



## Neighbourhood Fund 2021 Guidance

This guidance contains information on the Neighbourhood Fund and how to apply.

### 1. What is the Neighbourhood Fund?

The Neighbourhood Fund is a portion of the Community Infrastructure Levy (CIL), which the Council collects as a levy on new development in the borough. The Council can make allocations from this fund 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 the Council considers the priorities of local communities through consultation.

Proposed projects will go through an initial eligibility check. The resulting longlist of projects will be included on an online public consultation so that levels of support will be gauged. Alongside the consultation scoring, projects will also receive scores based on how well they meet the strategic aims of the Council.

The following guidance includes information about the selection process and success criteria for projects.

### 2. Who can apply?

Residents associations, local charities, voluntary, community and self-help groups can apply for Neighbourhood Fund allocations. 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:

[www.suttoncvs.org.uk](http://www.suttoncvs.org.uk)

020 8644 2867

[enquiries@suttoncvs.org.uk](mailto:enquiries@suttoncvs.org.uk)

### 3. What type of projects can receive a Neighbourhood Fund allocation?

Projects must:

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

### 4. How long is the funding period?

Funding is generally provided between Jan-March in the year following your application. This must be used within one year of allocation.

### 5. How much can I apply for?

We do not have a set minimum or maximum amount that can be applied for. However, the availability of funding 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 cost would also likely need to correspond to greater benefit to local communities in order for a project to be competitive.



## **6. Examples of projects that have received a Neighbourhood Fund allocation in previous rounds**

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

## **6. When do I need to apply?**

Your application form will need to have been received by LBS by **4th July 2021** to be considered in this round of funding. Please note that applications cannot be submitted after a project has begun as we do not fund retrospectively.

## **7. What we cannot fund**

- Events
- Projects outside the London Borough of Sutton
- Projects with no clear plan for how they will benefit Sutton residents or help meet the demands of development
- Projects where a statutory agency would normally cover the cost
- Projects that do not offer the council value for money
- Food and drink
- Political parties, lobbying and campaigning individuals
- Feasibility studies, consultations and publicity
- National charities
- Promotion of private interests
- Bus/car hire
- Salary and maintenance costs
- Volunteer expenses
- Loans or interest payments
- Legal expenses
- Promotion of religion

## **8. Is there a monitoring process for awarded funds?**

Yes, where groups hold the funds directly it is expected that proper receipts are retained and originals provided when submitting updates and a final report on the project. The final report must be submitted on completion of the project. Full details of reporting requirements will be included in the funding Grant Agreement.

## **9. Scoring**

In the bid process, proposals will receive points based on the public and councillor consultations and the strategic aims of the Council:

- Mandatory checks (pass or fail):
  - Does the project involve the provision, improvement, replacement, operation or maintenance of infrastructure?
  - Does the project help to address the demands which development places on an area?
  - Is there appropriate funding from developments within the project area?
  - Does the project require future funding which is not being funded via an alternative source?
  - Does the project have an implementation plan and all the necessary permissions to begin within 12 months of a funding decision?
- Consultation scoring:

- According to consultation results, how high a priority is the type of improvement proposed in a) the borough overall, b) the project's local area?
- According to consultation results, how well supported is the project?
- According to consultation results, in the view of local councillors how high a priority is the project?
- Strategic scoring:
  - Does the project have demonstrable improvements for a wide range of residents?
  - Would the project result in additional costs or savings to the Council following completion?
  - Is the project being match funded?
  - Does the project align with Sutton's key strategic aims?
    - [Ambitious for Sutton](#)
    - [Sutton Environment Strategy 2019-2025](#)
    - [Sutton Joint Strategic Needs Assessment](#)
    - [Hackbridge & Beddington Corner Neighbourhood Plan](#)
  - Are the improvements within an area of [higher deprivation](#)?

## 10. Where to send your completed application

Please use the [Neighbourhood Fund 2021 Project Submission Form](#) to submit your full application. This will automatically be submitted to the correct team. Should you experience any problems using the Google Form or require advice and support, please contact [planningobligations@sutton.gov.uk](mailto:planningobligations@sutton.gov.uk).

Alongside your application form you will also be required to submit additional information and evidence to support your bid, the list below is a guide and not all items will need to be covered, please submit those relevant to your project to [planningobligations@sutton.gov.uk](mailto:planningobligations@sutton.gov.uk) after you complete your application form.

- Photos/plans/weblinks showing the proposal
- Location plan of site
- Photo 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
- Title Deed showing ownership, or permission of land owner supporting the bid
- Organisation details including registration details and governance document
- Details of Organisation bank account
- A safeguarding policy if working with young people under the age of 18
- A vulnerable adults policy if you are working with vulnerable adults
- A health and safety policy and procedures in place (including details of first aid cover)
- An equality and diversity policy in place
- The relevant insurance in place, including public liability where required, before delivering activities

## 11. How the selection process will work

Stage of Process	Description	Timescale
Stage 1 - Application received	The CIL team will acknowledge receipt of the application.	Within 10 working days of submission
Stage 2 - Application details reviewed	The CIL team will either confirm that the project is eligible for consideration, refuse the project if it does not meet the requirements, or provide guidance on what would be needed for the project to be included in the longlist. They may also provide guidance on whether an alternative funding route may be more suitable e.g. Neighbourhood Grants, or how the project may be supported if the applicant is not a constituted group.	Before <b>04/07/2021</b>
Stage 3 - Longlist of projects confirmed and published	The CIL team will publish the eligible bidding projects on the My Neighbourhood Fund public consultation. The list will also be shared with Ward Members so their priorities and comments can be recorded.	On or before <b>09/07/2021</b>
Stage 4 - Project scoring	The CIL team will confirm the scores for the projects based on the consultation response and strategic aims of the Council. They will make a report of recommendations for funding based on this.	On or before <b>31/10/2021</b>
Stage 5 - Councillor comments	The CIL team will share the recommendation report with Ward Members for final comments.	On or before <b>15/11/2021</b>

<p>Stage 6 - List sent to strategic directors</p>	<p>The CIL team will send a report of all projects for consideration to the Strategic Director for Environment, Housing &amp; Regeneration and the Strategic Director for Resources.</p> <p>They will include relevant recommendations from the Finance team and Service Areas in the report.</p>	<p>On or before <b>08/12/2021</b></p>
<p>Stage 7 - Final approvals made by strategic directors, applicants notified</p>	<p>The final approvals will be made by the Strategic Director for Environment, Housing &amp; Regeneration and the Strategic Director for Resources in consultation with the Chair of the Housing, Economy &amp; Business Committee.</p> <p>The CIL team will let applicants and Project Leads know whether or not their project has been successful in this round of funding.</p>	<p>Within 30 days of list being received</p>
<p>Stage 8 - Funding released</p>	<p>Funding release set up.</p> <p>Where funds are to be allocated directly to an external group, a Neighbourhood Fund Grant Agreement will need to be signed before funding can be released.</p>	<p>From January 2022</p>

## **Next Steps**

Once the final approvals have been made we will give applicants confirmation of whether or not their project has been successful in this round of funding.

Those who are successful must sign a Funding Agreement before funding is released.

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.

We may also make quarterly requests for updates and evidence during the implementation of the project.

It is a condition of funding agreements that LBS 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).

## **Your information**

We collect personal information when you use our services. We will use this information to provide the services requested, maintain records and, if you agree, to send you updates and newsletters in relation to the Neighbourhood Fund. We will not share your information with other organisations for marketing purposes unless legally required to do so. For more information explaining how we use your information please see our [privacy policy](#).

**March 2021**