



CIL Grant - Stage Two Application Form

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Section 1 – How to complete the stage two application

Please read the CIL Guidance document carefully before completing this form. There is a useful documents section on the CIL grant page of our website, that will provide further information on Ryedale's Local Plan and Infrastructure priorities.

Key things to remember:

- To submit a stage two application, you must first have received the formal notification that your stage one application has been endorsed.
- Send the completed full application form to us by email to cil@ryedale.gov.uk along with the completed appendix 1 spreadsheet and all supporting evidence before the **deadline of 9am on the 30 January 2023**. We cannot accept scanned copies or PDF versions of these forms.
- You must submit all applicable supporting documents as set out at the back of this form. You can submit these electronically or in hard copy format.
- An incomplete application will not be appraised and will be rejected.
- If you require the application form in a different format or have any queries, please contact: cil@ryedale.gov.uk
- Complete all sections below and check your application before submitting.
- You will receive a notification that we have received your application
- Stage two applications may will be subject to section 24 approval.
- It is anticipated that you will then by notified of the decision on or before the 31 March 2023. Any change to this will be communicated with you.

Your stage two application will be appraised using a scoring matrix. To score highly, your answers must evidence as many as possible of the following points:

Your organisation:

- Is well-managed and financially sound
- Supports local infrastructure
- Would be able to manage the project if a grant was awarded
- Reflects the community it serves
- Takes into account the needs and aspirations of the community in its work
- Provides evidence of its ability to successfully complete the project before the December 2024 deadline

Your project:

- Contributes to the delivery of the Council's Infrastructure Funding Statement and Ryedale's Local Plan
- Makes a positive impact on local infrastructure
- Helps elevate development pressures and supports future growth
- Improves connectivity between communities
- Enhances useability and functionality
- Has cross cutting themes and multifunctional dimensions
- A strong spatial connection to the areas that have had development
- Responds to a clearly identified need and has community support, and this should be evidenced with research such as a parish plan or village appraisal or offers of help in kind
- Offers value for money
- Will deliver clear outcomes for the communities of Ryedale and the impact of the project has been anticipated and is supported by evidence
- Has a budget which is accurate and reasonable with secured match funding
- Has a clear and realistic projection of income for the future maintenance of the facility and a plan for its future operation
- Includes details of how it will be monitored and evaluated i.e. how will you show that the project has delivered the desired outcomes in Ryedale and share lessons learned?
- Work must not have started before receiving a letter of grant approval
- Work must be started no later than 30 June 2023
- Must be deliverable within 18 months of the grant offer date
- Must be completed by 31 December 2024

All Stage Two Applications must be accompanied by the following to meet the CIL Grant Criteria:

- Detailed project delivery plan including delivery timescales
- Evidence of secured match funding
- Project risk management
- Detailed project budget (using the provided template appendix 1)
- Quarterly break down for the full project term (using the provided template appendix 1)
- Cash flow and forecast (using the provided template appendix 1)
- Payment claims profile (using the provided template appendix 1)

Section 2 – Application Details	
Organisation Name:	
Project Title:	
CIL Grant Ref No:	
<p>Have your contact details changed from those submitted at the stage one application? If yes, please provide the new details and an explanation as to why it has changed.</p>	
<p>Give any reference or registration numbers you have, for example: Charity Commission for England and Wales, Companies House, Financial Conduct Authority, Health Authority Number, School reference number, other reference number (please specify)</p>	
<p>PLEASE NOTIFY US IF ANY OF THE DETAILS YOU GAVE US IN THE STAGE ONE APPLCIATON HAVE CHANGED.</p>	

Section 3 – About Your Organisation
<p>3.1 Tell us more about your organisation</p> <p>Use about 500 words to tell us:</p> <ul style="list-style-type: none"> • what your organisation does • what services or activities you provide • how your organisation supports infrastructure • how your organisation reflects its community • the geographical area in which it serves <p>Make sure you respond to each bullet point using the above as headings.</p> <p>Add your answer here:</p>
<p>3.2 How your organisation will manage the project</p> <p>Use about 500 words to tell us:</p> <ul style="list-style-type: none"> • how your organisation plans to manage the project • describe the current resources available to the project • about the management structures you will put in place • how you will make sure that the people working on the project will have the right skills and knowledge • how they will be managed and supported • how you will manage your project budget

Make sure you respond to each bullet point using the above as headings.

Add your answer here:

3.3 How your organisation will deliver the project

Use about 500 words to tell us:

- the organisations experience in delivering this type of project
- how the organisation will ensure the project is complete before the December 2024 deadline

Make sure you respond to each bullet point using the above as headings.

Add your answer here:

Section 4 - About Your Project

4.1 Please upload your Project Plan including timescales and submit it with your completed application

4.2 What you plan to do

In your stage one application you gave us a brief description of your project. Please now use about 750 words to tell us:

- what you aim to achieve
- the activities that will take place
- who will benefit and how
- what options you have considered and how you arrived at your preferred project
- the geographical area your project will benefit
- how you will promote the project

Make sure you respond to each bullet point using the above as headings.

