



**CORNWALL  
COUNCIL**  
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# Community Infrastructure Levy Fund Expression of Interest Guidance

March 2024



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## Introduction

The Community Infrastructure Levy (CIL) is paid to Cornwall Council by developers and can be used to mitigate the cumulative impact of development on communities. The CIL Fund is what remains after Town and Parish Councils have received their 'Neighbourhood Portion' of the CIL income, and after Cornwall Council, as the CIL Charging Authority, has retained five per cent for administering the process.

The CIL Regulations set out that authorities must apply CIL funding to 'the provision, improvement, replacement, operation or maintenance of infrastructure to support development of its area'. The CIL Fund can be spent on infrastructure that is needed to support development, such as (but not limited to):

- transport facilities
- flood defences
- schools and education
- health and social care
- open space and recreational facilities

CIL is collected in order to help development come forward, or to address the cumulative impact of development and the demands it may place on an area. Examples of demands that development may place on an area include:

- Issues related to high population density such as pressure on waste management and food production systems.
- The need for community venues for events, activities and other opportunities.
- The need for high-quality outdoor space, especially where outdoor space is being lost during development.
- The need to facilitate safe and easy movement through the area, such as good walking routes, cycle paths and community bus services.

CIL funding is being distributed through a competitive funding application process. Local infrastructure projects will be able to seek between £20,000 and £100,000.

### IMPORTANT NOTE

- **Successful projects will not receive all the funding awarded up front on approval of the application; funding must be claimed retrospectively on submission of evidence of expenditure during the course of project delivery.**
- **Projects must not be delivered before a decision on the funding application has been issued.**

The complete application process is:

- i) Expression of Interest (EOI) stage – EOIs are invited from constituted community groups, Town, City and Parish Councils, and not-for-profit organisations, to deliver local infrastructure projects that will benefit children and young people. More detail on the information required at this stage is set out in sections 1 to 5 of this guidance document. **EOI's must be submitted by 5pm on Tuesday 30 April 2024** – any received after this time will not be accepted.
- ii) Assessment of EOIs will be undertaken by the Infrastructure Team to ensure the applicant and project eligibility criteria are met. Comments on EOI's will be sought from the CIL Funding Advisory Panel to provide local level input. Officers will take Panel comments into account ahead of issuing decisions to applicants.

- iii) Outcomes of the EOI submissions will be communicated with the applicants within 14 days of the submission deadline. Applicants will be told they have either been unsuccessful and are not able to proceed further, or that they have been successful and are therefore invited to submit a full application.
- iv) Full Application stage – those successful at EOI stage will be invited to submit a full application and provided with an application form and guidance. Applicants will have around four months to submit their application, but a specific deadline date will be provided at invitation stage.
- v) Assessment of full applications will be undertaken by the Infrastructure Team using an agreed set of criteria – this will be set out in the full application guidance (which is different to this guidance). Applications will be scored against the criteria and recommended for approval in consideration of their score and the overall amount of money being sought from the CIL Fund.
- vi) The final decision on award of funding will be made by the Service Director for Planning and Housing, in consultation with the Portfolio Holder for Housing and Planning. It is anticipated that applicants will be advised on whether their projects have been awarded funding at the end of 2024.
- vii) A funding agreement will be entered into between Cornwall Council and each successful applicant, and this will set out reporting requirements and agreed timeframes for fund payments.

The following information is to provide further guidance with completing the EOI form. **Expressions of Interest must be submitted by 5pm on Tuesday 30 April 2024**, although can be submitted at any point up until this time. Forms must be sent to [cil@cornwall.gov.uk](mailto:cil@cornwall.gov.uk).

If you have any questions about your project or completing the EOI, or you are not able to submit the form by email, please contact the Infrastructure Team at [cil@cornwall.gov.uk](mailto:cil@cornwall.gov.uk) or telephone 0300 1234 151.

## 1. Applicant Details

Please provide all the details requested. It is essential that we have the contact details of an appropriate representative of the applicant organisation in order to advise the outcome of the EOI submission.

