


## Summary of the application process for Neighbourhood Community Infrastructure Levy (NCIL) Funding.

The following text is a summary of the process that applicants must follow in order to apply for Neighbourhood Community Infrastructure Levy (NCIL) funding. A full and detailed description of the process will be made available to applicants after the consultation period for priority community projects has concluded.


The following summary sets out the process for applying for NCIL funding and includes the eligibility criteria and the list of eligible constituted community groups that the council supports with NCIL funding.

### Application process


**Completion of an NCIL funding application form:** applicants must complete an application form answering all questions and provide supporting documents. The level of information required is proportionate to the scale and value of the project. Incomplete applications will be returned as invalid and will not be considered by the funding panel. All projects must align with one of the top priority areas voted for by the community. There will be two application rounds each year in Spring and Summer. Redbridge Council will provide officer support for all applicants.



**Application assessment 1:** applications for funding are initially reviewed by officers from the council's Planning Service. Applicants will need to show how their proposed project meets the assessment criteria and are one of the eligible groups that can be supported with NCIL funding (see tables 1 and 2 below). Once reviewed valid applications that meet the assessment and eligibility criteria will be forwarded to the funding panel for assessment.



**Application assessment 2:** The Funding Panel is chaired by the Cabinet Member for Finance & Resources and includes the Operational Director of Planning & Building Control, and the Planning Policy Manager. The panel will assess all projects and decide whether to fund projects, and what level of funding should be awarded if projects are to be supported. The final decision to fund projects rests with the Chair of the Funding Panel following consultation with the other member(s) of the panel.



**Monitoring:** All projects awarded funding must agree to sign the council's standard terms and conditions. The project manager (usually the applicant) is expected to practise monitoring throughout the period of the project's delivery. For projects delivered over a year, three quarterly reports and one final close of delivery report is required. For projects of a shorter timeframe fewer monitoring reports will be required. Expenditure of NCIL funds awarded must also be accounted for and evidence is required, which involve the submission of receipts for money spent on the project and invoices received. Underspent funds must be returned to the council.

**Table 1- Assessment Criteria**

In order to successfully apply for NCIL funding all community-led projects must meet the following assessment criteria:

- All projects must accord with the CIL Regulations and government guidance on CIL.
- All projects must demonstrate how the project meets one or more of the six priorities.
- Evidence of how the project addresses local needs must be included in the application.
- The number of local people supported within the community by the project should be stated.
- All projects will run for a maximum of 12 months and must begin within a month of being awarded grants.
- Evidence of support from Councillors and/or Internal Departments from Redbridge Council must be provided with every application.
- If a project is linked to other projects in Redbridge, it must demonstrate how and show that it adds value to existing programmes.
- All projects must demonstrate how they will be sustained following the ending of the funding and the ongoing benefits of the project to the community.
- The council will consider the number of existing similar projects within the area
- The council will consider financial and/or volunteer support for projects.
- The council will consider the extent to which the project publicises the financial support given by the Council through the NCIL fund.

**Table 2 - Who can apply?**

Applications will be accepted from the following groups:

- Constituted voluntary organisations and resident associations.
- Constituted business organisations and associations.
- Registered charities.
- Charitable branch of Schools.
- Registered community interest companies.
- Charitable companies (incorporated as not for profit.)
- Registered charitable incorporated organisations.
- Exempt or excepted charities.
- Registered charitable community benefit societies.
- Redbridge Council departments which demonstrate community support.
- Individuals on behalf of a community group falling into the one of the above definitions.
- Ward Members on behalf of a community group falling into one of the above definitions.

Applicants must ensure that:

- They have the support of the organisation that they represent.
- They have the approval of all parties with legal interest in the land or asset that is the subject of the proposal.
- The organisation applying for the funding must be situated within the boundaries of Redbridge and the beneficiaries must include Redbridge residents.
- They do not conflict with statutory, regulatory or policy requirements of the Council or other organisations.

The Council is unlikely to support proposals that:

- Do not, in any way, mitigate the impacts of development.
- Exclude any groups in society or those with protected characteristics.
- Would only support private interests, or
- Have little or no public benefit.

The Council will not accept proposals from political groups, projects that are part of a campaign or promote religions, faith, or political ideologies.