

## Walsham le Willows Parish Council

c/o Willow Cottage  
The Street  
Walsham le Willows  
Bury St Edmunds IP31 3AA



Tel: 01359 259794

e-mail: [parishclerk@walsham-le-willows.org](mailto:parishclerk@walsham-le-willows.org)

website: <https://www.walsham-le-willows.org/>

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## APPLICATION FOR CIL FUNDING

A proportion of CIL payments collected by Mid Suffolk District Council are passed on to the Parish or Town Council in which development is taking place. The Parish Council has a duty to spend CIL income on:

- providing, improving, replacing, operating or maintaining infrastructure that supports the development of the parish council area
- or
- anything else concerned with addressing the demands that development places on the area.

Providing CIL is spent in accordance with the above CIL monies may be used to provide seed or match funding with other income streams and / or may be spent collaboratively with other parish councils, community interest companies or other providers to make the most efficient use of funding to benefit the community.

Any CIL monies due to the Parish Council are confirmed by Mid Suffolk District Council at six monthly intervals in March and September with funds being paid to Walsham le Willows Parish Council in April and October.

Please read the Walsham le Willows Parish Council CIL Grant Awarding Policy before completing this form. To discuss a potential project, or for further guidance, please contact the Parish Clerk at [parishclerk@walsham-le-willows.org](mailto:parishclerk@walsham-le-willows.org) on 01359 259794.

Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until **twelve** months have elapsed since the previous award was granted.

### Processing of submitted bids

The application process will be centered upon a bidding round with consideration on a quarterly basis, with submission (preferably by email) of bids by applicants using the form below in time for consideration at the February, May, August and October meetings of the Parish Council.

Please return completed application forms and supporting information to:

[parishclerk@walsham-le-willows.org](mailto:parishclerk@walsham-le-willows.org)

## Walsham le Willows Parish Council CIL Funding Application Form

<b>1. Applicant organisation</b>	
<b>2. Name and position of main contact</b>	
<b>3. Applicant contact details (phone number, email and address)</b>	
<b>4. Type of organisation</b>  If a charity, please provide registration number	
<b>5. Is the organisation able to reclaim VAT?</b>	
<b>6. Location of project</b>	
<b>7. Summary of the project proposal</b>	
<b>8. Estimated project cost</b>	

<b>9. Detail of additional sources of funding available</b>	
<b>10. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding?</b>	
<b>11. Please indicate whether the organisation has previously received CIL of other funding sources from Walsham le Willows Parish Council and/or Mid Suffolk District Council. If yes, please provide details.</b>	
<b>12. How does the project help address the demands of development in the area. What evidence is there to support this?</b>	
<b>13. What evidence is there of support from the community?</b>	

<b>14. Approximately how many of those who will benefit from the project are Walsham parishioners?</b>	
<b>15. Proposed timescales for the project</b>	
<b>16. Is there a related revenue spend (i.e. day-to- day running costs) associated with the project? How will this be addressed?</b>	
<b>17. If the organisation is not in the public sector please provide details of the organisation's finances.</b>	
<b>18. Do you need planning permission to carry out the works? If planning permission is required to carry out the works, is it in place? If so, please provide the application number</b>	

## Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Walsham le Willows Parish Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Walsham le Willows Parish Council of any material changes to the proposals set out above.

When requested, I agree to provide Walsham le Willows Parish Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project.

I recognise the Parish Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Walsham le Willows Parish Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Parish Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting.

Information about the project may be publicised on Walsham le Willows Parish Council's website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law.

For further information on the Council's privacy policy, please visit the Parish Council's website <https://www.walsham-le-willows.org/explore/governance-community/parish-council/> and look for policy number 004.

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

All organisations involved with the application will need to sign and date the form.

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

Please use add more pages if necessary