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| **APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT****IN THE SUMMERTOWN & ST MARGARET’S [SuStM] NEIGHBOURHOOD FORUM AREA****2023**  |
| **TITLE**Short title by which the project will be known |  |
| **PROJECT APPLICANT(S) & CONTACT DETAILS**Name of person (not organisation) who has initiated the project, with email & phone number |  |
| **APPLICANT ORGANISATION**Name and type of organisation, if applicable, charity number.  |  |
| **STAKEHOLDERS & DETAILS OF CONSULTATION**(e.g. Council, Highways, site owner or asset holder, community organisation, business or neighbours) |  |
| **OUTLINE PROJECT DESCRIPTION**Short description so others not associated with the project can understand its purpose and scope. Include aims & objectives, and expected beneficiaries (max 150 words) |  |
| **RELEVANCE TO THE NEIGHBOURHOOD PLAN**How does the project enhance or develop our neighbourhood?  |  |
| **CONSENTS REQUIRED**Are any legal consents required before the project can go ahead (e.g. from a Council department such as Highways, Planning, Building Control, or other statutory organisation)? |  |
| **MAIN TASKS**A list of the main tasks and if appropriate an initial project plan with timescales. |  |
| **FINANCE**How much will this project cost in total? What proportion is being sought from CIL funding? What other sources of finance are being pursued? Are you seeking matched funding? What will the CIL grant be spent on?PLEASE INCLUDE COPIES OF COST ESTIMATES |  |

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| **MAINTENANCE**How will the outputs of the project be maintained and by whom? Please note that CIL grants cannot be used to cover ongoing costs. |  |
| **RISK ASSESSMENT**Are there any financial or other risks to the completion of this project? Are there any safety issues associated with the project? |  |
| **MONITORING AND REPORTING**How will the success of the project be monitored? |  |
| **OTHER COMMENTS OR INFORMATION**Please list anything else of relevance you wish the Committee to be aware of. Please submit a photograph of the site/equipment [as relevant]\* |  |
| Completed applications, WITH COPIES OF COST ESTIMATES/QUOTES WHERE APPLICABLE, should be sent with a covering email to sstmnf.secretary@gmail.com |

Further notes for applicants:

1. The sections of the application form may be used flexibly to provide additional information where necessary. Not all sections will be relevant to all projects, and you may leave these blank.
2. Applications will be assessed by the SuStM Steering Committee to include the following criteria and applicants may wish to include additional supporting information where relevant
* Location within or serving the SuStM Community
* The recipient operates as a recognised body with a nominated bank account
* The project has agreement in principle from the property or asset owner
* Value for money
* Impact of project
* Consideration has been given to health and safety requirements
* Environmental sustainability
* Innovation

\* successful applicants will also be asked to supply photographs of completed work for the Forum’s annual report.