



## Devolved CIL Guidance 2025

### Contents

<b>1. Introduction</b> .....	2
<b>2. Bristol's Area Committees</b> .....	2
<b>3. Area Committee CIL/S106 Funding Process</b> .....	4
<b>4. What is Community Infrastructure Levy (CIL) and where does it come from?</b> 5	
<b>5. What is Section 106 (S106)?</b> .....	7
<b>6. Funding Criteria</b> .....	8
<b>7. Section 106 Criteria</b> .....	10
<b>8. Who can deliver Area Committee Projects?</b> .....	10
<b>8.1 Project delivery by a Bristol City Council department</b> .....	10
<b>8.2 Project delivery by voluntary and community sector</b> .....	12
<b>8.3 Eligibility for voluntary and community sector organisations delivering CIL funded projects</b> .....	12
<b>8.4 Funding unincorporated organisations</b> .....	14
<b>9. The Process</b> .....	15
<b>9.1 Community Connectors</b> .....	15
<b>9.2 Stage 1: Local Community Input</b> .....	16
<b>9.3 Area Committee first formal meetings</b> .....	17
<b>9.4 Stage 2: Full CIL &amp; S106 Project Proposals &amp; Area Committee Decisions</b> .....	17
<b>9.5 Project Monitoring</b> .....	18
<b>10. Support</b> .....	20

# 1. Introduction

This guidance is provided for any resident or group interested in applying for funding for local improvements from the devolved or 'local' Community Infrastructure Levy and/or Section 106 agreements. It outlines what the funding is, the criteria for applying for funding and the process of making an application.

## 2. Bristol's Area Committees

Bristol has 9 area committees. Area committees are made up of councillors from between 3 to 4 combined Bristol wards. All ward councillors are committee members for the Area Committee that covers their ward, you can [see a map your area committee and its councillors](#) or [find your Councillor by post code](#).

Area Committees are responsible for deciding how Community Infrastructure Levy (CIL) and Section 106 (S106) money gets spent. Portions of all CIL and some S106 monies are raised from development work and delegated to the relevant Area Committees to award for community improvement projects.

Meetings of the Area Committees are open to the public, [dates and full details are published online](#).

The table below shows the constituent wards of each Area Committee and the number of councillors in each committee.

**Table 2: List of Area committees, wards and number of councillors**

Committee	Name of Wards	Number of Councillors
Area Committee 1 (NDP)	Avonmouth & Lawrence Weston (NDP in Lawrence Weston)	3
	Henbury & Brentry	2
	Southmead	2
	Horfield	2
	<b>Total number of councillors</b>	<b>9</b>
Area Committee 2	Bishopston & Ashley Down	2
	Stoke Bishop	2
	Westbury-on-Trym & Henleaze	3

	Redland	2
	<b>Total number of councillors</b>	<b>9</b>
<b>Area Committee 3</b>	Cotham	2
	Clifton	2
	Clifton Down	2
	Hotwells & Harbourside	1
	<b>Total number of councillors</b>	<b>7</b>
<b>Committee</b>	<b>Name of Wards</b>	<b>Number of Councillors</b>
<b>Area Committee 4</b>	Ashley	3
	Central	2
	Easton	2
	Lawrence Hill ( <b>NDP in Old Market</b> )	2
	<b>Total number of councillors</b>	<b>9</b>
<b>Area Committee 5</b>	Hillfields	2
	Lockleaze	2
	Frome Vale	2
	Eastville	2
	<b>Total number of councillors</b>	<b>8</b>
<b>Area Committee 6</b>	St George Central	2
	St George Troopers Hill	1
	St George West	1
	<b>Total number of councillors</b>	<b>4</b>
<b>Area Committee 7</b>	Bedminster	2
	Southville	2
	Windmill Hill	2

	Filwood	2
	<b>Total number of councillors</b>	<b>8</b>
<b>Area Committee 8</b>	Bishopsworth	2
	Hartcliffe & Witherwood	3
	Hengrove & Whitchurch ( <b>NDP in Hengrove and Whitchurch Park</b> )	3
	<b>Total number of councillors</b>	<b>8</b>
<b>Area Committee 9</b>	Brislington East	2
	Brislington West	2
	Knowle	2
	Stockwood	2
	<b>Total number of councillors</b>	<b>8</b>

### 3. Area Committee CIL/S106 Funding Process

Area Committees allocate devolved Community Infrastructure Levy and Section 106 funds through a two-stage process.

Stage 1:

- Local priorities discussed, initial ideas and outline project proposals submitted in a Stage 1 form. Anyone can complete a Stage 1 form to put forward an idea.
- Stage 1 forms are considered by Committee Councillors in a public meeting in the Spring. Priority projects are progressed to Stage 2 to be developed into Full Project proposals.

