

Public Document Pack

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A meeting of **Grants and Concessions Panel** will be held in Committee Room 2, East Pallant House on **Thursday 16 March 2017 at 9.30 am**

MEMBERS: Mrs E Lintill (Chairman), Mrs C Apel, Mr I Curbishley, Mr J F Elliott, Mr M Cullen, Mr J W Elliott, Mrs N Graves and Mrs P Tull

AGENDA

The public, including the press, should be excluded from the meeting on the grounds of exemption under Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as indicated against the item and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

- 1 **Apologies for Absence**
Any apologies for absence that have been received will be noted at this point.
- 2 **Approval of the Minutes** (Pages 1 - 8)
To approve as a correct record the minutes of the Grants and Concessions Panel meeting held on 19 January 2017.
- 3 **Matters Arising from the Minutes**
Any matters arising as a result of the previous minutes.
- 4 **Declarations of Interest**
Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.
- 5 **Enabling Grant Scheme Update** (Pages 9 - 10)
A breakdown of the applicants, projects and the amount requested/allocated under the new Enabling Grant Scheme.
- 6 **Concessionary Rent Application** (Pages 11 - 16)
For decision.
- 7 **New Homes Bonus** (Pages 17 - 32)
To approve relevant forms and documentation for the New Homes Bonus Scheme 2017.
- 8 **Request for New Homes Bonus Variation** (Pages 33 - 36)
For decision.
- 9 **Grants and Concessions Financial Summary** (Pages 37 - 38)
To note the financial information, fast track grants approved since the last meeting and any grants nearing the three year cut off.

APPLICATIONS ARE MADE IN ORDER OF THE COUNCIL'S PRIORITIES AND PRINCIPLES FOR FUNDING

- 10 **Grant Application - Improving Living Spaces and Places 1** (Pages 39 - 40)
For decision.
- 11 **Grant Application - Improving Living Spaces and Places 2** (Pages 41 - 42)
For decision.
- 12 **Grant Application - Improving Living Spaces and Places 3** (Pages 43 - 44)
For decision.
- 13 **Next Meeting**
To note the date of the next meeting as Wednesday 12 July 2017 at 9.30am in Committee Room 2.

Public Document Pack Agenda Item 2



Minutes of the meeting of the **Grants and Concessions Panel** held in Committee Room 2, East Pallant House on Thursday 19 January 2017 at 9.30 am

Members Present: Mrs E Lintill (Chairman), Mrs C Apel, Mr I Curbishley, Mr J F Elliott, Mr M Cullen, Mr J W Elliott, Mrs N Graves and Mrs P Tull

Members not present:

In attendance by invitation:

Officers present: Mr I Baker (Sport and Leisure Officer), Mrs C Christie (Revenues and Performance Manager), Mr D Cooper (Group Accountant), Mr S Hansford (Head of Community Services), Miss L Higenbottam (Democratic Services), Mr D Hyland (Community and Partnerships Support Manager), Mrs K Pellett (Economic Development Officer) and Miss C Williams (Community Liaison Officer)

The public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of “exempt information” of the description specified in Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information) of Part I of Schedule 12A to the Local Government Act 1972 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

66 **Apologies for Absence**

No apologies for absence had been received.

67 **Approval of the Minutes**

RESOLVED

That the minutes of the Panel meeting held on Tuesday 18 October 2016 be approved and signed by the Chairman as a correct record.

68 **Matters Arising from the Minutes**

There were no matters arising.

69 **Declarations of Interest**

Mr J W E Elliott declared a disclosable pecuniary interest in relation to agenda item five due to a business association with the applicant and withdrew from the room when this application was discussed.

Mrs Apel declared a personal interest in relation to agenda item 10 as a volunteer for City Angels and withdrew from the room when this application was discussed.

Mr Hyland declared a prejudicial interest in relation to agenda item 12 as a member of his family holds a senior role at St Wilfrid's Hospice and withdrew from the room when this application was discussed.

Mrs Apel declared a personal interest in relation to agenda item 16 as a trustee of Stonepillow and withdrew from the room when this application was discussed.

70 **Discretionary Rate Relief Application**

Selsey Community Nursery:

Mr J W E Elliott declared a disclosable pecuniary interest due to a business association with the applicant and withdrew from the room when this application was discussed.

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

That the Selsey Community Nursery request for discretionary rate relief be approved for the financial year 2016/17.

Alternative options considered and rejected:

That the Selsey Community Nursery request for discretionary rate relief be refused for the financial year 2016/17.

71 **Small Business Rent Support Scheme**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

That the small business rent support scheme grant awarded to Signs in Sussex be noted.

