS TOWN COUNCIL**

**COMMUNITY INFRASTRUCTURE LEVY (CIL)**

**FUNDING BID REQUEST FORM**

**IMPORTANT NOTICE** - The Council can only consider requests for CIL funding using this form and submitted in electronic format by email. Please read questions carefully and provide a full answer. Additional information, as set out below, will also need to be provided to enable the Council to assess your proposal. It may be necessary for the Council to ask for additional information before progressing your bid.

All bids for CIL funding will be assessed by Bognor Regis Town Council with bids prioritised against the criteria (detailed in Appendix A) before making a decision as to whether to fund a proposal.

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| **Name of organisation making the funding bid:**  *This must be as shown on your governing document i.e. constitution, memorandum and articles of association, trust deed etc.* |
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| **Primary contact details:**  *Please include name, position within organisation, main contact email and telephone number.* |
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| **Briefly describe the aims and objectives of your organisation and the usual activities/services that you provide:** |
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| **Project Title:** |
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| **Details of who will be managing the project:**  *Please confirm which organisation will deliver the project, explaining how their experience and connections mean that they are best placed to run this project. Provide name and contact details for Project Lead Officer/Person.* |
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| **Project location:** |
|  |
| **The project - please give a full description of the purpose for which CIL funding is required**  *Please include any plans/drawings/pictures necessary to support your application.* |
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| **What amount of CIL funding is being sought and what is this amount as an estimated percentage of the total cost of the project?**  *Please provide details of other/secured sources of funding for this project.* |
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| **What will the money requested from Bognor Regis Town Council be spent on?** |
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| **How will the project comply with CIL spending criteria?**  *Please refer to the criteria shown on Appendix A.* |
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| **What are the main benefits of your project to the community of Bognor Regis?** |
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| **Has any consultation been carried out regarding the proposal and if so, what feedback was received?** |
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| **Do you or the organisation/body submitting this bid for funding own the land/building in question and if not has the owner confirmed that the works can be undertaken on site? Please enclose details of any such agreement.** |
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| **Have any formal consents been applied for and received (planning permission, building regulations approval etc…) or do you have confirmation from the relevant authority that such approvals will not be required in this case? Please enclose details where relevant.** |
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| **Please provide an outline of the implementation timetable for this project including key milestones:** |
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| **Any additional information the organisation/body submitting this bid considers will support their application.**  *Please use a separate sheet if necessary.* |
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**DECLARATION**: I declare that I have read and accept the Terms and Conditions of this funding, as set out in Appendix B, that I have answered all questions honestly and to the best of my knowledge, and that I have the permission of my organisation to make this grant application. I further declare that my organisation, and this project, is committed to working in a way which values and treats all people with respect and dignity and celebrates diversity.

**DATA PROTECTION:** By making an application for funding from Bognor Regis Town Council, you agree that your contact details may be held and processed for the purpose of corresponding and assessing your funding application.

Bognor Regis Town Council’s Privacy Notice may be viewed on our website. Alternatively, please email clerk@bognorregis.gov.uk to request a copy.

Signed:…………………………………………………………………Dated:…………………………………………...

**INFORMATION REQUIRED**

*Please ensure that the following documents are submitted with your application (Accounts and bank statements must always be submitted). Failure to supply may result in your application being rejected.*

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| --- | --- |
|  | Tick to confirm enclosure |
| Constitution / memorandum and articles of association / trust deeds |  |
| Copy of the most recent/audited accounts |  |
| Copy of most recent bank account statements |  |
| Copy of your organisation’s Safeguarding Policy *(if working with children/young people/vulnerable individuals)* |  |
| Additional project literature/brochures *(where appropriate)* |  |
| Three quotes *(if application is for more than £3,000)* |  |

For Town Council Use Only:

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| Acknowledged: |  | Statutory Power: |  |
| BRTC Decision: |  | Organisation Advised: |  |
| Payment made: |  | Cheque No: |  |