

Public Document Pack

JOHN WARD

Director of Corporate Services

Contact: Democratic Services on 01243 534685
Email: democraticservices@chichester.gov.uk

East Pallant House
1 East Pallant
Chichester
West Sussex
PO19 1TY
Tel: 01243 785166
www.chichester.gov.uk



A meeting of **Grants and Concessions Panel** will be held in Training Room 1 - East Pallant House on **Wednesday 25 March 2020 at 9.30 am**

MEMBERS: Mr R Briscoe (Chairman), Mrs C Apel, Mr G Evans, Mr J Elliott, Mr G McAra, Mrs S Sharp, Mr D Rodgers and Mr A Sutton

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 Wednesday 22 January 2020.

3 **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.

4 **Matters Arising from the Minutes**

Any matters arising as a result of the previous minutes.

5 **Concessionary Rent Relief Application** (Pages 9 - 12)

For decision.

6 **Discretionary Rate Rent Relief** (Pages 13 - 15)

For decision.

7 **Grant Applications Financial Summary** (Pages 17 - 18)

To note the financial information, fast track grants approved since the last meeting and any grants nearing the three year cut off.

8 **Grant Applications - Improving Living Places and Spaces 1** (Pages 19 - 20)

For decision.

9 **Grant Application - Improving Living Places and Spaces 2** (Pages 21 - 22)

For decision.

10 **Grant Application - Targeted Projects 1** (Pages 23 - 24)

For decision.

11 **Grant Applications - Targeted Projects 2** (Pages 25 - 26)

For decision.

- 12 **Grant Applications - Targeted Projects 3** (Pages 27 - 28)
For decision.
- 13 **Grant Applications - Targeted Projects 4** (Pages 29 - 30)
For decision.
- 14 **Grant Application - Targeted Projects 5** (Pages 31 - 32)
For decision.
- 15 **Review of New Homes Bonus Tour**
To review the recent New Homes Bonus tour.
- 16 **New Homes Bonus Eligibility, Application and Guidance** (Pages 33 - 49)
For review and decision.
- 17 **Next Meeting**
To note the date of the next meeting as Wednesday 24 June 2020 at 9.30am.



Minutes of the meeting of the **Grants and Concessions Panel** held in Training Room 1 - East Pallant House on Wednesday 22 January 2020 at 9.30 am

Members Present: Mr R Briscoe (Chairman), Mrs C Apel, Mr J Elliott, Mr G McAra, Mrs S Sharp, Mr D Rodgers and Mr A Sutton

Members not present: Mr G Evans

In attendance by invitation:

Officers present: Mrs F Baker (Democratic Services Officer), Mr D Cooper (Group Accountant), Mr D Hyland (Community and Partnerships Support Manager), Miss C Williams (Community Liaison Officer), Ms E Beeney (Community Information Officer), Ms S Collins (Estates Surveyor), Mr D Irvine (Economic Development Officer) and McGreal (Benefits 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.

193 **Apologies for Absence**

Apologies of absence had been received from Mr Gareth Evans.

No other apologies were received.

194 **Approval of the Minutes**

RESOLVED

That the minutes of the meeting held on Wednesday 23 October 2019 be agreed as a correct record.

195 **Matters Arising from the Minutes**

There were no matters arising.

196 **Declarations of Interest**

Mrs Apel declared a personal interest in respect of the funding agreement relating to Stonepillow and also as a member of the City Angels.

197 **Grant Applications Financial Summary**

The Panel considered the report. Mr Cooper drew attention to the value of applications to be considered at the meeting and reminded the Panel that the budget allocation was a maximum of £175,000 with £88,353 remaining.

Mr Cooper informed the Panel that since the last meeting there have been no applications through the fast track scheme.

Mrs Apel left the room whilst the grant for City Angels was discussed. Mrs Sharp asked why the grant which the City Angels had applied for had not yet been claimed. Mr Hyland explained that officers had recently met with City Angels and confirmed that the grant had since been paid.

Mr Elliott enquired what would happen if grants are not spent within the three year period. Mr Cooper informed the Panel that any unspent/unclaimed funds are returned to Council reserves.

198 **Grant Application - Targeted Projects 1**

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

Applicant: Dementia Support

Declarations of Interest: None

Purpose: Delivery and development of the Chichester Dementia Friendly Community group (DFC)

Sum Requested: £10,000

Sum Approved: £10,000

Reasons: To support work to create a stronger partnership to engage more organisations and broaden awareness of dementia.

Grant Conditions: Subject to a Funding Agreement

Alternative options considered and rejected: The Panel considers whether or not to support every application so will always consider not granting an application.

199 **Grant Application - Targeted Projects 2**

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

Applicant: Ovation Music – Ovation Music Summer Festival

Declarations of Interest: None

Purpose: To deliver a festival for young people and showcase local music and artistic talent.

