**S106 Distribution of non-specified funds process**

**APPLICATION FORM**

Section 106 funding is money provided by developers to mitigate the impact of their development on the local community. The funding is held by the Council (EHDC) to administer and support Projects within the local community.

Please note EHDC do not retrospectively fund Projects.

**How to submit**

Please submit completed application forms to [CIL@easthants.gov.uk](mailto:CIL@easthants.gov.uk)

**Support**

Please first see our Guidance notes along with FAQ’s. For further assistant please contact [CIL@easthants.gov.uk](mailto:CIL@easthants.gov.uk) or your local community development officer.

**Please ensure you read the form fully, alongside the guidance notes, and complete all relevant Parts and answer all required questions.**

**PART 1 – ALL BIDS VALIDATION**

**PART 2 – ALL BIDS INFORMATION**

**PART 3 – ONLY BIDS £9,999 AND UNDER**

**PART 4 – ONLY BIDS £10,000 – £49,999**

**PART 5 – ONLY BIDS £50,000 AND OVER**

|  |  |  |
| --- | --- | --- |
| 1.01 | Project name |  |
| 1.02 | Brief outline of Project  *(1 or 2 sentences which will be used in decision recommendations)* |  |
| 1.03 | Parish/Town of Project |  |
| 1.04 | Exact Location of Proposed Project - *full address & postcode*  *Also, either attach Location Plan or What3Words* |  |
| 1.05 | Amount of Funding Requested | £ |
| 1.06 | Type of Developer Contributions funding sought  *Please tick relevant box(s)* | Public Open Space    Environmental Improvements  Community Facilities  Transport |
| 1.07 | Applicant’s Name  Type of Applicant   * Please include Year established * VAT Registration Nr where applicable   *Town or Parish Council*  *County or District Council*  *Charity*  *Non-profit corporation*  *Community Group*  *Other (Please Specify)* |  |
| 1.08 | Full description of Project and what the Applicant requires developer contributions funding for  *Please include information relating to what the funding will be spent on if awarded.*  *Where applicable, please provide plans, designs, or drawings to describe your Project.* |  |
| 1.09 | Has the Project commenced in any way? | YES/NO  If yes, in what way? |
| 1.10 | Anticipated timescales for the Project | Start Date:  Completion Date: |

**END OF PART 1 VALIDATION**

|  |  |  |
| --- | --- | --- |
| 2.01 | Is planning permission required for the Project? | YES/NO  If yes, has it been applied for?  Date applied for / Date granted / Reference No:  If no – please explain why? |
| 2.02 | List details of any other consent required and obtained (if appropriate)  Including but not limited to:  Conservation  Listed Buildings  Other Govt Bodies  Landlord’s Permission  If not yet obtained, please provide a timeline as to when it is expected to obtain these approvals. | Yes/No/None needed  If Yes:  Type/Date applied for/Date granted/evidence not required |
| 2.03 | Will the Project be fully funded by S106 if funding is agreed?  If not, please identify other funding sources for this Project, what contribution they are making and why these cannot be used to fund the Project in its entirety. | Yes/No  If No, please specify: |
| 2.04 | Has this specific Project received previous S106 funding? | Yes/No  If Yes, please details: |

|  |  |  |
| --- | --- | --- |
| 2.05 | Total Project Cost  ***Please complete the below table to provide full financial details of the Project.***  ***Including but not limited to:***  ***Project Cost***  ***Other Costs***  ***Contingencies***  ***VAT*** | Total Project cost: |

**Please itemise your proposed expenditure per individual entry**

|  |  |  |
| --- | --- | --- |
| **Funding Source** | **Item** | **Amount** |
| Example: S106 funding | Example: LED Lighting – as per quote 2 | Example: £500.00 |
|  | Example: Contingency | Example: £50.00 |
|  | Example: VAT | Example: £110.00 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **TOTAL** | **Example: £660.00** |

**END OF PART 2**

**DECLARATION (Note: Failure to sign will invalidate the Application)**

I confirm that, to the best of my knowledge and belief, all the information contained in this application form is true and correct, and the fund criteria has been met. I certify that any money received from East Hampshire District Council will be used for the purposes stated in this form. I understand that you may ask for additional information at any stage of the application process.

