

Gotherington Parish Council

Community Infrastructure Levy (CIL): Guidance for Applicants

Adopted at the 11th August 2026 Full Council Meeting

Date of next review: August 2028

Note: This is a new process and so we are keen to have any feedback about your experiences, particularly any difficulties that we may be able to address in future funding rounds. Please send any feedback to the Parish Clerk clerk@gotherington-pc.gov.uk. You can also send any queries to this email address.

1. What this guidance covers

This document explains:

- What CIL funding can support
- Who can apply
- What information you need to provide
- How applications are assessed
- How to submit your application

It should be read alongside the **CIL Grant Awarding Policy**.

2. What CIL funding is for

CIL (Community Infrastructure Levy) is money the parish receives from new development. It must be spent on infrastructure that helps Gotherington manage the impact of that development.

Examples include:

- Community buildings and facilities
- Recreation, sport and green spaces
- Highways, transport and safety
- Drainage, flooding and environmental improvements
- Digital connectivity
- Public realm improvements

CIL **cannot** fund private property improvements, routine running costs, or projects already completed.

3. Who can apply

Eligible applicants include:

- Not-for-profit organisations
- Community groups
- Registered charities
- State schools

- Statutory infrastructure providers
- Community Interest Companies (CICs)
- Gotherington Parish Council (via a committee or working group)

Applications must be submitted by the organisation delivering the project.

4. What your project must demonstrate

To be considered for funding, your project must show:

- A clear link to development impacts in Gotherington
- A benefit to the wider community
- A realistic plan and timeline
- Value for money
- Match funding or other contributions where possible
- Environmental and financial sustainability
- Evidence of permissions (e.g., landowner consent, planning) if required

5. Value for money

Applicants must demonstrate that they have sought value for money proportionate to the amount being applied for.

Please ensure your application explains the steps you have taken to ensure value for money; here are the recommended steps based on the amount you are applying for:

- Under £1,000: Applicants should show they have taken reasonable steps to ensure value for money (for example, checking comparable prices or using reputable suppliers).
- £1,000–£3,000: Applicants are expected to strive to get three estimates. If fewer than three are available, please explain why.
- £3,000+: Applicants are expected to get three formal quotes and send copies with their application.

Evidence of quotes or estimates should be provided where required.

We recognise it's not always possible to get more than one quote or price for certain items, so if you have any questions or issues with the above requirement please contact us to discuss.

6. Assessment process

Applications are assessed quarterly. You may be contacted for further information during validation.

The full council considers all applications at a public meeting. Decisions are recorded in the minutes and applicants are notified in writing.

If funding is awarded, you may be asked to provide:

- A short completion report
- Receipts or financial evidence
- Progress updates for larger projects

Unspent funds must be returned unless otherwise agreed.

7. Tips for a strong application

- Explain development impact clearly
- Show broad community benefit
- Provide realistic costs and timelines
- Demonstrate sustainability
- Attach all required documents
- Keep explanations clear and to the point

8. Submitting your application

Please fill out our Application Form online. You can save and edit your application, so you don't need to do it in one go (if you experience any issues please make us aware).

Alongside your online application, please make sure you send supporting documents via email to clerk@gotherington-pc.gov.uk

If you need an application form in a format other than the online form please contact clerk@gotherington-pc.gov.uk.