

## **S106 Distribution of non-specified funds Guidance Notes**

Please find below some information to help support you with your application to access S106 funding held by East Hampshire District Council (EHDC).

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## **Frequently Asked Questions**

### **1. I have an idea for a project that my group wants to do, can we apply for S106 developer contributions?**

Should you wish to discuss a potential project, please contact [CIL@easthants.gov.uk](mailto:CIL@easthants.gov.uk) in the first instance where an officer will be able to discuss the project in a general sense. The officer will then be able to advise of the best individual(s) to help you develop your project and potential application.

### **2. Why aren't the advertised monies the full amounts expected from the S106 agreements?**

The monies currently stated on the website reflect the amounts which EHDC has already received and have not been spent. EHDC can only advertise and offer the monies already received. As further trigger points related to the development are reached e.g. number of homes completed, additional payments will be made by the developers and further funding rounds can be launched.

### **3. Why do I need to detail my project and timescales?**

For larger projects, particularly those involving capital works, providing a breakdown of each piece of work, the associated cost and a priority order will help EHDC confirm which aspects of the project are eligible for funding. This will also assist EHDC should the application need to be part-funded.

If an organisation has a series of items, or works, for which they wish to seek developer contributions funding, we recommend setting them out in one application. These works and items can be detailed separately in the application form, and if one item is not eligible it does not mean the whole application fails. Itemising the works allows assessors to separate the recommendations for awards of funds if this is needed.

Projects will need to demonstrate how they align with local and national plans, visions and strategies, and will be scored accordingly. This is done to ensure that projects fulfil a local need and avoid duplicating the provision of facilities and services.

It is important that you include all evidence such as results of any consultation, plans, etc as this may delay or jeopardise your application.

## **Specific questions regarding the process**

### **4. Can joint applications be made?**

Yes; If projects are to be managed and / or delivered by more than one organisation this needs to be clearly set out in the application form, including who the partner organisations are, their roles and who the lead partner will be.

### **5. Can an organisation help another organisation to apply?**

Yes; If one organisation is helping another to apply this needs to be clearly set out in the application form, including who the supporting / helping partner organisations are and if they have any other role in the management and / or delivery of the project.

### **6. Can I apply for funding for more than one project?**

Yes; this can be done. All projects will be assessed in the same way.

## **7. Who is going to check my application?**

Applications will be assessed by a bidding panel made up of relevant members from across the organisation. Depending on the type of application (i.e. a play park or sports facility) they may be checked by the relevant subject matter expert within EHDC.

Any information on project costs given by the applicant are expected to have been checked by the applicant. EHDC may seek confirmation on this from the applicant and may make enquiries. Applicants need to be reasonably certain that their cost estimates are accurate and have fully considered what happens to the project in the event of cost overruns and shortfall in funding. If project costs increase, EHDC reserve the right to enquire with applicants how any shortfall is made up and makes no guarantee to fund that shortfall through developer contributions.

## **8. Terms of payment**

Payment is usually made following completion of the scheme/project once the expenditure has been evidenced by provision of copy of supplier /contractor invoices. EHDC will issue a Purchase Order against which the successful applicant can invoice for payment. EHDC standard terms for payment are 30 days following receipt and processing of the invoice.

For larger schemes individual terms may be agreed, e.g. stage payments at agreed contract valuations.

Applicants are encouraged to submit payment plans where payment is considered upfront with specific stages outlined to be considered by the bidding panel. Should this need to be discussed upon a successful grant then [CIL@easthants.gov.uk](mailto:CIL@easthants.gov.uk) should be contacted to discuss this matter further.

## **9. After the money has been awarded, what happens next?**

Once the money has been awarded, it is important that projects are implemented in an efficient and transparent way in order to ensure that contributions are spent on their intended purpose and that the associated development contributes to the sustainability in the area

This will require monitoring by EHDC, which in turn may involve joint-working by different parts of the authority.

Applicants should ensure that they update EHDC on the progress of their project's delivery.

## S106 Distribution of non-specified funds Application Process Flowchart