72 **Enabling Grant Scheme**

Mrs Pellett explained that the Economic Development Service have received an allocation of £71,428 from the West Sussex Pooled business rates Fund to support local businesses in the district. As a result the Economic Development Service launched the Enabling Grant Scheme on 1 December 2016 and 32 applications have been received totalling a £49,566.98 funding commitment. To date four

applications have been approved; two applications relate to capital projects and two relate to websites securing 24 existing jobs with a potential creation of 17 jobs as a result of completing these projects.

Mrs Pellett agreed to provide a breakdown of the applicants, projects and the amount requested/allocated. A detailed report will be submitted to the March Panel.

73 **Request for New Homes Bonus Application Variation - Overview Report**

Members discussed the two requests for New Homes Bonus variation separately.

(a) **Request for New Homes Bonus Variation 1 Selsey Town Council, New Homes Bonus**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

That the proposed variation to funding awarded to Selsey Town Council from the New Homes Bonus (Parish Allocations) 2016 be approved.

Alternative options considered and rejected:

That the proposed variation to funding awarded to Selsey Town Council from the New Homes Bonus (Parish Allocations) 2016 be rejected.

(b) **Request for New Homes Bonus Variation 2 West Dean Parish Council, New Homes Bonus**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

That the proposed variation to funding awarded to West Dean Parish Council from the New Homes Bonus (Parish Allocations) 2015 be approved.

Alternative options considered and rejected:

That the proposed variation to funding awarded to West Dean Parish Council from the New Homes Bonus (Parish Allocations) 2015 be rejected.

74 **Grants and Concessions Financial Summary**

The Panel considered the report. Mr Cooper drew attention to the value of the applications to be considered at the meeting and reminded the Panel that a sum of £85,753 remained.

The Panel noted the following fast track delegated grant applications decided since the last meeting:

**RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN
CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:**

Applicant: Chichester Cloth Nappy Library, NCT (National Childbirth Trust) West
Sussex Coastal Branch

Priority: Environment

Purpose: Setting up two long term real nappy loan kits to be made available to low
income families

Sum Requested: £473

Sum Approved: £473

Reasons: An environmentally friendly initiative

Grant Conditions: N/A

**RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN
CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:**

Applicant: Duncton Hall and Recreation Ground

Priority: Improving Living Places and Spaces

Purpose: New floor for Duncton Village Hall

Sum Requested: £1,000

Sum Approved: £1,000

Reasons: Supporting improvements to a well-used community facility

Grant Conditions: N/A

**RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN
CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:**

Applicant: Pregnancy Options Centre

Priority: Targeted Projects

Purpose: Running costs including equipment to support service delivery

Sum Requested: £900

Sum Approved: £900

Reasons: Provision of an essential service

Grant Conditions: N/A

**RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN
CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:**

Applicant: Transition Chichester

Priority: Economy

Purpose: Funding to produce a new 'Green Directory' of local producers, growers,
traders and service providers based in Chichester areas (PO18, PO19 and PO20)

Sum Requested: £900

Sum Approved: £0

Reasons: Information that will be provided by the directory is already available
elsewhere (via searches on the internet and farmers' markets)

Grant Conditions: N/A

75 **Grant Application - Improving Living Places and Spaces 1**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

Applicant: City Angels

Declarations of Interest: Mrs Apel declared a personal interest as a volunteer for City Angels and withdrew from the room when this application was discussed

Priority: Improving Living Places and Spaces

Purpose: Mobile vehicle costs, consumables/refreshments, staff and volunteer training and equipment

Sum Requested: £5,000

Sum Approved: £3,000

Reasons: The organisation has a positive impact on the night time safety in the city centre but has submitted consecutive requests to the same level without firm new project elements

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider granting an application to the full amount requested or refusing an application

76 **Grant Application - Improving Living Places and Spaces 2**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

Applicant: Cocking Village Hall Management Committee

Declarations of Interest: N/A

Priority: Improving Living Places and Spaces

Purpose: Extension to the hall for safe and secure storage of tables, chairs and equipment

Sum Requested: £2,000

Sum Approved: £2,000

Reasons: The additional space will allow larger and more varied group activities to take place at the hall

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider granting an application to the full amount requested or refusing an application

77 **Grant Application - Improving Living Places and Spaces 3**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

Applicant: St Wilfrid's Hospice (South Coast)

Declarations of Interest: Mr Hyland declared a prejudicial interest as a member of his family holds an honorary role at St Wilfrid's Hospice and withdrew from the room when this application was discussed

Priority: Improving Living Places and Spaces

Purpose: Capital towards new hospice building

Sum Requested: £50,000

Sum Approved: £25,000

Reasons: The Panel agreed that although the request is proportionately large compared to the normal grant threshold the reasoning behind the application is exceptional and the funds will assist to support expansion of a much needed provision for the district (*please note the grant decision was made in line with the Cabinet Member for Community Services delegated authority*)

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider granting an application to the full amount requested or refusing an application

RECOMMENDED TO THE CABINET:

That Cabinet consider provision of an additional £25,000 funding towards this application.

