**NEIGHBOURHOOD CIL (NCIL) PROJECT BID REPORT TEMPLATE**

**Instructions:**

For the NCIL Committee report Template below:

Sections/Text highlighted in yellow are to be completed by the Project Manager (PM) seeking NCIL funding.

Completed Committee Report templates MUST be sent to the email address below prior to the date set out on the website below:

<https://www.kingstonletstalk.co.uk/communities-and-neighbourhoods/ncil/>

Once completed, please **DELETE** this cover page and send the completed committee reports as attachments to the following email addresses:

neighbourhood\_management@kingston.gov.uk

cil@kingston.gov.uk

Likewise, If you have any questions or queries when completing this report, please email the address above.

To find out what neighbourhood your proposal is in, please click [here](https://maps.kingston.gov.uk/maps/MapPage.aspx?map=adminBoundaries) and use the search function to find out.

*TEMPLATE BEGINS ON NEXT PAGE*

**BID FOR NEIGHBOURHOOD CIL (NCIL) FUNDING**

**NEIGHBOURHOOD NAME**

**Project title**

^INSERT PROJECT TITLE HERE^

**Project Summary**

^INSERT BRIEF PROJECT DESCRIPTION HERE, INCLUDING DETAILS OF PROJECT SITE LOCATION(S)^ (no more than 50 words - Full Description required later on)

**Project information**

| Project Manager (and Title) |  |
| --- | --- |
| Value of NCIL Sought (£) |  |
| Stage of Project (Rolling, New, Amended, Other)  |  |
| Anticipated Start Date (if approved)  |  |
| Anticipated Completion Date (if approved) |  |

^INSERT PROJECT SITE LOCATION MAP (1:1250) OR EQUIVALENT (WHERE APPLICABLE)^

**Cost Breakdown of Project**

| **ITEM**  | **COST** |
| --- | --- |
| E.G. Equipment  |  |
| E.G. Contractor Fees  |  |
| E.G. Materials  |  |
| **TOTAL** (Should match Value of NCIL sought above) |  |

^PLEASE ENDEAVOUR TO PROVIDE DETAILS OF AT LEAST 3 QUOTES FOR THE WORKS (WHERE APPLICABLE) AND ADD THESE AS APPENDICES TO THE REPORT^

**Legislative Context**

Paragraph 59C of the CIL Regulations. A local council **must** use NCIL receipts to fund either:

(a) the provision, improvement, replacement, operation or maintenance of infrastructure

**OR**

(b) anything else that is concerned with addressing the demands that development places on an area.

Any project which does **NOT** meet this definition should not be considered for NCIL funding. NCIL bids are for ‘one-off’ sums to deliver projects and should not be used to cover ongoing running or maintenance costs.

**NCIL Bid Assessment Criteria**

In addition to the above, the Committee will be assessing NCIL bids based upon the following assessment criteria:

* Compliance with the objectives of the relevant Neighbourhood Community Plan(s)
* Range and scale of benefits to the local community
* Results and extent of public consultation
* Robustness of project plan and delivery timeframes
* Project viability and value for money
* Any other material considerations/criteria

**Introduction/Background**

^INSERT DETAILS OF BIDDING ORGANISATION/PARTNERS AND RELEVANT BACKGROUND/HISTORY OF THE KEY STAKEHOLDERS OF THE PROJECT^

**Full Project Description**

^INSERT FULL DESCRIPTION OF PROJECT HERE, INCLUDING CONTEXT AND ANY KEY PLANS WHERE APPROPRIATE^

**Expected Project Outcomes**

^INSERT SUMMARY OF EXPECTED PROJECT OUTCOMES^

**Neighbourhood Community Plan**

^WHERE APPLICABLE, IDENTIFY HOW THE PROPOSAL MEETS THE OBJECTIVES SET OUT IN THE [RELEVANT NEIGHBOURHOOD PLAN(S)](https://www.kingston.gov.uk/neighbourhood-community-safety/community-plans/1)^

**Expected Community Benefits**

^ INSERT THE RANGE AND SCALE OF BENEFITS TO THE LOCAL COMMUNITY WHICH WOULD RESULT FROM THIS PROJECT^

 **Public Engagement/Consultation**

^ INSERT DETAILS ON THE EXTENT **AND** RESULTS OF ANY PUBLIC ENGAGEMENT/CONSULTATION UNDERTAKEN, AND HOW THIS IMPACTED UPON/RESULTED IN THE FINALISED PROPOSAL. GUIDANCE ON HOW TO UNDERTAKE ENGAGEMENT AND DISPLAY RESULTS WILL AVAILABLE VIA THE [NCIL WEBPAGE](https://www.kingstonletstalk.co.uk/communities-and-neighbourhoods/ncil/).

**Project Plan and Delivery**

^OUTLINE PROJECT PLAN, DELIVERY, TIMEFRAMES, POSSIBLE RISKS AND CONTINGENCIES. IF YOU ARE A COMMUNITY ORGANISATION, PROVIDE SEVERAL EXAMPLES (IF POSSIBLE) OF OTHER SIMILAR PROJECTS WHICH YOU HAVE DELIVERED SUCCESSFULLY (AND ON BUDGET)^

**Finance and Funding**

^OUTLINE WHAT OTHER SOURCES OF FUNDING HAVE BEEN EXPLORED SOUGHT, WHAT MATCH FUNDING HAS/MAY BE SECURED, WHAT QUOTES HAVE BEEN OBTAINED, AND WHY NCIL IS REQUIRED TO DELIVER THE PROPOSAL. WHERE APPLICABLE, OUTLINE WHY A PARTICULAR CONTRACTOR/PROVIDER HAS BEEN CHOSEN^

**Access, Permissions, Contracts and Consents**

^OUTLINE WHAT CONSENTS, PERMISSIONS, ACCESS AND/OR CONTRACTS WOULD BE REQUIRED AND THE STATUS OF THESE (OBTAINED, NOT OBTAINED, IN PROGRESS ETC)^.

**Other Material Considerations**

^OUTLINE ANY OTHER MATERIAL CONSIDERATIONS OR FACTORS FOR CONSIDERATION IN RELATION TO THE BID. OUTLINE ANY POTENTIAL IMPLICATIONS IF THE FUNDING WAS NOT FORTHCOMING ^

**Legal Requirements**

The award of community funding grants and councillor ward funding grants by the Neighbourhood Committee or councillors should not give rise to any legal implications provided the grants are distributed in accordance with the relevant criteria to appropriate persons, bodies or organisations. This will include the declaration of any interests.

Successful NCIL bidders will be expected to sign an agreement with the Council prior to the release of funding, which primarily will secure the use of funds for the purposes as indicated in the bid documentation as well as setting out various monitoring and reporting requirements to demonstrate as such.

Under Section 149 of the Equality Act 2010 (the 2010 Act) the Council must, when exercising its functions, including considering applications for grant or CIL funding, have due regard to the need to eliminate discrimination, harassment and victimisation and other prohibited conduct, to advance equality of opportunity and to foster good relations between those who share a ‘protected characteristic’ under the 2010 Act and those who do not . A ‘protected characteristic’ is defined as age, disability, gender reassignment, pregnancy and maternity, race, religion Page 4 or belief, sex and sexual orientation. Marriage and civil partnership are also protected characteristics for the purposes of the duty to eliminate discrimination.

**Author of Report**

^INSERT NAME, TITLE OF PM/REPORT AUTHOR^ AND EMAIL

**Background Papers**

^INSERT LINKS TO ANY RELEVANT BACKGROUND PAPERS^

^INSERT ANY OTHER RELEVANT SUPPORTING PLANS OR DOCUMENTATION^