Add your answer here:

4.3 Equal opportunities

We want projects to be open to as wide a range of people as possible. Use about 500 words to tell us about:

- How will you make sure that everyone who could benefit from your project will know about it and be able to get involved?
- You need to have thought about how you'll address any difficulties people may have finding out about and using your project. For example, language barriers, cultural differences or they may find it difficult to get to your project because of where it is or when it happens.
- Do you have any policies to support this?

Make sure you respond to each bullet point using the above as headings.	
Add your answer here:	
4.4 Milestones	
Please complete the chart below adding more lines where necessary to describe your projects planned milestones and when you expect to achieve them.	
Milestone summary (use about 25 words)	Planned date of completion

Section 5 – Supporting Infrastructure
5.1 how your project will support infrastructure Please use about 750 words to tell us: <ul style="list-style-type: none"> • which development sites or changes have created a need for this project • what infrastructure concern does the project address • how your project will improve these issues • how your project relates to the Ryedale Plan and Infrastructure Funding Statement 2021 • how your project relates to your Town or Parishes Neighbourhood Plan • how your project supports future growth Make sure you respond to each bullet point using the above as headings. Add your answer here:
5.2 Cross-cutting themes Please use about 300 words to tell us: <ul style="list-style-type: none"> • describe any cross-cutting themes in your project, for example the environmental impact, sustainable development, connectivity, flood alleviation, climate change and any other multifunctional dimensional elements that your project will deliver • how does the project support the Councils Net Zero ambitions or wider environmental considerations Add your answer here:

Section 6 - Outcomes, Indicators, Level and Timescales

6.1 What changes will your project make

Please tell us the difference your project will make by listing your intended outcomes for your project. Your project outcomes will help you run your project and measure your achievements. We'll review your project outcomes to see how they fit with the Ryedale Local Development Plan.

- In each outcome, tell us who will benefit from the change, how many people will benefit, timescale for the change and indicators

Note:

Add more lines below to include all your project outcomes which should be (SMART) Specific, Measurable, Attainable, Relevant, and Time-bound. Your outcomes should link back to the 'Activities' you should have described in question 4.2.

Project Outcome	Indicator (about 25 words)	Level (about 25 words)	Timescales
Example outcome: improved connectivity of two towns	Reduced air pollution	14,625 residents	By the end of the project
	More people walking improving the health and wellbeing of users	7,200 people a year based on 30 users daily mon - fri	Quarter 3
	Collaborative community feel	70% of population figure	Quarter 1
Outcome 1			
Outcome 2			
Outcome 3			
Outcome 4			

Section 7 – Need and Value for Money

7.1 Is there a need for the project

We expect you to have spent time developing your project and to have done further consultation with your beneficiaries since you submitted your Stage One application. Tell us more about the evidence you have collected to show there is a need for your project.

Use about 750 words to tell us about:

- any research you have carried out that shows your project is needed
- who you've spoken to (other organisations and people) please include details of when this took place, the methods used and how it shows the project is needed

- what is the market need for your project and does it fill any gaps
- how your project fits in with local, regional, or national plans, strategies and initiatives
- what will happen to your project if this application is unsuccessful.

Make sure you respond to each bullet point using the above as headings.

Add your answer here:

7.2 How your project offers value for money

Use about 500 words to tell us about:

- describe how your project offers value for money
- any new jobs the project will create
- how you will obtain the optimum balance between cost, time and quality
- how you have eliminated unnecessary expenditure in your budget

Make sure you respond to each bullet point using the above as headings.

Add your answer here:

Section 8 – Evaluation

8.1 How you will evaluate your project

If we award you a grant, we expect you to be able to show that your project makes a difference. We want to see evidence of the impact that our funding is having. It is essential to have clear plan to evaluate your project and you can include funds in your budget to cover evaluation costs. We encourage you to produce a formal evaluation during your project. This can either be through paying an external evaluator or by carrying out a thorough self evaluation.

Use up to 300 words to tell us:

- at what stages in the project do you plan to evaluate the work done so far
- linking back to your outcomes described in section 6 - how will these be evaluated
- how you will learn from your project and share this learning with others.

Add your answer here:

Section 9 - Project Cost & Finance

9.1 Please complete APPENDIX 1 and submit it with your completed application and evidence of secured match funding.		
9.2	Total grant funded expenditure (£) net of VAT (unless VAT is non recoverable)	£
9.3	Total CIL grant funding sought (£)	£
9.4	Grant intervention rate requested (%)	£
9.5	Match funding (£)	£
9.6	Total non-grant funded expenditure (£) net of VAT (unless VAT is non recoverable)	£