78 Grant Application - Improving Living Places and Spaces 4

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

Applicant: Tillington Parish Council

Declarations of Interest: N/A

Priority: Improving Living Places and Spaces

Purpose: Extension to village hall

Sum Requested: £10,000

Sum Approved: £10,000

Reasons: The additional space will increase the number of activities that can be offered to the community

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider granting an application to the full amount requested or refusing an application

79 Grant Application - Targeted Projects 1

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

Applicant: Lifecentre

Declarations of Interest: N/A

Priority: Targeted Projects

Purpose: Therapeutic counselling for survivors of rape and sexual abuse

Sum Requested: £2,500

Sum Approved: £2,500

Reasons: The service supports vulnerable members of the community including those in Think Family Neighbourhoods

Grant Conditions: N/A

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider granting an application to the full amount requested or refusing an application

80 **Grant Application - Targeted Projects 2**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:

Applicant: Relate North and South West Sussex

Declarations of Interest: N/A

Priority: Targeted Projects

Purpose: Realteen/Family counselling for young people and families, prioritising Think Family Neighbourhoods

Sum Requested: £3,000

Sum Approved: £3,000

Reasons: The service supports vulnerable members of the community including those in Think Family Neighbourhoods

Grant Conditions: Priority for funding should be given to the Chichester District Think Family Neighbourhoods

Alternative options considered and rejected: The Panel consider whether or not to support every application so will always consider granting an application to the full amount requested or refusing an application

81 **Recurring funding agreements with voluntary organisations**

Miss Williams explained that separate to the grants pot, the Panel is asked to monitor the performance of four key voluntary sector organisations. These Agreements are funded from base budget and delegated to the Director of Community Services. The Panel discussed detailed officer reports on each of the four organisations and made the following recommendations:

Citizens Advice Bureau:

RECOMMENDED TO THE HEAD OF COMMUNITY SERVICE:

- That the performance of the Citizens Advice Arun and Chichester under their joint Funding Agreement during 2016/17 be noted
- That funding for 2017/18 be released in line with the Countywide Contract

Stonepillow:

Mrs Apel declared a personal interest as a trustee of Stonepillow and withdrew from the room when this application was discussed.

RECOMMENDED TO THE HEAD OF COMMUNITY SERVICE:

- That the performance of Stonepillow in discharging the Funding Agreement for 2016/17 be noted
- That funding be approved for three years as set out in section 5.4 of the report subject to annual confirmation of the budget

Voluntary Action Arun and Chichester:

RECOMMENDED TO THE HEAD OF COMMUNITY SERVICE:

- That the performance of Voluntary Action Arun and Chichester in discharging the Funding Agreement for 2016/17 be noted
- That funding be approved for one year as set out in section 5.2 of the report (subject to the amended figure provided by officers at the meeting)
- That early consideration be given to funding for Voluntary Action Arun and Chichester for the year 2018/19

Shopmobility (Chichester):

RECOMMENDED TO THE HEAD OF COMMUNITY SERVICE:

- That the performance of Shopmobility (Chichester) in discharging the Funding Agreement for 2016/17 be noted
- That the funding agreement for 2017/18 be renewed
- That two additional payments of £2,500 in 2016/17 and 2017/18 be approved towards the purchase of a replacement vehicle

82 Next Meeting

The Panel noted the date of the next meeting as Thursday 16 March at 9.30am.

The meeting ended at 11.48 am

CHAIRMAN

Date:

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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What and who is eligible for New Homes Bonus (Parish Allocations)?

Allocations

Chichester District Council has confirmed an allocation of New Homes Bonus (NHB) for 2017/18 of £250,000 for bids. Intended as a reward for communities that have accepted housing growth, Parishes are encouraged to engage with their residents and identify what the local priorities are, and develop projects around them.

Projects could look to bring forward infrastructure requirements previously highlighted through the District Council's Infrastructure Delivery Plan, or identify other issues or priorities within the community, or wider local area. Parish Councils are encouraged to work in partnership with neighbouring Parishes so that monies can be used to best effect and in the shortest period of time.

NHB allocations could be considered to have greater flexibility than other grant sources, for example supporting projects that this Council might otherwise consider to be the responsibility of another funder or statutory body. However, funding sought for projects identified within the Infrastructure Delivery Plan to be delivered by another funding source would need to justify why the project is being brought forward ahead of the anticipated source/s of funding.