If funding is committed and circumstances change prior to the completion of the Project, the organisation that I represent will notify East Hampshire District Council. The Council will reserve the right to reconsider the allocation of funding.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Position** |  |
| **Date** |  |

**For bids up to £9,999 please go on to complete PART 3**

**For bids between £10,000 and £49,999 please complete PART 4**

**For bids of £50,000 and over please complete PART 5**

**PART 3 – BIDS £9,999 AND UNDER**

|  |  |  |
| --- | --- | --- |
| 3.01 | Please provide at least one quote or Justification as to why no quotes have been obtained |  |
| 3.02 | Please provide details of how the Project will be managed   * *Who will be managing the Project* * *Project timeline* * *How the Project will be delivered* * *longer term arrangements for maintaining and managing the Project.* |  |
| 3.03 | Is there any publicity envisaged for the Project after completion? Please detail  *i.e. press release, local magazine article, social media/website posts* |  |
| 3.04 | Has consultation been carried out on the Project or is any planned?  *(Provide supporting documents as evidence)* | Yes/No  If yes details:  Evidence: |

|  |  |  |
| --- | --- | --- |
| 3.05 | Have any assessments (Flood Risk etc) or surveys (Structural, Condition etc) been undertaken?  *(Provide supporting documents as evidence)* | Yes/No  If yes details:  Evidence: |
| 3.06 | Does the Project have widespread local support?  *This could be:*   * *Users* * *Town/Parish Council* * *District Councillors*   *(Provide supporting documents as evidence)* | Yes/No  If yes details:  Evidence: |
| 3.07 | Please detail the overall benefits of the Project  *Explain the extent that the Project is meeting a need and has been planned and managed* |  |
| 3.08 | What other evidence do you have that helps justify the need for the Project? |  |
| 3.09 | Any further comments |  |

**Before submitting your application, please ensure you enclose a copy of each of the required documents below. If the necessary documents are not provided, then your application may be rejected and returned.**

|  |  |  |
| --- | --- | --- |
| **Document** | **Attached** | **Not attached** |
| Evidence of ownership | **□** | **□** |
| Quotations for costs | **□** | **□** |
| Evidence of support | **□** | **□** |
| Plans, designs and/or drawings | **□** | **□** |
| Location Plan | **□** | **□** |
| Copies of required permissions, Landlord, Planning Permission, Leases | **□** | **□** |
| Additional / Supporting pages, including drawings, charts etc | **□** | **□** |
| Signed and dated Declaration | **□** | **□** |

**END OF PART 3**

|  |  |  |
| --- | --- | --- |
| 4.01 | Quotes  Please provide 3 quotes or justification as to why less than 3 have been provided |  |
| 4.02 | Project Management  Please provide details of the following   * How and by whom the Project will be managed * How the Project will be monitored including dates and durations: * Planned consultations (if not already undertaken) * How the Project will be delivered in a timely manner * How will the Project be monitored following completion * Long term arrangements for maintenance and monitoring of the Project * Contingency funding |  |
| 4.03 | Please provide details of how you will promote your Project and any publicity envisaged  *This should include all methods of*  *communication or promotion you will use, how and why*  *i.e. press release, local magazine article, social media/website posts* |  |
| 4.04 | Has consultation been carried out on the Project or is any planned?  *(Provide supporting documents as evidence)* | Yes/No  If yes details:  Evidence: |

