

Henfield Parish Council - Applications for Funding Guidance 2024

Background

The Community Infrastructure Levy (CIL) was introduced in 2019 to replace Section 106 money for funding community infrastructure projects.

In addition to CIL the Parish Council hold reserves entitled "Community Buildings & Infrastructure" which reflect the intention to build up a pool of funds from the precept, so that they can make a financial contribution to projects, along with using CIL monies from developers. Subject to some contribution approach criteria which are outlined below.

Criteria

To determine when the Parish Council might consider setting aside funds for a project or to consider recommending allocating those funds to a project, the following criteria will be applied.

1. The Capital Project or Maintenance Expenditure **must be endorsed by Henfield Parish Council as a priority for the community and appear in its Infrastructure Delivery Plan (IDP)**. An organisation can achieve this by setting out in writing the details of its initiative and its importance to the community. We may also ask a representative to attend one of our Committee Meetings to discuss the project in more detail and answer any questions. **For projects over £150,000 HPC will require evidence that initial funding plan is in place with agreements from donors/ grant organizations.**
2. **Henfield Parish Council provisioning policy will seek to create reserves which would seek to deliver a contribution of up to 10% (based on the original project cost) with an initial cap of £10,000 toward IDP priorities during the period of the Horsham District Council Local Plan.** It may not be possible to fund all of the planned projects in every year, in which case there would be a need to select those items that should be funded based upon best available knowledge of when funds will be needed. This process would be undertaken in discussion with the relevant community organisations as part of the annual precept setting process. The Councils priorities are also subject to change which may require funding to be redirected elsewhere if higher priorities emerge.
3. **Henfield Parish Council will receive CIL funding from developers** via Horsham District Council as new homes in the parish are constructed. **The Parish Council would aim to provide support for up to 50% of total project costs from these CIL monies.** The availability of CIL funds is entirely contingent upon developer contributions being available and new homes being constructed. If projects are ready for delivery before sufficient CIL funds are available then the community organisations may have to consider delaying the implementation or pursue alternative funding sources. CIL funds can only be spent on capital projects.
4. The assumption is that **Community Organisations will be able to raise the remaining funds from other sources (a minimum of 40% of the costs)**. No funds will be made available to the Community Organisation by Henfield Parish Council until it has raised its share of the funding.
5. The **value of financial contributions** toward the project **of its members and the wider community will be considered when considering whether Henfield Parish Council can provide financial support.** CIL might be able to provide up to a maximum of 50% of total project cost with an additional amount of up to 10% from Precept funds using Parish Council reserves.
6. In the case of **Community Organisation led projects** the Parish Council would seek evidence that their portion of funding is available before CIL or Precept contributions are

released and would complete the usual due diligence that funds are being correctly spent through sight of documentation including estimates, invoices etc.

7. In summary the funding criteria will be;
50% - CIL monies (as available)
40% - 45% - funding from other sources
10% - Parish Council contribution (as available) from Reserves to a maximum of £10,000

HPC Evaluation

As mentioned previously, evaluation of funding requests will be given to the funding of those projects and initiatives identified in the Infrastructure Delivery Plan (IDP) for Henfield Parish. These items are given an evaluation ranking in the IDP spreadsheet based upon the following criteria:

1. **Desired Timeline**
Scores are 5=Urgent Short Term Need, 1=Long Term Need >5years
2. **Number of Residents benefitting**
Scores are 5=Parish, 4=Village, 3=Neighbourhood or Specific Interest Group, 2=Small Organisation or Single Road, 1=Very Small Group or individual
3. **Availability of alternative funding through grants etc**
Scores are 5=none available, 1=many alternatives
4. **Value for Money**
Scores are 5=high revenue return or cost saving, 1=no revenue or cost saving generated
5. **Clear non-financial benefits** for a new development or delivery of Village Strategic Plan
Scores are 5=significant benefits, 1=minimal benefits
6. **Risk to Essential Services if not delivered**
Scores are 5=high risk, 1=low risk
7. **Impact on HPC Local Climate and Environment Action Plan**
Scores are 5 = Local Climate and Environment Action Pla, 1 = negative impact on biodiversity

Scores are added to give a total score and projects are then organised by the calculation. Higher scoring projects will be given a higher precedence when CIL monies become available. Evaluation will be conducted by the Finance Risk and Change Committee of the Parish Council.

Items may be added to or removed from the IDP at Parish Council Meetings quarterly during the year as circumstances change. A general review of the IDP, financial provisions and reserves will normally only be undertaken annually along with the setting of budgets and precept to determine whether the Parish Council is able to continue to meet the financial objectives. There are **NO GUARANTEES** that the projects or funding levels listed can be delivered within the desired timescales. This annual review will include seeking input from community organisations who manage community buildings and facilities as well as those that already have projects on the IDP, to ensure that all details are correct and up to date.

Steps to Funding

Step 1 - Community Organisation sends an application to HPC to request inclusion of their project on the Henfield IDP and present to the relevant HPC committee as appropriate.

Step 2 - HPC confirms acceptance and inclusion in its IDP

Step 3 - Community Organisation continues its fund raising efforts to deliver its share of the project costs

Step 4 - HPC conducts an annual review/progress report and decides to set aside provisions as part of its precept setting activities.

Step 5 - Community Organisation having raised its share of funding, obtained any planning permissions etc submits an application for funding to HPC

Step 6 - HPC will determine whether it can provide funding, discuss the position with the Community Organisation and determine whether a proposal can be put to the Parish Councillors

Step 7 - HPC will assess the funding request at its Council Meeting, normally with representatives from the Community Organisation present and will vote on a motion to approve the allocation of funds

Step 8 - Community Organisation will provide the Parish Clerk with copies of estimates/invoices confirming costs, details of proposed start date for work and written evidence of the Community Organisation funding being in place

Step 9 - HPC will release CIL and Reserve funding upon the Community Organisation providing the Parish Clerk with the final invoice, once the project works have been completed.