

Dear Parish/Town Clerks,

CIL Funding Applications

Groups and organisations, looking to deliver infrastructure to benefit the residents and businesses within the Borough of King's Lynn and West Norfolk, are being invited to bid for CIL funding.

You can apply for CIL Funding:

- **start date 08:00 on Monday 25 January and closing at 17:00 on Friday 30 April 2021**
- **by submitting an online application using the link: https://west-norfolk-consult.objective.co.uk/portal/cil_folder/cilappsfy2021/cil_apps2021**

Information for Parish/Town Councils:

[Parish payments](#) are made automatically. However, Parishes are able to apply for this funding, in additional to their Parish payment.

- Although the CIL Officer will be initially reviewing the submitted applications, she cannot advise applicants on whether to make an application
- Applicants need to decide if their project(s) meet the relevant criteria, as outlined in the Governance Document and outlined below
- All groups, including the Parish/Town Council, are able to make as many applications as they wish
- It will not be the CIL Officers' decision on which projects are selected

I will shortly be sending you a printable poster, which you can display on your Community/Parish noticeboards. The poster is aimed at smaller community groups who may wish to apply for the Local funding, but may not be aware of this opportunity.

The Council are required under [The Community Infrastructure Levy \(Amendment\) \(England\) \(No. 2\) Regulations 2019](#), to produce a statement of the infrastructure projects or types of infrastructure which the Council intends will be, or may be, wholly or partly funded by CIL. This is referred to as the Community Infrastructure Levy Infrastructure Project List and replaces the Regulation 123 list (R123 list).

The BCKLWN CIL Infrastructure Fund has been separated into 3 specific project types, to enable the funding to meet wider Borough infrastructure requirements and to support local community needs:

60% Strategic Infrastructure Projects – Over £50,000

Infrastructure Priorities:

- Education related to 18+ employment – post college based education
- Transport – linked to the Lynn Transport Plan
- Environment – green areas linked to the BCKLWN Climate Change Policy

20% Community Projects – Between £10,000 and £50,000

Infrastructure Priorities:

- Education – local initiatives
- Health
- Economic Development

20% Local Projects – Between £2,000 and £10,000

Infrastructure Priorities:

- Community Facilities
- Green Infrastructure
- Open Space and Leisure
- Community Transport

The attached CIL Governance and Spending Document provides further information relating to Project Pre-Application Criteria, Project Scoring Criteria, the decision making processes and also an example of the online application forms.

Can I apply for funding?

In order for a project to be considered for CIL funding, it needs:

- To meet the Project Type and be relevant to the Infrastructure Criteria
- The Application Form has been completed satisfactorily
- The Organisation has the legal right to carry out the proposed project
- The project is clearly defined as 'infrastructure necessary to support growth'
- Applications should not include a schedule of ongoing costs, to maintain the project, once it has been completed.

CIL can be used:

- to fund all of a project, or can be combined with funding available from other sources.
- to increase the capacity of existing infrastructure or to repair failing infrastructure, if that is necessary to support development.

Application Process

Applications **must** be made using the application form at https://west-norfolk-consult.objective.co.uk/portal/cil_folder/cilappsfy2021/cil_apps2021, and be accompanied by relevant supporting material.

This application process only applies to BCKLWN CIL Infrastructure Funding.

How funds will be allocated

Eligible projects will be scored on their ability to meet the criteria set out within the Governance and Spending Document.

The decision making process, will commence after the application deadline has ended, to:

- ensure that all projects are reviewed fairly and transparently
- give each project the same opportunity for funding

A project being included on the CIL Infrastructure List does not signify a guarantee of CIL funding. Whether a project receives CIL funding, will depend on the Council's priorities at the time of the application for funding being made, and the amount of CIL funding available.

CIL Funding Timetable

We anticipate the following timetable for the 2021 CIL Funding Application cycle:

Proposed Dates 2021	Process
25 January 08:00 – 30 April 17:00	CIL Fund Applications submission dates – 3 month period
3 May – 7 May	Officers validate and score bids received, against the CIL bid score – 1 week from application closure
CIL Spending Panel & BCKLWN Management Team 10 May – 28 May	Valid bids reviewed by the CIL Spending Panel and Management recommendations made – approx. 3 weeks Local & Community Project Decisions made and funds allocated
Cabinet Meeting 15 June	Strategic Project Decisions made and funds allocated
Full Council Meeting 08 July	Presentation of CIL Project Allocations

The Borough Council will ensure timely release of funds, when invoices are received for satisfactorily completed works.

Attachments:

- CIL Governance and Spending Document
- CIL Local Project Funding Poster for Community Notice Boards (to follow)

For further information please visit our webpages: https://www.west-norfolk.gov.uk/info/20233/cil_governance_and_funding

Regards

Community Infrastructure Levy (CIL) Monitoring and Compliance Officer

Development & Environmental Health

Borough Council of Kings Lynn & West Norfolk, Chapel Street, King's Lynn, PE30

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Email: CIL@west-norfolk.gov.uk