

Neighbourhood Fund 2025 Application Guide



Where does it come from?



How is it allocated?

- Eligible projects listed for public consultation
- Projects recommended based on consultation response and other criteria
- Final decision & sign-off

What is it for?

- Projects that help address demands of development
- E.g. community facility improvements, new play equipment, recycling bins

What can't we fund?

- Events
- Ongoing funding
- Political parties, lobbying and campaigning individuals
- Promotion of private interests
- Loans or interest payments
- Legal expenses
- Promotion of religion

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 projects which help to address the demands which development places on local areas.

It is important that we consider the priorities of local communities when we are funding projects. Proposed projects will go through an eligibility check. Then we will publish a shortlist of projects through our annual Neighbourhood Fund consultation. This will help us judge the level of support for each project.

Projects will also be judged on other criteria, such as how well they align with Sutton's strategic priorities.

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

Who can apply?

In short, any groups with a community interest can apply. That includes local charities and organisations, residents' associations, and volunteer groups. If you are applying as an individual or a group which lacks a formal constitution, we may be able to work with Community Action Sutton or LBS service departments to hold the funds for the project on your behalf. If the project involves council-owned property, please contact the relevant service to discuss the project before applying.

For help with becoming a constituted group contact Community Action Sutton: enquiries@suttoncvs.org.uk

How much can I apply for?

The funding available to bid for will depend on how much we have collected from developments in the area the project is helping. We will provide advice about this as part of the initial eligibility check. Projects will be competing for funding, so more expensive projects will also likely need to promise greater benefit to local communities.

Projects must help to address the demands that development places on an area and align with Sutton's strategic aims and priorities

Neighbourhood Fund Timeline



- a. Does the project help to address the demands which development places on an area?**
- b. Does the project align with Sutton's strategic aims and priorities?
(Please see the next page for more information.)**
- c. Does the project involve no ongoing cost requirements from the Neighbourhood Fund?**
- d. Will the project have a plan and any permissions needed to begin within 12 months of a funding decision?**

Sutton's aims and priorities - additional scoring

Environmental Improvements & Tackling Climate Change	Inclusivity, Health & Wellbeing	Local Community Improvements
Improvements to sustainable transport	Improve the mental health and wellbeing of children and young people	Work to regenerate housing estates
Minimise waste, increase recycling and reuse working towards a 'circular economy'	Improve youth activity and provision	Provide opportunities for community involvement
Addressing the effects of climate change, including 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
Projects that help towards the boroughs net zero carbon emissions target	Become an Age Friendly community	Sutton town centre regeneration and street scene improvements
Improvements to air quality	Encourage physical activity to improve health outcomes	Enhance parks and open spaces
Biodiversity enhancements including tree/hedgerow planting and increasing our green spaces	Upgrade playgrounds, inclusive play equipment and other parks facilities to encourage active lifestyles	Improvements to walking, cycling and public transport routes

These categories are based on some of the council's policy documents - for more information please follow these links to each document: [Ambitious for Sutton 2022 - 2027](#), [Environment Strategy 2019 - 2025](#), [Sustainable Transport Strategy](#), [Strategic Needs Assessment](#)

- a. Does the project offer a demonstrable benefit for a wide range of residents?
- b. Does the project offer good value for money?
- c. Does the project avoid further financial costs to the council or provide savings?
- d. Is there match funding available for the project?
- e. Is the project in an area of higher deprivation?
- f. If the project is in an area covered by a Neighbourhood Plan, does it align with that plan?

If you think you have a project that can meet the essential requirements, please use the form linked below to submit your application:

[Neighbourhood Fund Application Form](#)

Alongside the application form you may need to submit additional material to move the application forward or support the funding bid. Examples of material that we might ask for are:

- Photos/plans/weblinks for the proposal
- Any licenses or permissions that might be required (Planning Permission, etc.)
- 3 quotes for the project (if 3 quotes cannot be provided we will need to record the reasons why)
- Details of any crowdfunding or other match funding
- Details of how any ongoing costs will be met
- Results of any local consultation or evidence of support or need

The email address for submitting additional information is
planningobligations@sutton.gov.uk

At the end of the public consultation period, we will recommend projects for approval or refusal and obtain feedback from local councillors and council services. Once the final approvals have been signed off we will contact applicants informing them of the decision.

- We will arrange to have a meeting with the successful applicants to discuss their projects.
- If an applicant is handling the funds themselves, they will sign a Funding Agreement before funding is released.
- Once the project is underway we ask that applicants keep in touch periodically with progress updates and photos. We will use these to update our online project pages.
- Finally, applicants must submit a report within 2 months of the project being completed. This should include documentation to allow us to track the use of the funding, including invoices, receipts and any final photos or progress reports.

A condition is included in the Funding Agreement that we may use reports and photos of the funded activities for the purpose of promoting the Neighbourhood Fund.

If you would like to discuss a project before making an application for funding, please contact us at planningobligations@sutton.gov.uk

Contact email:

planningobligations@sutton.gov.uk

Web page:

sutton.gov.uk/neighbourhoodfund

Project tracker website:

<https://pfm.exacom.co.uk/sutton/projects.php>





Online Project Updates

<https://pfm.exacom.co.uk/sutton/projects.php>

- Filter for “Neighbourhood Zone Allocations”
- Click on a project in the list
- Click on the Milestones tab above the project headline
- Click on a Milestone in the list to view Memos



Project 195: Milestones ①

Name 	Target Date	Memos
Initial Work	18 July 2021	4
<div><div>Start Date: 18 July 2021</div><div>Target Date: 18 July 2021</div><div>Review Date: 18 July 2021</div><div>End Date: 18 July 2021</div></div>		
<div>Description: Initial planting works underway.</div>		
<div>Memos:</div>		
18 July 2021	Planting works	
18 July 2021	Planting works	
18 July 2021	Planting works	
18 July 2021	Planting works	