**S106 Distribution of non-specified funds process**

**APPLICATION FORM**

Section 106 funding is money provided by developers to mitigate the impact of their development on the local community. The funding is held by the Council to administer to the local community.

**How to submit**

Please submit completed application forms to [CIL@easthants.gov.uk](mailto:CIL@easthants.gov.uk)

**Support**

Please first see our Guidance notes along with FAQ’s. For further assistant please contact [CIL@easthants.gov.uk](mailto:CIL@easthants.gov.uk) or your local community development officer.

**Please ensure you read the form fully, alongside the guidance notes, and complete all relevant sections.**

|  |  |  |
| --- | --- | --- |
| **No.** | **Question** |  |
| A | Project name |  |
| B | Name of organisation |  |
| Email |  |
| Phone |  |
| C | Amount of funding requested £ | £ |
| D | Parish/Town |  |
| E | Please indicate the developer contributions funding allocation theme and purpose to which you are applying \*  *Please refer to the guidance notes for full definitions.* | * Community facilities * Environmental improvements * Public open spaces and recreation * Transport improvements |

\* (*please delete as appropriate*)

| **No.** | | **Question** | **Response** |
| --- | --- | --- | --- |
| **SECTION 1: DETAILS OF APPLICANT/ORGANISATION.**  In this section, the Council seeks to understand the status of your organisation, how long it has been established, and its core activities and capabilities. | | | |
| Q1 | | Application Date DD/MM/YYYY |  |
| Q2 | | Type of Applicant or organisation \* | Is your organisation a \*:   * District Council or County Council * Parish or Town Council * Statutory Organisation/Schools * Company Limited by guarantee’s/shares (not for profit)   Year established ………………… |
|  | |  | Company / Registered Charity number / Other (if applicable) \*:  ………………….…………………….. |
|  | |  | Are you submitting this application on  behalf of someone else \* :Yes / No  If Yes, please specify in what capacity \*:   * Constituted Club / Association / Trust / Community Group |
|  | |  | Name of the company the funding is applied on behalf of:  ……………………………………… |
| Q3 | | Are you registered for VAT?  (Please circle as appropriate) | Yes / No  If yes, please state number:  ……………………………… |
| Q4 | | 1. Do you have support (financial or non-financial) from your Town, Parish or County Council? 2. Do you have support from other organisations? | Yes / No  If yes, please provide details and evidence  Yes / No  If yes, please provide details and evidence |
| Q5 | | Have quotes been obtained from three different contractors?   1. If not, please explain how you can demonstrate your costs are realistic and reasonable. | Yes / No |
|  | | | |
| **SECTION 2: DETAILS OF PROPOSED PROJECT.**  This section of the application provides you the opportunity to explain your planned project in detail, describing who will benefit and how. | | | |
| Q6 | | Please provide a concise description of your project and what you require developer contributions funding for:   1. Please describe what you are going to do. 2. How many people will benefit and how will they benefit. 3. How can you demonstrate that there is a need for this project, e.g. how have you consulted with local residents/stakeholders? *This could be through surveys, questionnaires or through a Neighbourhood Plan, if available*.  * *Provide any plans, designs or drawings to describe your project where possible.* * *Include financial or non-financial benefits/environmental benefits/social benefits, and whether it is an existing or new facility/project.* |  |
| Q7 | | Location of your proposed project  *Please provide us with a postal code and location plan for the location of your project.* |  |
| Q8 | | Are you the owner of the proposed project site?  *Please tell us if your organisation/you own your project site; if you own the freehold or have a lease of your site and for how long.*  *If your project relates to premises you must demonstrate security of tenure for at least 10 years.* | Yes / No  If not, does the owner support the proposal? Please specify. |
| Q9 | | Do you have all required permissions to carry out your project? E.g. landlord permission, planning permission, etc.  *Please provide details of any further consents required, e.g. planning permission, building regulations, change of use etc.* | Yes / No  If not, when do you expect to have the necessary approvals? |
| Q10 | | Please describe how your project aligns with relevant local plans this could include a local neighbourhood plan, sports facilities strategy, Infrastructure Funding Statement, Community Facilities Study and other national strategies |  |
| Q11 | | Please provide evidence of any preliminary work.  *Please provide any documents that relate to this project such as drawings, plans, research or studies etc* |  |
| **No.** | **Question** | | **Response** |
| **SECTION 3: Deliverability, Maintenance & Management** | | | |
| Q12 | | Project duration  *Please state the anticipated start and end for delivery of the scheme.* | Start …………………………………  Finish ……………………………… |
| Q13 | | Has your organisation received any funding from East Hampshire District Council for other projects during the last year? | Yes / No  If yes, please specify. |
| Q14 | | Please tell us:   * How will you manage your project? * How will you ensure it is delivered in a timely way? * How will you monitor and evaluate your project? * What ongoing maintenance/inspections will be required? * How will you ensure it is sufficiently resourced in terms of funding staffing, maintenance and management of your project?   **For applications over £50,000, please enclose a business plan and project management plan. For applications under this amount, we may request if we deem necessary** |  |
| **No.** | | **Question** | **Response** |
| **SECTION 4: OTHER** | | | |
| Q15 | | Please provide details of any additional information that you think may be relevant in the assessment of your project. |  |

|  |  |
| --- | --- |
| **SECTION 5: FINANCE DETAILS** | |
| **Expenditure**  Please list all project/service costs | |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **Total project/service cost:** | £ |
|  | |
| **Income**  Please list all income including grants, sponsorship, subscriptions, in-kind support etc. and identify whether the funding is confirmed or pending approval | |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **Total project/service income:** | £ |

**Will the Project be completed funding if the application is granted? YES / NO**

**Please include any quotes received to date with your application**

**Before submitting your application, please ensure you enclose a copy of each of the required documents below. If the necessary documents are not provided, then your application will be rejected and returned.**

**All applications:**

|  |  |
| --- | --- |
| Evidence of ownership (if applicable) | **□** |
| Quotations for costs | **□** |
| Evidence of support | **□** |
| Plans, designs or drawings | **□** |
| Copies of required permissions, Landlord, Planning Permission, Leases | **□** |
| Additional / Supporting pages, including drawings, charts etc | **□** |
|  |  |
| **For applications over £50,000:** |  |
| Business Plan | **□** |
| Project Management Plan | **□** |
|  |  |
|  |  |
|  |  |

**DECLARATION**

I confirm that, to the best of my knowledge and belief, all the information contained in this application form is true and correct, and the fund criteria has been met. I certify that any money received from East Hampshire District Council will be used for the purposes stated in this form. I understand that you may ask for additional information at any stage of the application process.

If funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify East Hampshire District Council. The Council will reserve the right to reconsider the allocation of funding.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Position** |  |
| **Date** |  |