Chichester District Council will not fund projects that are for the sole benefit of:

- a belief or group of believers
- a Political organisation
- an organisation in dispute with Chichester District Council
- Private individuals
- National appeals
- Loan repayments
- Retrospective costs incurred
- residents or businesses outside of the Parish (although applications in partnership with neighbouring parishes are encouraged – see “General Information”)

Determination Process

- The Cabinet has delegated the distribution of NHB monies to the Grants and Concessions Panel. A special meeting of the Grants and Concessions Panel has been called for September 2017, and it is hoped to allocate the full balance at that meeting.
- The Grants and Concessions Panel consists of eight elected Council Members, chaired by the Cabinet Member for Community Services.
- To be considered by the Panel, applications and supporting documentation must be submitted by Friday 28th July 2017.
- Council officers may, in certain circumstances, contact the applicant with questions relating to the submitted application. This is in order to provide the Panel with the best supporting information to determine the application. They will not be able to assist with improving an application at this stage.

- If you would like any advice or guidance with regard to a prospective application, then please speak with your local District Councillor, or contact the Communities Team community@chichester.gov.uk 01243 534864
- Completed applications will be assessed against the following considerations, prior to presentation to the Grants and Concessions Panel:
 - **The amount and impact of development in the Parish.** Applications may also reflect on the impact of new development in neighbouring parishes, if that impact can be seen within the Parish.
 - **The Infrastructure Needs** identified by the Parish within the Infrastructure Delivery Plan
 - **The sustainability of the project.** What local commitment is there to its delivery, and on-going support? NHB should be viewed as a one off allocation and not create a dependency on future grant provision.
 - **The level of financial contribution.** How is the project funded, what is the level of local financial support, what other funders are committed?
 - **Value for Money.** Projects must demonstrate the appropriate use of public funds.
- Where the project has not previously been listed or highlighted for inclusion in the Council's Infrastructure Business Plan, the Panel will also consider:
 - **The expected benefit of the proposed project**
 - **The evidence of community need**
 - **The level of public support** for the Parish's nominated project, and the process followed that identified the priority or project.

General Requirements

Applicants must:

- Complete all sections of the application form. The forms have been designed in recognition that the level of detail expected is proportionate to the amount of funding being requested.
- Describe the project, facility or service for which funding is sought, including the intended outcomes. For requests above £10,000, a project or service delivery plan, or a business plan covering the period of grant applied, should be included.
- State the amount of funding sought, including costings of the project, and the governance arrangements to monitor the spend and progress of the project.
- If the Parish is not directly delivering the project, then the "delivery partner" will need to be identified, and a copy of their constitution and last two years accounts provided.
- Only spend a successful award on the purpose applied for.
- Notify Chichester District Council as soon as possible should a grant or any part of, not be required.
- If successful, sign an agreement with commitments to the Parish Council in regard to the delivery of the project, monitoring of the spend and reporting back to the District Council on success, to support evaluation and wider learning.

Where the project involves building projects or land use, applicants must also:

- Obtain appropriate permissions from owner.
- Normally, obtain planning permission, building regulation or statutory consent before an application is submitted if applicable. However, significant projects may be given an “offer of award” conditional on getting the necessary permissions.
- Supply an independent survey for renovation projects.
- Provide a full breakdown of costs and, where an external contractor for ground or building works will be used, supply three quotes.
- Create public access to sites of interest where appropriate.

General Information

- As a benchmark, an indicative distribution of the NHB monies by Parish, based on levels of development over the last three years, has been set out (see appendix 1). Monies will only be allocated to successful applicants, so this is not a pre-approved allocation. Parishes are welcome to consider bids in excess of the amounts shown, but will need to make a stronger case about the impact of development from outside of the Parish. The Panel will consider variation up to 10% over the indicative figure (capped at £2000)
- Allocations of NHB monies have no bearing on any applications the Parish may also wish to make to the Council's existing Grants programme (full details available on the Council's website www.chichester.gov.uk/grants), but should not duplicate.
- Grants cannot be sought retrospectively for projects that have already started (or completed). Applicants must await a written decision on their application before undertaking any associated works.
- Volunteer time and support in kind can be taken into consideration as part of the calculation of the total value or cost of the project.
- Applications must make the connection between their community and the proposed benefit of the project. Projects that have users from a wider geographic area may be eligible, and applications where Parishes collaborate or co-ordinate on bids are strongly encouraged.
- The expectation is that projects should be deliverable within the following 12 months, and applications will need to outline the delivery timescale. Where the Panel is happy to make the award available where delivery may extend beyond that period, an “offer of award” would be valid for three years from the date on which the grant was allocated. Any request for extension or revision of terms of the grant would be subject to review by the Grants and Concessions Panel.
- Payments will be made directly to the Parish Council who will be obligated to ensure the delivery of the project, and any specific conditions set by the Grants and Concessions Panel.
- For construction projects, payment of the grant may be paid by installment against the progress of works, if this is considered appropriate. This would be at the discretion of the Grants & Concessions Panel, and subject to the value of works exceeding funding made at each stage.
- Should the total cost of a project reduce at any time during the life of the project, the amount of award may be reduced on a pro rata basis.

