

## 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](mailto: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](http://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](mailto: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 28<sup>th</sup> 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 27<sup>th</sup> 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.

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