



Clyst Hydon Parish Council - Community Infrastructure Levy (CIL) Grant Scheme Pack

Criteria for Grants Using CIL Money (East Devon)

Please consider the below criteria when filling out the Grant application form and address each criteria as best as you can.

1. Strategic Fit

Projects should support infrastructure needed because of development and population growth.

CIL funds are specifically intended to fund infrastructure such as transport, schools, health facilities, green spaces, and community facilities that support new development.

2. Infrastructure Eligibility

The project must qualify as infrastructure or infrastructure-related investment.

- support development. Eligible examples
- Community buildings or upgrades
- Sports and recreation facilities
- Parks, play areas, and green spaces
- Transport or road safety improvements
- Health or wellbeing facilities
- Flood mitigation or environmental infrastructure CIL can fund the provision, improvement, replacement, or maintenance of infrastructure.



Not usually eligible

- Revenue costs (staff, running costs)
- Events or activities
- Consumables

3. Community Benefit

Projects should demonstrate clear benefit to the Clyst Hydon community.

4. Deliverability

Projects should be ready and achievable.

5. Value for Money

The project should demonstrate efficient use of public funds.

- **Is the budget reasonable?**
- **Are quotes or cost estimates provided?**
- **Does the project represent good value compared with alternatives?**

6. Match Funding / Leveraging Other Funds

Projects that bring additional funding sources are often prioritised. There is not an unlimited amount of CIL money, and the Parish Council do not know when / if further payments will be received, therefore to try and share the money around the Parish as fairly as possible, priority will be given to projects that are match funded.



7. Sustainability & Long-Term Impact

Projects should provide lasting infrastructure benefit.

8. Local Support

Projects should demonstrate community engagement and support.

Evidence could include:

- Parish council support
- Community consultation
- Letters from partner organisations

9. Legal / Governance Requirements

Applicants should demonstrate capacity to manage public funds.

Typical requirements:

- Constitution or governing document
- Bank account in organisation name
- Evidence of permissions/land ownership
- Quotes for capital works



CIL Grant Application Form

Section 1: Applicant Details

1.1 Name of Organisation:

1.2 Type of Organisation (e.g. Charity, Community Group, Sports Club):

- ☐ Parish Council
- ☐ Charity
- ☐ Community Group
- ☐ School / Education Provider
- ☐ Other (please specify)

1.3 Main Contact Name:

1.4 Role in Organisation:

1.5 Address:

1.6 Email:

1.7 Phone Number:



Section 2: Project Details

2.1 Project Title:

2.2 Location of Project:

2.3 Project Summary (what do you plan to do?): *(Please use overleaf / additional paper if needed)*

2.4 Does it serve a priority area or underserved community?

2.5 Does it improve quality of life locally? If so, how?

2.6 What infrastructure will the project provide or improve?

- ☐ Community facility
- ☐ Transport / road safety
- ☐ Public open space / play area
- ☐ Sports facility
- ☐ Health / wellbeing facility
- ☐ Environmental / flood infrastructure
- ☐ Other (specify)

2.7 How does this project support local infrastructure or address the impact of development in Clyst Hydon? *(Please use overleaf / additional paper if needed)*

2.8 Who will benefit from the project?



2.9 How many people will benefit approximately?

2.10 Does the project support environmental or climate objectives? *If yes how?*

2.11 Is there Support from the Community?

Evidence of support (tick all that apply):

- ☐ Parish council support
- ☐ Community consultation
- ☐ Letters of support
- ☐ Partnership organisations involved

Provide details:



Section 3: Deliverability

3.1 Are planning permissions secured if required?

Planning Permission Required?