Stage 2:

- Organisations responsible for delivering the work complete a Stage 2 form, evidence eligibility, and completes an equalities impact assessment.
- All Stage 2 proposals are considered at a public meeting of Committee Councillors in the Autumn where funding decisions are made and the monies allocated.

For a detailed breakdown of the funding process see section 9.

## **4. What is Community Infrastructure Levy (CIL) and where does it come from?**

The Community Infrastructure Levy is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010.

Most new development that creates net additional floor space of 100 square metres or more, or creates a new dwelling, is potentially liable for the levy. Developers pay the money to the local authority.

The charging local authority is required to devolve a meaningful proportion of CIL to local communities. In Bristol, areas with a Neighbourhood Development Plan (NDP)<sup>1</sup> will receive 25% of CIL monies, whereas all other areas receive 15% (See [How we spend CIL money \(bristol.gov.uk\)](http://bristol.gov.uk) for CIL monies available in each area.

The distribution of devolved CIL is not equitable across the city because it relates to where there is housing development. In recognition of this, 15% of local CIL is allocated to a city-wide Equity Fund. This is to support infrastructure projects in areas of greatest deprivation and with a focus on equity, prioritising areas with limited funding (see appendix 1)

The remaining balance of CIL is not devolved and is used to fund major strategic infrastructure schemes throughout Bristol.

### **4.1 What can the devolved CIL money be spent on?**

CIL funds can only be used to support the development of the local area by funding:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area.

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<sup>1</sup> There are currently 3 NDPs in Bristol – Old Market; Lawrence Weston; and Hengrove and Whitchurch Park. The Lawrence Weston NDP sits in Area Committee 1; the Old Market NDP sits in Area Committee 4; the Hengrove and Whitchurch Park NDP sits in Area Committee 8.

CIL funding cannot be used for ongoing project revenue costs, such as activities, events, regular staff posts, etc.

CIL cannot be used as a substitute for maintenance. Where development has placed greater strain on infrastructure in an area, CIL could be used to enhance and add to the existing maintenance schedule of the asset.

It is important to note that the decision-making process will favour fewer, larger value projects. This is in order to have greater strategic impact, and also because the paperwork involved in applying for CIL and S106 funding is disproportionately onerous for low-cost project.

The following table provides examples of schemes that can be considered for devolved CIL, and what CIL cannot be applied to and why, applying the above criteria:

**Table 1: Legitimate use of CIL**

<b>Item</b>	<b>Legitimate use of CIL?</b>	<b>Because...</b>
<b>Improvements to a Community Building</b>	Yes	It's infrastructure AND it may additionally be able to demonstrate it addresses a demand which development places on the area
<b>Creation of a community garden</b>	Yes	It's provision of infrastructure AND could address additional demand development places on green spaces
<b>Park improvements</b>	Yes	It's provision of infrastructure AND could address a demand which development places on an area if it addresses need for more facilities arising from new housing/increases in population etc.
<b>Upgrading disabled toilets in a community space</b>	Yes	It's an improvement to infrastructure AND may be able to demonstrate it addresses a demand which development places on an area.
<b>A grant to enable young people to be provided with musical instruments</b>	No	It isn't infrastructure which supports development nor does it appear to address a demand that development places on an area
<b>A Pedestrian Crossing</b>	Yes	It's provision of infrastructure AND could address a demand which development places on an area if it addresses more traffic arising or increases in pedestrians from new housing etc.

<b>An alley gating scheme</b>	No	It's infrastructure – but it only benefits a restricted section of the population. It's a private rather than public benefit
<b>A new shop front for a commercial enterprise</b>	No	Again, it's infrastructure but it benefits a private, not a public benefit.
<b>Improvements to land or buildings that have limited or no public access</b>	No	Not a public benefit
<b>Expansion of a GP surgery</b>	Yes	It's infrastructure AND it may additionally be able to demonstrate it addresses a demand which development places on the area
<b>Library improvements</b>	Yes	It's infrastructure AND it may additionally be able to demonstrate it addresses a demand which development places on the area
<b>An employment programme to equip local people with skills to secure work in expanding local industrial/employment sites</b>	Yes	It's not infrastructure, it's a revenue spend BUT it does address a demand which development has placed on an area – the need to fill employment. Securing employees from further afield places demands on transport services; local labour helps reduce those demands.
<b>A community work post in a local voluntary group which is at risk of redundancy because of loss of a grant</b>	No	While it might be a desirable activity, the post doesn't plausibly address a demand arising from development and it's not infrastructure either.