How to complete the Application Form: New Homes Bonus (Parish Allocations) 2017

Advice to applicants

- These guidance notes should be read in conjunction with the document “What and who is eligible for New Homes Bonus (Parish Allocations)?”
- Parishes looking for further guidance on applications should speak with their local Chichester District Councillor, or speak with the Communities Team 01243 534864 community@chichester.gov.uk
- Forms have been distributed electronically, and we encourage you to complete them electronically for clarity. Please remember to retain a saved copy of your submission for your records.
- Please provide comprehensive answers to all questions. If completed electronically, the answer boxes will expand where necessary.

Completing the application form:

Guidance by Question

Section 1: CONTACT DETAILS

1. If the application is a joint application with neighbouring parishes then the lead parish should be named first, with other parishes listed thereafter. Letters of support from the other parishes could be included within the submission.

Section 2: YOUR PROJECT

4. Project summary

- (i) The summary should capture the essential details of your project or service in a suggested maximum of 100 words. Details of ineligible activities are set out in the guidance “What and who is eligible for New Homes Bonus (Parish Allocations)”.
- (iii) Applications can be for up to 100% of the total cost of a project. With larger projects, it is expected that this is either an existing project in need of additional funding (for which a business plan already exists), or is of a size that the implications of such a project should be considered and documented in a Business Plan.

There are many models for developing Business Plans, and their suitability will be determined in part by the nature of the project. There is advice at www.gov.uk but other sources could be equally relevant. CDC would expect that at a minimum, the business plan contains a considered budget forecast for both the implementation of the project and its running costs thereafter, or (with an existing

project that is being grown or enhanced) the current budget with a forecast for post implementation.

- (iv) If the project has already been highlighted through the District Council's Infrastructure Business Plan, please tick yes and go to Q9 (Local Benefits). It is assumed that such projects have the support of the local community and as such the application requirements will be shortened. Projects or initiatives that have not previously been highlighted can still be considered, but the existing requirements for evidencing local support from the wider community remain and therefore please continue with Q5 – Q8.

Evidence of community need

5. Parishes are expected to consult with local residents in identifying the project/s to bid for. This could include asking residents for proposals or suggestions for projects, asking residents to identify particular issues that could be addressed through funding, or a poll on locally known or established projects that could benefit. Please describe the process that you followed in agreeing the project for which you are now seeking funding.
6. An established project may have already evidenced itself and that information can either be presented here, or reference made to a separate document which details that.

For projects developed in response to the availability of NHB funding, it will be important to reflect on the level of development that has occurred in your Parish (parishes in the case of a joint bid) and the impacts it has had. Please ensure that this is both relevant and, where possible, specific in justifying the project that you are seeking funding for.

Where the impacts are from development in neighbouring or other parishes, if possible, please identify where that development is and specify what that impact is (for example increased traffic, footfall, patronage etc).

7. In addition to the evidence identified above, it is useful to understand the context of the project within the community and the support it has. This may be self evident in the process you have followed (see Q5). But this question could allow you to highlight local groups and organisations who do/will use or support the project, levels of local volunteering or other participation in the project, or levels of local fundraising or other financial support that could attest to the local support for the project.
8. To determine value for money, it is important to understand the proposed project in the context of similar provision. Similar services or facilities may be available in close proximity but have no capacity, but duplication of provision may not be sustainable in the long term.

Local benefits

10. Please describe who the beneficiaries of your proposed project are and where they come from. Primary benefit should be to residents or businesses within the Parish. If this is a joint bid, please describe the catchment area of the project and how it serves the parishes which are parties to the bid.

Project sustainability

11. Supplementary to the expected benefit of the project (identified in Q9) it would be valuable to identify what the likely outcomes of the project may be and how those will be measured. So as an example, the benefit of an extension or refurbishment of a community hall would be specific improved facilities. An outcome could be that more residents use the Hall as a result of the improvements, which could be measured by new/additional activities or the number of new people joining existing activity groups.