☐ Yes

☐ No

If yes, has this been granted? (Yes/No) please give details:

Confirmation of Building Safety Compliance if required

☐ Yes

☐ No

☐ N/A

(Yes/No) please give details:

Land Ownership:

☐ Applicant owns land

☐ Lease agreement

☐ Third-party permission secured

3.2 Is there a clear delivery timetable?

3.3 Start and end date of the project Can the project realistically be delivered within 1-2 years?

3.4 Is the request for funding retrospective ie. for a project already started? Or completed within the last 6 months from date of the application? If so please give the project dates:



Section 4: Financial Details

- 4.1 Total cost of the project:
- 4.2 Amount of CIL funding requested:
- 4.3 Please list other sources of funding (confirmed or pending):
- 4.4 Is there match funding?
- 4.5 Are there partnership contributions (e.g., parish council, charity)?
- 4.6 Does CIL monies unlock a larger project? *If yes please give details*
- 4.7 Is there a maintenance plan? *If yes please give a breakdown - who will maintain? How will it be funded?*
- 4.8 Are there ongoing revenue implications? *(Will it cost money or make money?)*
- 4.9 Is the organisation requesting funding VAT registered? *(Can VAT be re-claimed by requesting organisation - if so please remove VAT from costings/ grant request amount)* **Yes / No**
- Please attach a budget breakdown (income and expenditure)
 - *(Please include bank account details of where the grant funding should be deposited should your application be successful).*



Section 5: Supporting Information

5.1 Please attach any other relevant supporting documents and list below:

Supporting Documents Checklist

- ☐ Constitution or governing document
- ☐ Latest financial accounts
- ☐ Project quotes or estimates
- ☐ Land ownership or permission
- ☐ Planning permission (if applicable)
- ☐ Project drawings or plans
- ☐ Letters of support

Other - please list:

Declaration I declare that the information given in this application is correct and that the organisation has the authority to apply for this grant.

Signed: _____

Name: _____

Date: _____

Please return application forms and supporting documents, ideally via email to clerk@clysthydonparish.gov.uk or if it is in hard copy please contact the Clerk for how to submit via post or by hand.



CIL Grant Policy

Purpose The purpose of this policy is to ensure that Community Infrastructure Levy (CIL) funds received by Clyst Hydon Parish Council are spent appropriately to benefit the community and meet the legal criteria set out by East Devon District Council.

Eligibility

- Applications are welcome from not-for-profit organisations, community groups, charities, and local clubs operating within Clyst Hydon parish.
- Projects must support the development of the local area by funding infrastructure or addressing demands arising from new development.

Eligible Projects Include:

- Improvements to community buildings or open spaces
- Provision of new or improved recreational facilities
- Projects enhancing accessibility, transport, or public spaces
- Communication or digital infrastructure that benefits the wider community

Ineligible Costs:

- Projects not clearly related to infrastructure or development impact
- General running costs of organisations
- Projects outside the parish (unless they clearly serve Clyst Hydon residents)

Application Process:

- Application forms must be submitted by advertised deadlines.
- A review panel of parish councillors will assess applications based on:
 - Relevance to CIL funding rules
 - Benefit to the community
 - Value for money
 - Deliverability
- Applicants may be asked to present their proposal at a council meeting.
- Applications will be scored as follows:

Strategic Fit (0–20)

Infrastructure Eligibility (0–20)



Community Benefit (0–20)

Deliverability (0–15)

Value for Money (0–10)

Match Funding (0–10)

Sustainability (0–5)

Total Score: /100

- Priority Bands:
 - 80–100: High Priority
 - 60–79: Medium Priority
 - 40–59: Low Priority
 - Below 40: Not Recommended

Conditions of Funding:

- Successful applicants will receive written confirmation and may be required to sign a grant agreement.
- Projects must be completed within 12 months unless otherwise agreed.
- Any unspent funds must be returned.
- A short report must be submitted to the Parish Council upon project completion.
- The parish Council reserve the right to cap the amount of funding requested per application based on the balance of CIL account and how much as previously been granted to a single Community Group / Organisation.
- Funds allocated but not used within the allotted timeframe must be returned to the Parish Council for reallocation.

Transparency and Reporting:

- All awarded grants will be published in the Parish Council's annual CIL report.
- The Parish Council reserves the right to audit funded projects.

For questions or support with an application, please contact the Clerk at:
clerk@clysthydonparish.gov.uk

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