Sum Requested: £10,000

Sum Approved: £10,000

Reasons: Providing a festival to increase community cohesion and help improve the wellbeing and social resilience of young people

Grant Conditions: Subject to a Funding Agreement which will include that all appropriate land and licensing applications are approved.

Alternative options considered and rejected: The Panel considers whether or not to support every application so will always consider not granting an application.

200 **Grant Application - Improving Places and Spaces**

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

Applicant: Fishbourne Tennis Club (FTC)

Declarations of Interest: None

Purpose: Contribution towards the Court 1 improvement scheme.

Sum Requested: £15,000

Sum Approved: £15,000

Reasons: To provide a more fit for purpose facility and encourage the increase in the number of groups who are able to make use of the Court.

Grant Conditions: Subject to a Funding Agreement

Alternative options considered and rejected: The Panel considers whether or not to support every application so will always consider not granting an application.

201 **Concessionary Rent Relief - Application 1**

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

That the Panel agreed to the proposal to offer The Bowls Club a rent subsidy in respect of their temporary occupation of the Brick Pavilion in Priory Park outlined in section 6 of the report.

Alternative options considered and rejected:

That the Panel refuse the proposal to offer The Bowls Club a rent subsidy in respect of their temporary occupation of the Brick Pavilion in Priory Park outlined in section 6 of the report.

202 **Concessionary Rent Relief - Application 2**

RESOLVED BY THE MEMBER FOR COMMUNITY SERVICES AND CULTURE IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

That the Panel approve the Lessee's (Arun and Chichester Citizens Advice) request to maintain a rent subsidy as set in section 6 of the report.

Alternative options considered and rejected:

That the Panel refuse the Lessee's (Arun and Chichester Citizens Advice) request to maintain a rent subsidy as set in section 6 of the report.

203 **Concessionary Rent Relief - Application 3**

RESOLVED BY THE MEMBER FOR COMMUNITY SERVICES AND CULTURE IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

That the Panel approve the Lessee's (Relate North and South West Sussex) request for a rent subsidy as set out in section 6 of the report.

Alternative options considered and rejected:

That the Panel refuse the Lessee's (Relate North and South West Sussex) request for a rent subsidy as set out in section 6 of the report.

204 **Grants for VE Celebrations**

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

1. That the provision of small grants to Parish Councils to support community celebrations of VE Day be approved.
2. That funding to a maximum of £10,000 be allocated from the remaining funds in the New Homes Bonus budget for 19/20 and the grants pot 19/20. Grants should be to a maximum of £250.
3. That the arrangements for such grants; including officer delegations for devising the detail of the scheme and determining applications be approved.

Alternative options considered and rejected:

That the Panel refuse to approve the provision of a small grant for Parish Councils to support community celebrations of VE Day.

Mr Hyland presented the report to the Panel. He explained that in previous years Chichester District Council have made a small grant available to Parish Councils to support the participation in national acts of commemoration or celebration, for

example the centenary of the end of World War 1. Unlike previous years there is no national 'event' such as the beacons, which parishes can participate in. However, a number of district councillors have been approached by their local community enquiring if there is any grant available to support local celebrations for VE75.

After discussion the Panel agreed that they would like to offer Parish Councils the opportunity to apply for a small grant to the value of £250 towards VE75 celebrations. The Panel agreed to support and endorse Mr Hyland's proposal set out in 4.3 of the report.

205 **Recurring funding agreements with Voluntary Sector**

Miss Williams presented the report to the Panel.

She explained that separate to the grants pot, the Panel is asked to monitor performance of four key voluntary sector organisations. These Agreements are funded from base budget and decisions delegated to the Director of Housing and Communities. The Panel discussed the detailed reports on each of the organisations.

Arun and Chichester Citizens Advice (ACCA):

Following consultation with the GCP in January 2019, Cabinet had recommended that funding be made available for up to three years as part of a countywide contract, this is now in place. ACCA offer a broad range of advice services in the District and there remains a clear demand for the services offered particularly with regards to advice around benefits, housing, debt and universal credit. The standard of work undertaken by ACCA was of a high standard; as a point of note Miss Williams informed the GCP that the ACCA scored at the highest standard in their recent quality audit.

In recognition of the high level of service provided by the ACCA Mr Briscoe asked that a letter of thanks be sent on behalf of the GCP.

Arun and Chichester Citizens Advice (ACCA):

RECOMMENDED TO THE DIRECTOR OF HOUSING AND COMMUNITIES:

1. That the performance of ACCA under their joint contract during 2019/20 be noted.
2. That funding for year two of the three year agreement be released in April 2020.