Details about your project

12. Project delivery

- i) It is presumed that Parish Councils will take the lead in delivering projects, either directly or through contractors. However, there may be obvious projects within the Parish that have the support of the community but are delivered by others. That could be another constituted organisation (e.g. A village hall owned by a separate Trust or the local Parochial Church Council) or another statutory agency (e.g. the owner and manager of land or infrastructure that requires improvement). In those instances, the "Delivery Partner" should be identified (ii and iii). Evidence to support their involvement (meeting minutes, formal agreement or other correspondence confirming the partnership, or a letter of confirmation from the Delivery Partner) would be helpful.
 - iv) In working with a Delivery Partner, the Parish Council is effectively attesting to that organisation's standing and Chichester District Council will not be making separate checks of that Delivery Partner. The application should highlight here what steps have been taken to assess their suitability to deliver the project, which could include looking at their financial standing (annual accounts and current bank statements), taking references or other evidence of successfully completed projects in the past.
13. The Grants and Concessions Panel wish to understand how the project will be implemented and sketching out the key steps and timescale will be of assistance. If a project or implementation plan already exists then this can be referred to and submitted along with the application form.
 14. Please describe (as applicable) how the project will be implemented, and how it will be managed thereafter. Where the Parish Council is working with a delivery partner, please consider what overview and scrutiny the Parish Council will provide, the likely duration of that relationship, and what event would determine the satisfactory conclusion of that relationship.

Projects should ideally be for one off expenditure, and not create reliance on future grants or other funding. If the project has any longer term implications (insurance, liability, maintenance etc.) then those issues should be highlighted here. If the project is of a lasting nature (for example new building or services to be delivered) then some indication of how those would be managed and financed should also be included.

15. Your answer should show that you (or your delivery partner) are aware of relevant legislation and have complied. Depending on the type of project, some or all may not be relevant – if you are unsure please consult with your local District Councillor or someone in the Communities Team

If your project involves working with children and/or adults at risk, we would expect you to have an appropriate Safeguarding or Protection Policy in place. Chichester District Council policy will require you to declare that the policies in place include the following six key elements:-

- A statement of commitment to the principles of Safeguarding.
- The arrangements for recruitment, checking and supervision for staff, committee or board members, volunteers or helpers involved in the event or service (including any contingency arrangements).
- Guidance or training to staff; committee or board members; volunteers and helpers on their responsibilities for safeguarding.
- A process for risk assessments of the activity and safe methods of work in respect of safeguarding issues.
- How any safeguarding concerns should be recorded and reported.
- The means of managing any complaint or allegation against staff, volunteers and helpers including the identification an independent person to whom any complaints from attendees could be addressed.

If your policy does not cover these points, we would suggest that you either review your arrangements and policy prior to submitting this application or you provide separate confirmation that those arrangements are in place.

This is also where you should indicate you have the relevant licenses, policies and/or procedures in place to ensure the responsible delivery of your identified project. For example, if you have a licensed (liquor, entertainment) establishment, or if you are licensed for child provision, adult care provision, bail provision or any similar activity.

16. You may tick 'No' and move on. If you answer 'Yes', you should demonstrate that you have all the necessary permissions in place for your project to happen. Although you can apply before you have planning permission, the Panel will have to take into account that it is not certain that permission will be granted, and a conditional offer of award maybe given in advance of any funding.

* Please ensure you provide a planning application reference number as appropriate.

If Landowner permission is required, a copy of the permission should be submitted with the application form.

You will need to supply copies of quotes (we prefer 3 quotes especially for large schemes) and also copies of permissions with your bid where relevant.

Section 3: PROJECT COSTS AND MANAGEMENT

17. **Section A** - Please list relevant costs in the table provided. For more complicated projects it may be easier to breakdown costs on separate sheet and attach it to your application, or cross refer to an existing Business Plan.

Section B - Applications for up to 100% of the cost of the project will be considered, but it is anticipated that some bids may be contributions towards larger projects. It is useful to understand how the project is funded and the breakdown between this and other sources of funding should be presented.

It is also useful to evidence the level of local support for a project through local fundraising or volunteering, and volunteer contributions can be listed as an in-kind contribution. There are different models for working out “volunteer value”, and we would accept reasonable estimates based on comparable wages to the tasks undertaken.

Section C - Please list relevant quotations/estimates in the table provided and do not forget to identify the preferred contractor, explaining why this supplier/contractor has been chosen. To ensure best value, we expect an explanation as to why the cheapest supplier/contractor has not been selected.

18. This question also gives you the opportunity to demonstrate that, where relevant, you have planned for sustaining your project into the future. There is an expectation that funded projects will not create a dependency on New Homes Bonus (or other forms of funding from this Council) in the future.

Section 4: SIGNING-OFF YOUR APPLICATION

19. All applicants must sign this Declaration. If you are submitting your application electronically, please send either a scanned copy of this page with the relevant declaration(s) signed or send a signed paper copy of the page to us separately by post (with a cover note).

The tick box regarding State Aid may apply in certain circumstances with Delivery Partners. Parish Councils should ask their Delivery Partner to confirm they are under the limit, but if you are unsure whether this restriction applies speak with the Communities Team.