<p>9.7 If you have included irrecoverable VAT within your project costs and grant request please explain why: (You must provide evidence of your VAT status)</p>
<p>Add your answer here:</p>
<p>9.8 Please give a summary of the Organisations current financial health: (We do not expect figures here as this will be detailed in appendix 1, we would like a summary in your own words)</p>
<p>Add your answer here:</p>
<p>9.9 Provide the rationale and key financial assumptions used to complete the cash flow projections in the appendix 1 spreadsheet.</p>
<p>Add your answer here:</p>
<p>9.10 Has the organisation been rejected funding from other providers for this project? If so please give the reason why?</p>
<p>Add your answer here:</p>
<p>9.11 Do you or your organisation have any connection or association with any of the businesses providing quotes on the project costs?</p>
<p>Add your answer here:</p>

Section 10 – Risk Management

10.1 Complete the table below, adding more lines if needed to list the main risks to the success of this project that you have considered and provide details of the steps that you will take to manage or mitigate them:

Risks description	Probability (chance) of risk occurring (high, medium, low)	Impact of risk (high, medium or low)	Planned action to manage or mitigate against the risk or impact

Section 11 – Permissions

11.1 Has your project required planning permission? If yes, please give details including the application number and date of approval:

Add your answer here:

11.2 If the project involves building work or change of use of existing buildings but planning permission was not required, please explain why: (you must provide evidence of this)

Add your answer here:

11.3 Further to the information you supplied for the permissions section of the stage one application please provide an update and list all permissions or licences that are required for your project and when they were obtained:

Permission / Licence Required	Date obtained

Section 12 – Subsidy Control

12.1 As per the guidance, you the applicant are responsible for ensuring that its use of CIL funding and all aspects of the project are in accordance with the Subsidy Control Rules and indemnify the Council against any breach of the Subsidy Control Rules arising from the project.

Please submit the following with your completed application:

- An independent assessment and professional opinion that your proposed project is compliant with the subsidy control rules and regime.

Section 13 – Declaration and Signatures

I declare that:

- The information on this application form and the supporting information enclosed with it is accurate to the best of my knowledge
- All of the information contained in this application is true and correct and I accept full responsibility for it.
- The project falls within the organisation's purposes
- My organisation has power to accept a grant subject to the grant conditions stated
- I understand that, should this application be successful, I will be required to supply additional information. If there is any change to the information I have provided, I will notify the CIL Programme Delivery Team without delay.
- I am aware of the conditions that apply to this application and have complied with them. I declare that I have read, understood and complied with all of the relevant CIL grant scheme guidance information.
- I understand that my business may be inspected and I agree to give access, cooperate and provide such assistance as is required.
- I have declared details of any thing or person connected with my business (including employees) and this grant application that may impact on or cause a conflict between my business and any part of this grant application.
- Where I am signing the application as an officer, partner or director authorised to do so, I will provide a copy of the authorisation to the CIL Programme Delivery Team on request.
- I understand that if my application is successful, I will be required to enter into a grant funding agreement, and payment of any grant funding will be conditional on compliance with the terms of that agreement.
- I understand that if my application is successful, there will be a 3 year monitoring period of the project where I will provide regular progress reports and access for inspection
- I recognise that it is my responsibility to obtain all necessary insurance and permissions and in signing this application confirm that I have done so.
- I understand that use of an agent will not limit my responsibility to comply with the terms of that agreement, nor does it affect my personal responsibility to ensure the accuracy of the information provided in this application.

The application form should be signed by the Chairman and Chief Executive of the applicant organisation.

Signature:

Date:

Position:

Signature:

Date:

Position:

Section 14 – Checklist

Document	Supporting Notes	Check to confirm it is included with your application	Applicants Notes
Stage Two Application	Completed and signed		
Appendix 1 spreadsheet	<p>You must complete all tabs in the spreadsheet:</p> <p>Application details</p> <ul style="list-style-type: none"> • Project budget • Cash Flow Forecast • Quarterly breakdown • Costs & Suppliers • Funding & Claims 		
Project Plan	Include delivery timescales		
Confirmation and evidence of match funding from each funder	The evidence must show who is providing the funding, whether it is confirmed (or the timescale for obtaining confirmation), the amount of funding, who it is being offered to and that it is in relation to the project.		
Evidence of your VAT status	VAT registration number or evidence that confirms that you are not VAT registered or are making exempt supplies (confirmation letter from a professionally qualified independent accountant)		
Subsidy Control	the applicant is required to get a professional assessment confirming that funding the project would be subsidy control compliant. Please upload the assessment and conclusion.		
<p>Appropriate consents and permissions:</p> <ul style="list-style-type: none"> • Copy of full planning permission or • Evidence that planning is not required • Tenancy agreement information • Environmental 	Tenancy information must include the sections from the tenancy agreement containing the property address, tenant, landlord, signatures and for fixed term agreements, the tenancy term.		

consents <ul style="list-style-type: none"> Listed building consents Any other licences or consents required for the project			
A copy of your Equality and/or Diversity Policy	Please submit this if your business has one		
Evidence of support for the project	For example, this will be letters of support or forward orders from existing/potential customers and trade industry organisations where their support is linked and of benefit to the project.		
Evidence of need and demand for the project	Feasibility studies, market research, marketing plan or publicity plan		