



Section 106 Grant Application form

Section A - Eligibility of the project for S106 funding

To be eligible for a S106 grant a project must provide improved or increased community or social infrastructure (such as community facilities and green space projects), the need for which has arisen at least in part, as a result of a new development taking place.

S106 funding is available for capital projects only. Revenue funding towards on-going running costs is not available. Evidence must be provided by the applicant that an assessment has been made of local community needs through research or consultation. Some examples of the types of projects which might be appropriate are listed below:-

Community Centre/Village Halls: Upgrading facilities which are the main community centre in a village and which are available for anyone in the community to use. The funding can support works such as new build, extensions, refurbishment, provision of disabled facilities and provision of facilities which will enable the hall to widen its usage. Examples of eligible projects:

- *The installation of a new kitchen.*
- *Complete re-roofing of a facility.*
- *Entrance improvements including access ramps and automatic door openers.*

Minor repairs, redecoration and movable equipment items are excluded from the grant scheme. Examples of projects that would not be eligible for funding:

- *A new cooker.*
- *The replacement of broken roof tiles.*
- *Painting a meeting room.*

Multi-purpose sports and leisure centres which serve the general public: Building a new facility, extending or refurbishing an existing facility or the provision of disabled facilities. When designing and developing facilities and implementing projects, applicants are advised to consider best practice guidance provided by Sport England and the relevant National Governing Bodies. The Sport England guidance can be found at the following link:

<http://www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/>

Examples of eligible projects:

- *The installation of a new sprung floor.*
- *Complete re-surfacing of an astro pitch.*
- *Upgrading toilets and changing areas to improve accessibility.*

Minor repairs, maintenance, redecoration and movable equipment items are excluded from the scheme.

Examples of projects that would not be eligible for funding:

- *Patch repairs to an astro pitch.*
- *Fixing a broken shower.*
- *Goal posts or other sports equipment.*

Play facilities: Building new or substantially refurbishing play areas, teenage zones, skateboard facilities and similar. The need for the facility should also ideally have been identified within the District Council's Play Audit 2012-13 and Action Plan 2013-14 in order to be eligible. This Audit has identified gaps in current play provision across the District and grant aid should focus primarily on addressing these needs. The Audit can be found at:

<http://www.eastcambs.gov.uk/community/play-and-open-space>

In addition, we would expect to see evidence that families and young people have been consulted and have participated in the design of the proposed play facility. Examples of eligible projects:

- *New play equipment*
- *New safety surface*
- *A youth shelter*

Minor repairs, maintenance, redecoration and movable equipment items are excluded from the scheme. Examples of projects that would not be eligible for funding:

- *Patch repairs to safety surfaces.*
- *Painting existing play equipment.*

Open Spaces: Grants are available to parish councils and community groups for the purchase or leasing of land for new formal/ informal public open space, recreation and allotments. Leases must be for a minimum of 25 years or, where land is to remain in private ownership, there needs to be a Covenant or written agreement in place which protects public access and use of the site for a minimum of 25 years. Grants are also available for improvement to existing open spaces such as improving access, education or other facilities. Please note that planting enhancements will only be considered as part of whole woodland/orchard development projects. Examples of eligible projects:

- *A new trail and signage in an existing open space that improves accessibility*
- *Securing a piece of land to develop into a community orchard*

Maintenance and repairs to existing provision are excluded from the scheme.

Examples of projects that would not be eligible for funding:

- *Repairing a sign*
- *Replacing or repairing a damaged bench.*

Q1. Please provide the project title, a description of the project, its purpose and an explanation of what the S106 funding will be spent on.

Please tick here to confirm that you have attached your organisations Business Plan demonstrating the requirement for the project (if a Business Plan is available).

Q2. Please describe how your project provides improved or increased community or social infrastructure for the community in which the project is based. Please note that if you are unable to provide this evidence, the project will not be eligible for S106 funding.

Q3. Please also provide written evidence of endorsement for the project to use S106 funding from the local Parish Council. This could be in the form of Parish Council meeting minutes or an e-mail from the Chairman or Clerk.

Place a tick in the box to confirm you have attached the details

Please note that if you are unable to provide this evidence, the project will not be eligible for S106 funding.

