

# Neighbourhood Fund 2023

## Application Guide



## **What is the Neighbourhood Fund?**

The Neighbourhood Fund is a portion of the Community Infrastructure Levy (CIL). We collect CIL on new developments in the borough and use these funds to support one-off infrastructure projects which help to address the demands which development places on local areas.

In allocating from the fund it is important that we consider the priorities of local communities through consultation. Proposed projects will go through an initial eligibility check and the resulting list of projects will be then be put to the public via a consultation to gauge the interest and desire for each project.

Projects must:

- Involve the provision, improvement or replacement of infrastructure
- Help to address the demands which development places on an area

## **Who can apply?**

In short, anybody can apply, including resident associations, local charities, voluntary, community and self-help groups. In cases where funding is applied for by an individual or a group which is not formally constituted, we may be able to work with Community Action Sutton or LBS service departments to hold the funds for the project on their behalf.

For assistance with becoming a constituted group contact Community Action Sutton: [enquiries@suttoncvs.org.uk](mailto:enquiries@suttoncvs.org.uk) – 020 8644 2867 [www.suttoncvs.org.uk](http://www.suttoncvs.org.uk)

We recommend a maximum request of £25,000\* per project. However, the amount available will depend on how much has been collected from developments in the area the project relates to. This will be confirmed as part of the initial eligibility check.

As projects will be bidding against each other for funding, higher costs would also likely need to correspond to greater benefit to local communities in order for a project to be competitive.

\*Requests over £25k will be expected to offer significant benefits

**A full list of projects which have received allocations in previous rounds is available on the Sutton Neighbourhood Fund [website](#)**

# Neighbourhood Fund timeline





## **Neighbourhood Fund submission criteria**

**The below points will need to be addressed prior to any application to determine their suitability for a Neighbourhood Fund grant.**

- Does the project involve new or improved physical infrastructure which helps to address the demands which development places on an area?
- Is the funding required under £25,000\*?
- Does the project align with Sutton's aims and priorities?
- The project would have no ongoing cost expectations from this fund?
- Will the project have an implementation plan and all the necessary permissions to begin within 12 months of a funding decision?

*\* Projects requiring more than £25,000 in funding will only be accepted in exceptional circumstances*



## Does the project align with Sutton's aims and priorities?

- **Action for Climate Change**
- **Inclusive place for everyone**

Improvements to sustainable transport	Improve the mental health and wellbeing of children and young people	Works to regenerate housing estates
Minimise waste, increase recycling and reuse working towards a 'circular economy'	Upgrade playgrounds, inclusive play equipment and other parks facilities to encourage active lifestyles	Reduce the need for residents to travel outside of their local community for amenities
Flood alleviation schemes	Increase independence for adults with learning or physical disabilities	Improvements to town and district centres to create a safe place to be
Tree/hedgerow planting and increasing our green spaces	Become an Age Friendly community	Sutton town centre regeneration and street scene improvements
Improvements to air quality	Increase active travel	Enhance parks and open spaces
Biodiversity enhancements	Improve youth activity and provision	Improvements to walking, cycling and public transport routes



## **Submitting an application**

Once you have reviewed the submission criteria and feel your project is suitable, please use the [Neighbourhood Fund Application Form](#) to submit your application. Alongside the application form you may need to submit additional evidence and documentation to progress the application. The list below is a guide and not all items will need to be covered,

- Photos/plans/weblinks showing the proposal
- Location plan of site
- Photos of the site
- Any Licenses or Permissions as required (Planning Permission etc.)
- 3 quotes for the work, if less than 3 quotes are being provided we will require reasons why
- Details of any crowdfunding or other match funding
- Details on how ongoing maintenance costs will be met
- Details of any local consultation and responses

**The email address for submissions is [planningobligations@sutton.gov.uk](mailto:planningobligations@sutton.gov.uk)**



Does the project offer a demonstrable benefit to the local community?

Does it offer value for money?

Will your project meet our priorities?

### **Project considerations**

Does the project, now or in the future, offer savings to the council?

Is the project being match funded?

Is the project in an area of higher deprivation?

## **Successful projects - Next steps**

- Once the final approvals have been made we will contact applicants informing them of the decision.
- We will arrange to have a meeting with the successful applicants to discuss the project.
- Those who are successful must sign a Funding Agreement before funding is released.
- Once the project is underway we request that you share progress updates with photos, we will then update this on our website.
- Finally, applicants must submit a report within 2 months of the project being completed. This should include evidence such as photos, receipts and progress reports gathered over the course of the project.

It is a condition of funding agreements that we may use information and photos from the activities funded in marketing and publicity material for promotional purposes.

If you would like to discuss a proposal prior to making an application, please contact  
[planningobligations@sutton.gov.uk](mailto:planningobligations@sutton.gov.uk)



**For further information on Sutton's Strategic Aims and Priorities, please review our policies using the links below**

- Ambitious for Sutton 2022 - 2027
- Environment Strategy 2019 - 2025
- Sustainable Transport Strategy
- Joint Strategic Needs Assessment

# Contact Details and Further Information

- Email for contact : [planningobligations@sutton.gov.uk](mailto:planningobligations@sutton.gov.uk)
- Web page : [sutton.gov.uk/cil](http://sutton.gov.uk/cil)
- Project tracker : <https://pfm.exacom.co.uk/sutton/projects.php>

When using the Project Tracker you can filter by the Category such as Neighbourhood Zone Allocations and then filter or by Ward, such as Beddington North or Beddington South.

Once you have selected an option above you can then click on each project to view the details and milestones.