## 5. What is Section 106 (S106)?

S106 is part of planning legislation. It enables local authorities to require developers to set aside monies to mitigate the impact of their development.

Broadly speaking there are three types of S106:

- **Strategic S106 schemes:** This is for citywide improvements like public transport or destination parks, etc. This is also administered by BCC Officers.

- **Specific local S106 schemes:** This is where a detailed type of mitigation and its exact location is stated in the S106 agreement. For example: ‘The provision of a yellow box at the junction of St. John's Street and East Street.’ No decision by councillors is required and so this is administered by Bristol City Council (BCC) officers.
- **Unspecified local S106 schemes:** This is where the details of the mitigation and/or the specific location is not determined in the S106 agreement, although the general sort of work is – e.g. ‘park improvements’ or ‘improvements to public transport facilities’. ***This requires a decision by councillors to determine the details of the mitigation and its location and so this is devolved to Area Committees for decision.***

### 5.1 What can S106 monies be used to finance?

Local devolved S106 money can only be used as set out in the S106 legal agreement, between BCC and the developer. For example:

- *“£X,XXX for the provision of improvements to Parks and Open Spaces within one mile of the development”*
- *“£XX,XXX for the provision of improvements to pedestrian facilities in the vicinity of the development”*

Area Committees will decide what and/or where to spend the devolved S106 from unspecified schemes. Councillors will want to consult with their ward communities to inform their decisions.

### 5.2 Amounts of CIL & S106 monies available

The amount of CIL & Section 106 monies each area committee has available varies across the city and is a frequently changing picture. This is due to the number and type of developments taking place in each area at any given time. A regular quarterly update is provided by the BCC Planning Obligations Manager. Full CIL & S106 reports can be viewed from this link: [Infrastructure Funding Statement \(bristol.gov.uk\)](https://www.bristol.gov.uk/infrastructure-funding-statement).

## 6. Funding Criteria

As well as the need for CIL funds to support the development of the local area, there are some additional things to consider before applying:

1. Is your CIL proposal **evidence-based**?

- Does it deliver local priorities? (These may come from existing Community Plans; old Neighbourhood Partnership plans; local surveys and community events/meetings)
- Does it demonstrate local need, evidenced by qualitative and quantitative data?
- Does it help meet the demands that development places on the infrastructure, community services and facilities in an area? OR
- Does it deliver against a priority in a Neighbourhood Development Plan (NDP) where they exist?

2. Is your CIL proposal **viable**?

- Can the project be delivered within the proposed and agreed timescales?
- Can the project be delivered within budget?
- Will the proposed solution address the problem/priority? Have you established this with the relevant BCC department
- Does the delivery organisation have the skills and capacity to deliver?

3. Does your CIL proposal **provide value for money**?

- Does it provide a sustainable solution to a problem or issue?
- Is the project designed to be accessible? Capital works must be properly accessible to everyone and provide high quality access for Disabled people – that is, access which will stand the test of time and is fully integrated from the outset.
- Where appropriate, have you got three comparable quotes for the work?

4. **Equality, Diversity and Inclusion:** Does your CIL proposal take proactive steps to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited under the Equality Act 2010?
- Promote equality of opportunity?
- Foster good relations between people from different groups?

5. Does your CIL proposal have the **support of your ward councillors**?

- Has your proposal been developed in consultation with your councillors and local community?
- Has your councillor endorsed your idea?

6. Is your CIL proposal **sustainably funded**?

- Is your CIL proposal fully funded and with a funding plan for associated maintenance? The council will not support any projects with unfunded maintenance attached.
  - If your proposal involves public land or BCC services, has it been developed with the agreement of the appropriate BCC officer? This is essential to establish the ongoing impact and funding for the infrastructure. (See section 8 for information of BCC involvement in projects)
7. If your CIL proposal is on or **involving council land/property, do you have upfront approval from the relevant BCC officer?**
- This is essential. For each decision-making cycle the council will clarify any conditions and guidance for projects involving council land/property/maintenance. See section 8.
8. Does your proposal require preparatory work?
- Feasibility studies cannot be funded in their own right. They can only be funded retrospectively as an eligible part of a project when the project they relate to is delivered on the ground.

## 7. Section 106 Criteria

The Criteria to spend any devolved local S106 is specified in an agreement between Bristol City Council and the developer. This is published monthly and can be found in this link - [How we allocate planning obligations money \(bristol.gov.uk\)](https://www.bristol.gov.uk/how-we-allocate-planning-obligations-money)

## 8. Who can deliver Area Committee Projects?

### 8.1 Project delivery by a Bristol City Council department

Projects on public land or buildings will need to be approved by and in most cases delivered by Bristol City Council.