Section B – Eligibility of the Organisation for S106 funding

The scheme is open to all community based organisations that operate on a not-for-profit basis in East Cambridgeshire. The facilities provided must be open to the general public with no membership restrictions in relation to the Equality Act 2010, and have wide public and community benefit.

Organisations must have a constitution or set of rules.

B1. Organisation's details

Q4. Name of Organisation:

Q5. Address including postcode:

Q6. If a grant is approved, to whom should the cheque be made payable?

Q7. Is your organisation able to recover VAT?

Please tick

Yes

No

Note: If you can recover VAT the amount awarded from S106 funds will exclude VAT

Q8. Are there any membership restrictions on use of your organisation's facilities?

Please tick

Yes

No

If YES, please explain why:

B2. Main contact for the project

Q9. Name:

Q10. Position in organisation:

Q11. Address including postcode:

Q12. Daytime telephone number:

Q13. E-mail address:

B3. Type of Organisation

Q14. What type of organisation are you?

Please tick the relevant box:

- a) A charity
- b) *A company limited by guarantee*
- c) An industrial or provident society
- d) A community interest company
- e) A parish council in East Cambridgeshire
- f) Other (please specify)

Please provide written evidence of your status e.g. Group Constitution or charity number and **tick in the box** to confirm you have attached the details

Q15. If your organisation is NOT a parish Council, please provide a brief description about what you do, your aims and objectives, management arrangements and past achievements.

Section C – Details of the Proposed Project

C1 – Location and ownership of the facility/land

Q16. What is the geographical location of the proposed project (for example the nearest road or postcode)?

Q17. What security of tenure do you have on the facility?

Tick below

Freehold Leasehold

Q18. If leasehold, what is the length of the lease and how many years are remaining?

Please note: A lease must be for a term of at least 25 years to be eligible for funding.

If the facility/land is leasehold, is there at least a 25 years term with the majority of the lease term left?

Q19. Is the lease vested in the applicant's name?

Yes No

If no, who owns the lease?

If you do not own the asset, **please tick** here to confirm that you have attached evidence of the land owner's permission for the works to be carried out.

Please note that if you are unable to provide this evidence, the project will not be eligible for S106 funding.

Q20. Is Planning permission required before the project can start?

Tick below

Yes No

If yes, please provide the planning permission reference number:

Q21. Is a Building Regulation application required?

Tick below

Yes No

If yes, please provide your reference number:

Q22. Please indicate the approximate start and finish dates of the project

Start

Completion

C 2 – Need and Justification

Q23. Are the reasons for doing this project instigated by legislative requirements – e.g. Health & Safety, Fire Regulations, Equality Act 2010?

Tick below

Yes

No

If yes, please provide the details.

Q24. Please indicate how the evidence of need for this project has been gathered. Include details of any research that you have carried out or strategies/ plans which identify this project as a priority (such as a community led plan, village survey, Play Facility Audit and Action Plan, Minor Highway Improvement Bid assessment, community survey/consultation).

Please tick here to confirm that you have attached copies of any documents providing evidence of need for the project.

Q25. What is your justification for this project if there is another similar facility nearby (for example if there is already a similar facility being provided in the same village)?

Q26. Will your project increase the use of a community facility?

Tick below

Yes No

If yes, please explain how

Please note that if you are unable to provide evidence for this question or evidence to question 27 below, the project will not be eligible for S106 funding.

Q27. Will your project broaden the use of a community facility (an example would be works to improve access on the basis of age or disability)?

Tick below

Yes No

If yes please explain how

Please note that if you are unable to provide evidence for this question or evidence to question 26 above, the project will not be eligible for S106 funding.

**Q28. What attempts have you made to make this project environmentally sustainable?
E.g. energy saving mechanisms, recycled materials, local suppliers.**

Q29. If the project involves provision for children (up to the age of 18), what consideration have you given to any child protection issues that may arise from the project you are delivering?

D- Project costs, sources of funding and sustainability

The amount of funding awarded will depend on the amount of S106 monies available for any particular community. Projects can be supported with 100% of the project costs if sufficient monies are available. However, applicants are positively encouraged to seek matching funding from other grant bodies and community sources where possible so that the S106 monies can support as many local projects as possible. District Council Officers are happy to advise you on other potential sources of grant aid.