✓ Next Steps

If you are happy with your application, have ticked off the checklist and have no further questions (remember we cannot provide advice once your application has been submitted), then please send it to us.

You can send it by post to:

- New Homes Bonus (Parish Allocations) Applications: Communities Team, Chichester District Council, East Pallant House, 1 East Pallant, Chichester, West Sussex PO19 1TY

Or send it by E-mail to:

- community@chichester.gov.uk (note: you will need to be able to scan page 6 with the signed box Section 4, or send that page separately by post)
- For applications submitted by email, please note that any attachments with supporting documents should not exceed 10MB (in total) in one email. If that requires you to send additional emails, then please title them carefully e.g. “NHB Application – name of Parish/project – 1 of 2”

What happens once I have submitted my application?

- Applications must be received by Friday 28th July 2017, and will be formally logged by our Finance Team before being passed to officers for assessment.

- You will receive a standard email acknowledgment confirming receipt of your application after the closing date. You will be contacted for missing information or to clarify a query but we cannot give advice on improving an application once it has been submitted, so please do call with any queries before you apply.
- Your application will be assessed shortly after submission so please respond to any request for missing information as soon as you can. The assessment is not the decision-making process; it is used to make recommendations to the Grants and Concessions Panel.
- Applications will be considered by a special meeting of the Panel to be held on the 27th September 2017.
- We aim to notify you of the outcome of your application within 15 working days of the Minutes of the Panel Meeting being approved. Applications in excess of £25,000 will need to be referred to CDC Cabinet and notification may be delayed as a result.
- Successful applicants will be asked to sign and return an agreement which will set out the terms and conditions under which the NHB Allocation is passed to the Parish Council. The Parish Council will also be asked to formally minute at a subsequent Parish Council meeting that they accept and understand the obligations detailed in the agreement.

New Homes Bonus 2017 Application Form

Note: Before completing this form please read through the relevant guidance and eligibility documents. Either type your answers into a saved version of the form, or hand write in BLOCK CAPITALS. For an application pack in an alternative format, please call the Communities Team (01243) 534864.

Section 1: CONTACT DETAILS

1. Name of your Parish Council

2. Contact for this application

(if different to the Parish Clerk, whose details will be on record)

Full Name:	Position in organisation:	
Address for correspondence:		
Telephone (daytime): Best time to call:	E-mail:	Any communication needs? (e.g. Textphone)

Section 2: YOUR PROJECT

3. What is the name of the project that you would like funding for?

4. Project summary

(i) Please give a brief description of the project and its purpose

(ii) What is the total cost of your project? £_____

(iii) What amount are you requesting? £_____

Please note, if your request is for £10,000 or more, you will also need to submit a business plan or project plan. For further information on this please refer to the Guidance Notes or the Eligibility criteria.

(iv) Has this project been identified in the District Council's 'Infrastructure Business Plan (IBP)?

Yes please provide the reference no. IBP id/ (if yes, please go to Q9)

Link to IBP <http://www.chichester.gov.uk/article/27165/Infrastructure-Business-Plan-including-CIL-Spending-Plan>

No (if no, please go to Q5)

N/A (as Parish/project in South Down National Park, please go to Q5)

Evidence of community need

5. How did the Parish decide to champion this project?

Please give examples of any process undertaken to support this project eg community consultation, article in local newspaper/parish newsletter, advertised on parish website, project identified through Neighbourhood Plan etc.

6. What evidence is there that the project is needed?

7. What support is there for the project within the wider community?

8. Tell us where the nearest similar service, facility or project is.

Local benefits

9. What is the expected benefit of the proposed project?

10. Who, in particular, will use or benefit from the proposed project?

Project sustainability

11. Please specify the intended outcomes of your project or service and how will these be monitored?

Details about your project

12. Project delivery

(i) Will the Parish Council be delivering this project?

Yes (if yes, please go to Q13)

No

(ii) If No, who is your delivery partner?

Address:

Contact name:

Telephone number:

Email address:

(iii) What type of organisation are they? (delete as appropriate)

Registered Charity / Company Limited by Guarantee /

Community Interest Company / Other Constituted Organisation (describe)

Charity and/or Company Number

(iv) What checks have you undertaken to determine their suitability as a delivery partner?

