

NEIGHBOURHOOD PORTION OF COMMUNITY INFRASTRUCTURE LEVY

SMALL PROJECTS APPLICATION FORM

INTRODUCTION

The London Legacy Development Corporation (LLDC) has established a Neighbourhood Priorities Fund to ensure that 15% of its Community Infrastructure Levy (CIL) receipts are spent in consultation with the local community.

The LLDC are looking for bids from organisations in the local community for projects that will make a difference in the LLDC area. This application pack is for small projects, smaller than £30,000 in value. All projects should meet the criteria set out at the beginning of this form and provide the project information set requested.

Personal information

Name:

Organisation Name
and Registration
Number:

Registered Address:

Telephone Number:

Email Address:

APPLICATION CRITERIA

Please choose the local priority that relates most closely to your projects

- | | |
|---|--|
| <input type="checkbox"/> Roads and other transport facilities | <input type="checkbox"/> Sporting and recreational facilities |
| <input type="checkbox"/> Flood defences | <input type="checkbox"/> Open spaces |
| <input type="checkbox"/> Schools and other educational facilities | <input type="checkbox"/> Other – as set out in original consultation document. |
| <input type="checkbox"/> Medical facilities | |

Does your project meet the following criteria?

Please tick as relevant to your organisation and project – criteria highlighted in **green** is mandatory.

- | | |
|---|--|
| <input type="checkbox"/> The project falls within the LLDC area (please check our website QueenElizabethOlympicpark.co.uk/CIL for details) | <input type="checkbox"/> Relevant safeguarding policies are in place if working with vulnerable groups within the community |
| <input type="checkbox"/> The project addresses the demands that development places on an area through the provision of new or improved infrastructure (essential criteria) | <input type="checkbox"/> Connected with and meets the needs of the local community within the LLDC area |
| <input type="checkbox"/> Can demonstrate delivery partner(s) are suitable to the scale and cost of the project | The body applying (required): |
| <input type="checkbox"/> Delivery of the project is possible within the next two years | <input type="checkbox"/> Is formally constituted |
| <input type="checkbox"/> Additional funding source identified if necessary | <input type="checkbox"/> Has a bank account requiring two unrelated signatories |
| <input type="checkbox"/> Demonstrates value for money i.e. cost v. benefits | <input type="checkbox"/> Has at least two unrelated management committee members if they are an unincorporated organisation or a voluntary group |
| <input type="checkbox"/> Match funding can be identified | <input type="checkbox"/> Good financial management procedures including records of income and expenditure (or be partnering with a delivery body who has these structures in place). |

If you are unsure as to whether your project meets these criteria, or you would like to discuss any of the details above further, please contact cilands106@londonlegacy.co.uk Please note that even if you don't meet all, or many, of the criteria above, we may be in a position to support your application.

YOUR PROJECT

To help us evaluate the suitability of your project, please provide information on your project and the rationale for receiving CIL funding below. If you require any assistance in completing any section of the form, please speak to a member of the Neighbourhood Priorities Fund support team at cilands106@londonlegacy.co.uk

For each of your answers below, please provide no more than two paragraphs or eight bullet points.

Please describe your project

How will this project be of benefit to the local community? (Please provide evidence to support this)

If relevant, please provide details of any part of the project that involves provision of a service to the community.

Which, if any, groups is this project aimed at? If relevant, please refer to an Equalities Impact Assessment.

MANAGEMENT AND DELIVERY

Budget, cost and funding sources

Please set out below the anticipated overall cost of the project, a project budget with relevant evidence to support the financial assumptions and a list of any additional funding sources that may be available to support delivery in conjunction with the Neighbourhood Priorities Fund.

This application is for a specific amount of money, your budget will show us how you came to that as the required amount and what the project costs are in more detail – as well as where any additional funding may be coming from.

Risks and issues

All projects have risks and challenges – in order for us to fully understand these and score your project appropriately, LLDC require details of those that relate to your project. In the table below, please describe any risks and issues related to the project.

Project plan

All projects should have a project plan in place which sets out the team, milestones and how the project will be procured. This plan is a way for you to manage your project and for LLDC to measure progress and delivery.

In the space below, please provide an overall plan for this project with particular reference to any major milestones. In your project plan, please set out any details of procurement and project approval milestones.

Please provide details of who will be involved in delivering this project, including any relevant experience. If you do not know this information at this stage, please confirm below.

Please reference any attachments to your project application here and explain their relevance to the project.

CONTACT US

For further information on completing this form, or on the Neighbourhood Portion of the Community Infrastructure Levy in general, please visit QueenElizabethOlympicPark.co.uk/CIL or contact us on cilands106@londonlegacy.co.uk

Additional Text

Please use this space for any additional comments or information you would like to share.