EOIs are invited from not-for-profit organisations and constituted community groups – this includes Town, City and Parish Councils. Applicants who successfully bid for CIL funding will be expected to enter into a legal agreement with the Council to ensure the money awarded is spent in accordance with the approved project proposal.

If the applicant is a community group or organisation other than a local Council or Cornwall Council service, and is successful at EOI stage, you will be expected to provide a copy of your group/ organisations governing document as part of your full application.

## 2. Eligibility Criteria

### Applicant eligibility

Please only tick one box and if you select 'other', please provide details. If the applicant has a registered charity or company number, please provide this in the space provided.

Please note that individuals cannot apply for CIL Funding. EOIs – and subsequent full applications – will only be accepted from Town, City and Parish Councils, constituted community groups and not-for-profit organisations (including Cornwall Council services). Applicants must be able to develop and deliver proposed projects themselves as Cornwall Council is not able to provide the resource to support groups to do this. However, applicants are encouraged to make their Cornwall Council Community Link Officer aware of their intention to submit an EOI for CIL funding – details of how to contact your local Community Link Officer can be found at [Community Area Partnerships - Cornwall Council](#)<sup>1</sup>.

### Project eligibility

The Planning Act 2008 provides a wide definition of infrastructure which can be funded by CIL, including (but not exclusively) transport facilities, flood defences, play areas, open spaces, parks and green spaces, cultural and sports facilities, healthcare facilities, academies and free schools, district heating schemes, police stations and other community safety facilities.

CIL is predominantly spent on capital projects, although revenue spending associated with maintenance or operation of capital items is also permissible. CIL can be used to increase the capacity of existing infrastructure or to repair failing infrastructure if that is necessary to support development, but it cannot be used to fund solutions to existing problems unless it can be shown that these will be made worse by new development.

## 3. Project Proposal

### Project Name

Tell us what your project is called – we will use this in publicity should your project be successful in applying for CIL support.

### Project Description

In no more than 250 words, use this section to explain what your project is, where it is, and what it will deliver. Explain why the project is needed, how this links to development that has taken, or is taking, place in your area, and who will benefit from the project.

Try to be as concise as possible – you will have the opportunity to expand on this and provide more detail if invited to submit a full application. However, we need to see how your project links to mitigating the impact of development at this stage, so we can determine whether your project should be invited to full application.

Let us know what stage of development the project is at – is it ready to go subject to funding or does it still need some work – and try to summarise what a successful project would look like.

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<sup>1</sup> <https://www.cornwall.gov.uk/people-and-communities/community-area-partnerships/>

## 4. Value for Money

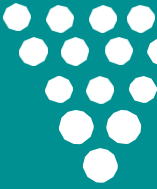
We need to ensure that the funds we grant will be spent in a way that achieves the best outcomes. The information provided in this section will enable us to determine if your project would fit the fund parameters and will help us to understand the impact that CIL funding would have on the project.

Tell us about any other funding you have applied for or secured for the project – how much you have requested and whether it has been confirmed, i.e., whether a funding offer letter has been issued to you. You will be able to provide an update on any other funding applied for if invited to submit a full application.

More detail on value for money will be required at full application stage, including a breakdown of project costs, quotes received for project work, evidence of match funding and whether your group/organisation would be able to reclaim VAT.

## 5. Declaration

Please ensure that this section of the form is completed and signed by an appropriate representative of the applicant group/organisation. By signing the declaration, this is also agreeing to the terms of the Privacy Statement.



## More information

The Community Infrastructure Levy Charging Schedule, and other information about the levy, can be viewed on the Council's website [www.cornwall.gov.uk/cil](http://www.cornwall.gov.uk/cil)

If you would like this information in another format or language please contact:  
Cornwall Council, County Hall, Treyew Road, Truro TR1 3AY  
Telephone: 0300 1234 100  
Email: [enquiries@cornwall.gov.uk](mailto:enquiries@cornwall.gov.uk)  
[www.cornwall.gov.uk](http://www.cornwall.gov.uk)

