



BOGNOR REGIS TOWN COUNCIL

COMMUNITY INFRASTRUCTURE LEVY (CIL)

FUNDING TERMS & CONDITIONS - APPENDIX B

1. Each application will be considered on its own merits. The Town Council has a responsibility to distribute funding in a fair and equitable manner to reflect the value of the organisation, services, or activities to the residents of Bognor Regis. The Council will determine whether the benefit gained is proportional to the expenditure.
2. No financial assistance can be given to individuals under this scheme.
3. Applications from commercial organisations will not be considered. Applications will only be accepted from charitable, voluntary and non-profit making organisations. Organisations should be located within the Bognor Regis area or, if outside the boundary, their work should be of benefit to the Town and its residents.
4. Retrospective applications will not be considered, i.e. where the expenditure on the project has been carried out.
5. If successful, recipients must agree to provide an interim report to Bognor Regis Town Council outlining how the funding has been spent at 6-monthly intervals of receiving the funding, with a final report at the conclusion of the project.
6. Funding recipients must provide evidence the money has been used for the purpose stated.
7. Bognor Regis Town Council and use of CIL funds will be recognised on any materials produced and in any form of publicity (including social media) as a result of this funding.
8. The funding can only be used for the purpose stated in the application form and Bognor Regis Town Council reserves the right to reclaim any funding not being used for the specified purpose within 90 days of notification.
9. If an applicant wishes to change the purpose of the funding, they must seek approval by writing to the Town Council who will then consider approving the change. If the organisation is unable to use the funding for the stated purpose, or the Council becomes aware of financial mismanagement or has serious concerns regarding the operation/running of the organisation in receipt of the funding, the Council reserves the right to suspend payments and seek repayment of any funding awarded, within 90 days of notification.
10. Any previous funding made to a group or organisation within the last twelve months may be considered by the Town Council when reviewing a new application.
11. Where partnership funding is being sourced, Bognor Regis Town Council may wish to see that such funding has been secured/applied for prior to any release of funds.
12. A copy of the organisation's constitution (or similar), most recent audited accounts and a current bank balance must accompany the application form as a minimum.
13. Any application for CIL funding above £3,000 will require that three quotes have been obtained in line with Bognor Regis Town Council's adopted [Financial Regulations S.5, Para 5.9](#).
14. All personal information contained within the Funding Bid Request form will be held securely and not processed.
15. Bognor Regis Town Council reserves the right to reject an application due to a lack of requested documentation or insufficient information to support the application. Bognor Regis Town Council's decision will be final and will not be revisited for six months.