|  |  |  |
| --- | --- | --- |
| 4.05 | Has any Preliminary Work been undertaken?  *for example*   * *Qualitative or quantitative assessments* * *Design* * *Structural survey* * *Condition survey* * *Usage survey*   *(Provide supporting documents as evidence)* | Yes/No  If yes details:  Evidence: |
| 4.06 | Does the Project have widespread local support?  *This could be:*   * *Users* * *Town/Parish Council* * *District Councillors*   *(Provide supporting documents as evidence)* | Yes/No  If yes details:  Evidence: |
| 4.07 | Is the need for the Project identified in any adopted strategy/plan? *Please quote/specify related text from relevant strategy/plan*  *For Example:*   * *Neighbourhood Plan* * *Work programme of a Statutory Body* * *Infrastructure Funding Statement* * *Communities Facilities Study.* | Yes/No  If yes details:  Evidence: |
| 4.08 | Please detail any economic benefits of the Project  *For example, explain the extent the Project reduces costs & overheads, increases fees & income etc* |  |
| 4.09 | Please detail any social benefits of the Project  *For Example, explain the extent the Project is meeting a need, increases social activities, increases footfall etc* |  |
| 4.10 | Please detail any environmental benefits of the Project  *For example explain the extent the Project is meeting a need and how it impacts on the environment.* |  |
| 4.11 | Please detail the overall public benefits of the Project  *For example, explain the extent the Project is meeting a need and has been planned and managed* |  |
| 4.12 | What other evidence do you have that helps to justify the need for the Project? |  |
| 4.13 | Any further comments? |  |

**Before submitting your application, please ensure you enclose a copy of each of the required documents below. If the necessary documents are not provided, then your application may be rejected and returned.**

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| Additional / Supporting pages, including drawings, charts etc | **□** | **□** |
| Signed and dated Declaration | **□** | **□** |

**END OF PART 4**

|  |  |  |
| --- | --- | --- |
| 5.01 | Quotes  Please provide at least 3 quotes or justification as to why less than 3 have been provided. |  |
| 5.02 | Project Management  Please provide details of the following   * How and by whom the Project will be managed * Will the Project be phased and how * How the Project will be monitored against a Project plan including dates and durations: * Planned consultations (if not already undertaken) * How the Project will be delivered in a timely manner * How will the Project be monitored following completion * Long term arrangements for maintenance and monitoring of the Project * Contingency funding |  |
| 5.03 | Please provide details of how you will promote your Project and any publicity envisaged  *This should include all methods of*  *communication or promotion you will use, how and why*  *i.e. press release, local magazine article, social media/website posts* |  |

|  |  |  |
| --- | --- | --- |
| 5.04 | Will the Applicant require stage payments or payment in arrears based on amount of work carried out? | Stage Payments/Arrears  If Stage Payments required, please detail: |
| 5.05 | Has consultation been carried out on the Project or is any planned?  *(Provide supporting documents as evidence)* | Yes/No  If yes details:  Evidence: |
| 5.06 | Has any Preliminary Work been undertaken?  *for example*   * *Qualitative or quantitative assessments* * *Design* * *Structural survey* * *Condition survey* * *Usage survey*   *(Provide supporting documents as evidence)* | Yes/No  If yes details:  Evidence: |
| 5.07 | Does the Project have widespread local support?  *This could be:*   * *Users* * *Town/Parish Council* * *District Councillors*   *(Provide supporting documents as evidence)* | Yes/No  If yes details:  Evidence: |
| 5.08 | Is the need for the Project identified in any adopted strategy/plan?  *Please quote/specify related text from relevant strategy/plan*  *For Example:*   * *Neighbourhood Plan* * *Work programme of a Statutory Body* * *Infrastructure Funding Statement* * *Communities Facilities Study.* | Yes/No  If yes details:  Evidence: |
| 5.09 | Please detail any economic benefits of the Project.  *For example, explain the extent the Project reduces costs & overheads, increases fees & income etc* |  |
| 5.10 | Please detail any social benefits of the Project.  *For Example, explain the extent the Project is meeting a need, increases social activities, increases footfall etc* |  |
| 5.11 | Please detail any environmental benefits of the Project.  *For example, explain the extent the Project is meeting a need and how it impacts on the environment.* |  |
| 5.12 | Please detail the overall public benefits of the Project.  *For example, explain the extent the Project is meeting a need and has been planned and managed* |  |
| 5.13 | What other evidence do you have that helps to justify the need for the Project? |  |
| 5.14 | Any further comments? |  |

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| Additional / Supporting pages, including drawings, charts etc | **□** | **□** |
| Signed and dated Declaration | **□** | **□** |
| Business Plan\* | **□** | **□** |
| Project Management Plan\* | **□** | **□** |
| Stage Payment details\* | **□** | **□** |

**\* Mandatory**

**END OF PART 5**