Voluntary Action Arun and Chichester (VAAC):

Miss Williams informed the Panel that the VAAC are funded by CDC to deliver a range of support and information services to local community and voluntary organisations. Review of the funding has identified strong performance by the VAAC

in line with the monitoring agreement negotiated this year, with a steady number of new groups setting up over the last year.

RECOMMENDED TO THE DIRECTOR OF HOUSING AND COMMUNITIES:

1. That the performance of VAAC in discharging their Funding Agreement targets for 2019/20 be noted.
2. That funding for year two of the three year agreement be released in April 2020.

Shopmobility (Chichester) – a service provided by Community First Wessex (CF):

Miss Williams explained to the Panel that Shopmobility was a service which offered the affordable short and long term hire of scooters and manual wheelchairs to anyone living or visiting Chichester with a temporary or permanent mobility problem. There is a high level of attrition local service clients (with a steady visitor use).

Miss Williams informed the Panel that previous funding agreements had challenged the provider to adapt the business model within the same financial envelope to test if there were more effective ways for the service to be provided. No realistic alternative models were identified.

RECOMMENDED TO THE DIRECTOR OF HOUSING AND COMMUNITIES:

1. That the performance of Shopmobility (Chichester) in discharging their Funding Agreement due to end in March 2020 be noted.
2. That a new Funding Agreement with a year's duration be negotiated for 2020/21.
3. That consideration is given to an uplift of grant to £18,000

Stonepillow (St Richard of Chichester Christian Care Association Ltd):

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

Miss Williams informed the Panel that Stonepillow provide a wide range of services for clients who are experiencing homelessness. Funding from this Agreement supports the Day Service Hub in Chichester, it is the first point of contact for people looking to access support.

One of the most significant challenges faced by the charity during the period being monitored was a proposed reduction of funds provided by WSCC, whilst the scale of the reduction was moderated for Stonepillow the risk of further funding cuts in the future is a risk that is being taken into account by the Board.

RECOMMENDED TO THE DIRECTOR OF HOUSING AND COMMUNITIES:

1. That the performance of Stonepillow in discharging the Funding Agreement due to end March 2020 be noted.
2. That funding to support staffing of the Day Centre service be agreed for a further 3 year period and an appropriate agreement be negotiated.
3. That the value be increased in line with inflation £31,000

206 Presentation on grants managed by the Economic Development Service

Mr Briscoe welcomed Mr Irvine, Economic Development Officer, to the Panel meeting.

Mr Irvine provided the Panel with a presentation on the Enabling Grant and support programme for Independent Retail Businesses (Shop Front). The presentation provided members with; a background to the different grants administered and supported by the team, what the uptake was for the grants, as well as providing an overview of how the team supports local businesses.

In response to members questions Mr Irvine assured them that should they require any further information or assistance officers would be more than willing to assist.

207 NHB Tour update

Miss Beeney presented the proposed draft itinerary for the New Homes Bonus tour to the Panel and invited the Panel members to comment. She did explain that unfortunately due to a prior booking the Panel would be unable to visit the Westhampnett Community Centre; instead they would now visit the Garden of Reflection and Reconciliation.

Mr Sutton apologised that due to a prior commitment he would be unable to attend the tour. Apologies had also been received from Mr Evans.

No further comments were made.

208 New Homes Bonus Indicative Allocations

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES AND CULTURE

That the New Homes Bonus Indicative Allocation for 2020/21 presented be approved for circulation without amendment, subject to the approval of the council's budget for 2020/21.

In Mr Hyland's absence Miss Williams presented the table of Indicative Allocations for the New Homes Bonus.

The Panel agreed that the New Homes Indicative Allocation could be circulated to Parishes following the approval of the Council's Budget at the Cabinet meeting on 4 February.

209 **Next Meeting**

The next meeting will be held on Wednesday 25 March 2020 at 9.30am in Training Room 1.

The meeting ended at 12.45 pm

CHAIRMAN

Date:

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank



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 2019/20 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")

In addition to the recurring pot of £250,000 Chichester District Council has agreed to supplement the scheme for 2019/20 only with an additional sum of approximately £23,000 of "Orphan Interest". For further details regarding the source of these monies, please refer to the "Orphan Interest FAQs" document.

Determination Process

- The Cabinet has delegated the distribution of NHB monies (including the Orphan Interest for 2019/20) to the Grants and Concessions Panel. A special meeting of the Grants and Concessions Panel has been called for September 2019, and it is hoped to allocate the full balance at that meeting.

- Following the Council elections in May 2019, the Grants and Concessions Panel will consist of ?? 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 9.00am Monday, 29th July 2019.
- 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 £2,000)
- 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 instalment 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.

