

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

### Allocations

Chichester District Council has confirmed an allocation of New Homes Bonus for 2016/17 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, including 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 Council's 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 sources 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 2016, 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 Finance.
- To be considered by the Panel, applications and supporting documentation must be submitted by the 29<sup>th</sup> July 2016.
- 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](mailto: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 of 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 Parishes nominated project, and the process of identifying local priorities.

## **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 2016-17 (full details available on the Council’s website [www.chichester.gov.uk/grants](http://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 grant 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.