13. When are you planning your project to take place?

When will it start: _____

When will it finish _____

Key milestones (with anticipated dates): _____

14. How will the delivery of the project be managed?

15. Tick below to indicate if the project has any of the following. If it has, please enclose a copy of the relevant policy

• Health and Safety policy	Yes <input type="checkbox"/>	No <input type="checkbox"/> or N/A <input type="checkbox"/>
• Child Protection and Vulnerable Adult policy	Yes <input type="checkbox"/>	No <input type="checkbox"/> or N/A <input type="checkbox"/>
• Affiliation to a governing body If yes, tell us who	Yes <input type="checkbox"/>	No <input type="checkbox"/> or N/A <input type="checkbox"/>
• Public liability insurance If yes, please indicate the value here £_____	Yes <input type="checkbox"/>	No <input type="checkbox"/> or N/A <input type="checkbox"/>
• Other insurance If yes, identify what here	Yes <input type="checkbox"/>	No <input type="checkbox"/> or N/A <input type="checkbox"/>
• Licence or permission for statutory activity If yes, please explain what here	Yes <input type="checkbox"/>	No <input type="checkbox"/> or N/A <input type="checkbox"/>

16. Does your project involve building or landscaping work?

No <input type="checkbox"/> If you answer 'no' go to Q.17		
Yes <input type="checkbox"/> if 'yes' tick the relevant boxes below.		
(i) Does the Parish or your delivery partner:		
Own the freehold of the land or building	No <input type="checkbox"/>	Yes <input type="checkbox"/>
or		
Hold a lease	No <input type="checkbox"/>	Yes <input type="checkbox"/>
(If yes, please include length of lease remaining _____)		
(ii) Is planning consent needed for your project?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If yes, tick one of the following:		
We have not yet applied for planning permission		<input type="checkbox"/>
* We are waiting for a decision on our planning application		<input type="checkbox"/>
* Planning permission has been granted		<input type="checkbox"/>
* Application number is _____		
(iii) Do you need the landowner's permission?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Permission obtained?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

* Please refer to guidance notes

Section 3: PROJECT COSTS AND MANAGEMENT

Breakdown of the funding request

17. Please list all likely costs for your project or service.

You can either use the table below or attach a numbered separate sheet (but do not forget to address both Section A and B of this question). Remember, you will need to provide at least 3 quotes (in Section C) for any works to support this part of your application.

Section A: Project Budget Breakdown		Section B: How your project is funded	
Item or activity	Item/ activity cost	NHB contribution (this application)	Other contributions (£, from where, secured?)
<i>Example: Venue hire (use village hall 6x2.5hr meetings)</i>	£150	£50	£50 – Parish Council pledge £50 – application made to xx, decision awaited
TOTALS	£ _____	£ _____	£ _____

Please note, evidence of other sources of funding will aid your application.

Section C: Quotations for project (at least 3 are required)			
Name of Contractor/Supplier	Cost £	Works quoted for	Comments

Preferred Contractor/Supplier is

Why has this contractor/supplier been chosen?

18. If the table at Q17 shows a shortfall, please state where the rest will come from and if your project or service involves annually recurring costs, explain how you plan to meet these in the future?

Section 4: SIGNING-OFF YOUR APPLICATION

19. On behalf of the organisation identified at Q1, I declare that:

I am authorised to make this application. I have read, understood and completed the application in line with the guidance notes and criteria available. All the information and supporting documentation I have provided is truthful and accurate.

I declare that if an award is made, that the money will be used solely for the purposes outlined in this application and that proof of this will be returned to the Council for monitoring purposes. If details of the project or service change, I will notify the Council's contact officer.

Please note: To comply with the Data Protection Act 1998 we also require you to sign this document to give consent for your contact details to be stored on a secure database. The information will not be provided to any other organisation. The Council reports funding decisions annually and these are published on our website, successful Parishes' names, the grant amount awarded and a brief project description will be shown.

Important information for Parishes using a delivery partner: Under European 'State Aid' rules, contractors should not obtain more than a total of €200,000 (approximately £165,000) from Government Departments or local authorities over a 3-year period. I have read the above and confirm with our delivery partner that they have not received any recent state aid, as above (please tick).

Signed:

Date:

20. Please tick off the following checklist to confirm that your application is ready to submit:

(please tick)

- | | |
|---|--------------------------|
| I have answered all the relevant questions on the application form | <input type="checkbox"/> |
| I have taken a copy of the application for our reference | <input type="checkbox"/> |
| I have enclosed as appropriate: | |
| • A business plan or project plan if request for funding is £10,000 + | <input type="checkbox"/> |
| • Any evidence of support from local Consultation | <input type="checkbox"/> |
| • A copy of equalities, child protection or other relevant policies (see Q.15) | <input type="checkbox"/> |
| • Proof of freehold ownership or security of tenure (see Q16) | <input type="checkbox"/> |
| • Written permission of Landowner for the project etc (see Q16) | <input type="checkbox"/> |
| • At least 3 quotes for all works relating to the cost of the project (see Q17) | <input type="checkbox"/> |

Thank you for completing this form, please send it to us either electronically or by post (see details in 'How to complete the New Homes Bonus Application Form').

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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