New Homes Bonus 2019 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):	E-mail:	Any communication needs? (e.g. Textphone)
Best time to call:		

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/29784/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

<p>(i) Will the Parish Council be delivering this project? Yes <input type="checkbox"/> (if yes, please go to Q13) No <input type="checkbox"/></p>
<p>(ii) If No, who is your delivery partner?</p>
<p>Address:</p> <p>Contact name: Telephone number: Email address:</p>
<p>(iii) What type of organisation are they? (delete as appropriate) Registered Charity / Company Limited by Guarantee / Community Interest Company / Other Constituted Organisation (describe)</p> <p>Charity and/or Company Number</p>
<p>(iv) What checks have you undertaken to determine their suitability as a delivery partner?</p>

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

<p>When will it start: _____</p> <p>When will it finish _____</p> <p>Key milestones (with anticipated dates): _____</p>

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. In respect of the proposed location of the project, does the Parish or your delivery partner:

Own the freehold of the land or building or Hold a lease (If yes, please include length of lease remaining _____) or Do you need the landowner's permission? If so, has that been obtained?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>	Yes <input type="checkbox"/>

17. Is planning consent needed for your project?

We have confirmed that planning permission will not be required Date of enquiry and name of planning officer if appropriate: _____	<input type="checkbox"/>
We have determined that the works can be undertaken under the Parish Council's Permitted Development Rights	<input type="checkbox"/>
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 _____	

* Please refer to guidance notes

Section 3: PROJECT COSTS AND MANAGEMENT

Breakdown of the funding request

18. 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?

19. If the table at Q18 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

20. 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 General Data Provisions Regulations 2018 we also require you to sign this document to acknowledge that 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 £172,000 at February 2019) from Government Departments or local authorities over a rolling 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

I have taken a copy of the application for our reference

I have enclosed as appropriate:

• A business plan or project plan if request for funding is £10,000 +

• Any evidence of support from local Consultation

• A copy of equalities, child protection or other relevant policies (see Q.15)

• Proof of freehold ownership or security of tenure (see Q16)

• Written permission of Landowner for the project etc (see Q16)

• At least 3 quotes for all works relating to the cost of the project (see Q18)

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').

How to complete the Application Form: New Homes Bonus (Parish Allocations) 2019

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 Emma Beeney or Dave Hyland in 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

9. Experience has shown that the expected benefit of a project is determined by the nature of the project, so no specific guidance has been necessary. However, please try to consider as broadly as possible what benefits might arise as a result of implementing your project.

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 that 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 of 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.** Assuming that the proposed project will be taking place in a fixed location/s, land or building ownership will need to be determined. If the location is not in the ownership of the Parish Council or your Delivery Partner, then the owner's permission/consent will need to be secured and evidenced. Typically a letter from the owner would be sufficient, and submitted with the application.
- 17.** Please think very carefully about your project, and if you are unsure about how to answer then please speak to someone in the Communities Team, or the duty Planning Officer. Any project that results in a physical change to a building or land may well require planning permission. While construction projects are the most obvious examples, this question would also relate to (but not limited to) planting, signage or other small installations, works on or by the highway, signage or other additions to the fascia of a building, maintenance or repair to a building (eg windows, cladding, roofing).

If the Parish Council is undertaking works on its own land than for some small works these may be undertaken under the Parish Council's Permitted Development Rights. Details of those Rights can be found [here](#). However, if you are unsure then again

please contact the Communities Team, or seek clarification from a Duty Planning Officer, at the earliest stage.

If Planning Permission is required but you have yet to secure that, an application can still be made. However, the Panel will have to take into account that it is not certain that permission will be granted, and consider how viable the proposal is within the 3 years funding is offered for. Any offer of funding in this scenario would be conditional pending Planning approval.

If other permissions are required (for example WSCC License for work on the highway, Diocesan faculty etc), copies or other evidence of same 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

18. Section A - Please list relevant costs in the table provided. For more complicated projects it may be easier to breakdown costs on a separate sheet and attach it to your application, or cross refer to an existing Business Plan. Costs should be based on your preferred contractor, with comparison quotes/costs detailed in Section C (see below).

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.

19. 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

20. 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 declaration includes a tick box relating to State Aid. At the time of writing, the potential withdrawal from the EU may result in alternative legislation identifying the threshold for commissioning of public service contracts. Alternative wording may

need to be provided, and in this scenario the application form will be updated, or Parishes may be asked to separately declare. Parish Councils should ask their Delivery Partner to confirm they are under the current limit, but if you are unsure whether this restriction applies speak with the Communities Team.

21. The checklist is hopefully a helpful reference list to collate any of the supporting documentation that the application form and these guidance notes ask that you submit in support of your application. If you are not ticking any particular box, then please be satisfied that it is because it is not required. Failure to submit the required information could disadvantage your application. If you are unsure how to proceed, then please check 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 **5pm** Monday, 29th July 2019, 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 18th September 2019.
- 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.

This page is intentionally left blank