Q30. What do you anticipate will be the total expenditure for the project?

With VAT included: £

Excluding VAT: £

Q31. Please list the items that you plan to buy with S106 funds:

* *
* *
* *
* *

Q32. Are you providing any match funding?

Tick below

Yes No

If so, how much? £

Q33. Is the match funding confirmed?

Tick below

Yes No

Q34. Where is it from?

Q35. Is any match funding offer conditional on securing match funding?

Tick below

Yes No

Q36. What level of S106 funding is sought from the District Council?

If you are able to reclaim VAT please provide amount ex-VAT as the District Council will only pay the amount that cannot be reclaimed. £

Please tick the box to confirm that three written quotations have been obtained for the works and that all copies are attached to the application. Please ensure you highlight which is your preferred quote

Q37. Please explain your justification for choosing your quote if it is not the cheapest.

Q38. What do you expect the annual running costs to be? £

Q39. What do you expect the repair and maintenance costs to be? £

Q40. How do you propose to meet these costs in the longer term, as S106 funding cannot be used for this?

Section E – How the Grant Application is Assessed

The District Council is the accountable body for the spending of S106 monies and therefore must ensure that:

- The funding is spent on facilities that can be demonstrated to be required because of the new development taking place
- The process is transparent and fair to all
- Projects supported are necessary, viable, will deliver the required social and community benefits, and will be well managed.

Assessment of proposed projects is therefore carried out by an Officer against a set of criteria and presented to another officer for approval. The focus of the assessment is on the following:

- The eligibility of the organisation and project for S106 funding.
- Ownership of the asset and whether consent is in place for any works.
- Endorsement of the local Parish Council.
- Evidence of need for the project (e.g. supported by the findings of ECDCs Play Audit and Strategy, securing Minor Highway Improvement Bid funding, identified as a priority in a Parish Plan, community consultation).
- An increase in usage of the asset as a result of awarding the funding (i.e. a greater number of people will use the facility).
- A broader usage of the asset as a result of awarding the funding (e.g. use by disabled people, older or younger people who may not have had access previously).
- That a complete funding package is in place with the offer of a S106 grant.
- That there is financial sustainability for the asset into the future.

We aim to let you know the decision within 3 weeks of receipt of all of the necessary information required to make the assessment, by a formal grant offer letter.

Section F – How to claim Grant payments

Grants are paid after work has been completed and the expenditure has been incurred, at which time copies of accounts/receipted invoices must be submitted to demonstrate how much has been spent on the project. (Grants can be paid in up to four instalments for larger projects). The work may be inspected and you will need to show how you have complied with any other conditions set. You will also be required to submit a 'Self Certification Form' confirming that the works specified in your application form have been completed. In addition, the self-

certification form requires details around whether the project was completed on time and to budget and what the impact of the project has been to the community.

Section G – ECDC contact for further information

E-mail: S106grants@eastcambs.gov.uk

Phone: Stephanie Jones, Communities and Partnerships Support Officer: 01353 665555.

Section H – Declaration

By signing your name here (if submitting by post) or typing it (if submitting electronically) you are confirming that the contents of this form are correct, to the best of your knowledge.

Name:

Title:

On behalf of:

Signature:

Date:

Please send your completed form and supporting documents to:

Email: S106grants@eastcambs.gov.uk or by post to:

Communities and Partnerships Department

East Cambs District Council

The Grange

Nutholt Lane

DATA PROTECTION

In line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, East Cambridgeshire District Council is fully committed to protect the privacy of our constituents, staff and members. We ensure the safe processing of personal data through strict guidelines

for collection, storage and retention of information. Where appropriate, data sharing protocols are entered into and robust security measures are in place. The council maintains its Public Services Network (PSN) compliance, demonstrating its on-going commitment to supporting best practice in the maintenance and handling of data.

For further information contact: The Data Protection Officer, The Grange, Nutholt Lane, Ely, Cambs., CB7 4EE (email: dataprotection@eastcambs.gov.uk)

The Freedom of Information Act 2000 (FOIA) applies to East Cambridgeshire District Council and therefore information provided by you may have to be disclosed by the District Council in response to a request unless the District Council considers that a statutory exemption applies.