Large project proposals involving public realm improvements are likely to be delivered by relevant BCC departments: for example, installing or upgrading traffic lights, a zebra crossing, etc. Other similar examples include installing a new children's play area, which can only be delivered by BCC Parks department. This is because the land is publicly owned and managed, and any changes to it must be in line with the council's health and safety and quality standards. The project will be developed alongside the

community making the proposal from the start of the Area Committee process to ensure the most appropriate solution can be developed to address the issue identified.

There may be some exceptions where BCC departments would support a third-party organisation to deliver projects involving minor improvements to public realms: for example, Street Pocket Parks or other projects involving refurbishments. However, these would need to be approved by the relevant department to ensure they meet relevant standards. The delivery organisation must also be eligible to hold the funds. It is important to identify if your project involves public land at the initial proposal development to ensure the project is viable, and so correct permissions and delivery plans can be developed collaboratively.

Projects involving public realm and being delivered by a community organisation will be provided a link officer from relevant BCC Department. Their role is to provide advice where necessary and ensure BCC standards are met.

To identify if your proposal is on public land and should involve Bristol City Council departments, you can use [Pin Point](#) to check land ownership and management.

How to find land ownership and relevant BCC departments on pinpoint:

1. Open pinpoint
2. Under 'Explore' select 'Housing and property'
3. Select 'Council property ownership'
4. Zoom into the area you are looking for, or you can search by address in the top left.
5. Click on the area of interest and note the property type and department unit labels (there may be more than one property in one location, select the property ID if this is the case)
  - a. GR- Growth and Regeneration
  - b. ADC- Adults and Communities
  - c. CED- Children and Education
6. There are many teams within these directorates, the most relevant are listed below:
  - a. GR- Parks and Landscapes
  - b. GR- Housing HRA Residential
  - c. GR- Commercial Estate
  - d. GR- Highways Asset Management

If you are unsure, you can find out which BCC department might deliver your proposal by contacting the Community Resources Team in the council on: [communities@bristol.gov.uk](mailto:communities@bristol.gov.uk)

## 8.2 Project delivery by voluntary and community sector

Other projects which do not involve public realms can be delivered by community groups/organisations. Examples of such projects include community building improvements.

## 8.3 Eligibility for voluntary and community sector organisations delivering CIL funded projects

CIL and S106- funded projects can be delivered by voluntary and community sector organisations that meet the criteria shown below and have a track record of successful delivery. Third party organisations will need to complete a funding agreement/contract as appropriate.

Before you consider making a proposal for CIL or S106 funding, please make sure your organisation meets the eligibility criteria below.

**Table 3: Eligibility for VCSE organisations to receive CIL funding**

Your organisation should be one of the following:	
	A Community Interest Company limited by guarantee
	A Community Interest Company limited by share (Schedule 2 with 100% asset lock only)
	A company limited by guarantee with charitable status
	A community benefit company registered as an Industrial and Provident Society
	A Charitable Incorporated Organisation

If your organisation is **unincorporated**, please see the section 'Funding unincorporated organisations' below.

**Table 4: Criteria for VCSE organisations to receive CIL funding**

Your organisation should be able to say 'yes' to all of the below:

1	Your organisation is already based in or delivering services in Bristol (it already has an established presence in Bristol and the work your organisation does is for the benefit of Bristol people).
2	Your organisation is non-governmental.
3	Your organisation is constituted (it has a governing document – a set of rules - either constitution or a Memorandum and Articles of Association).
4	Your organisation has a set of objectives that allows it to undertake the activities you are proposing. (The constitution must allow your organisation to undertake the activities you are requesting funding for).
5	Your organisation is value driven, for the social good.
6	Your organisation has at least three trustees or directors (who are not related to each other and are not paid shareholders).
7	Your organisation reinvests any financial surpluses to further social, environmental and/or cultural objectives that bring a significant community benefit to Bristol.
8	Your organisation does not distribute any of its surpluses or assets through share dividends to individuals or shareholders.
9	Your organisation has a bank account in its own name.
10	Your organisation is not seeking to use the grant to promote particular political parties or religious beliefs.
11	<p>If seeking funding for improvements to a rented building or space, your organisation should have a secure lease. Depending on funding awarded, we expect organisations to have a minimum lease of the following lengths:</p> <ul style="list-style-type: none"> <li>- £5,000 - £20,000: 3 years</li> <li>- £20,000 - £50,000: 5 years</li> <li>- £50,000 or more: 10 years plus</li> </ul>
<b>You should be able to provide:</b>	
1	A copy of your Governing Document (Constitution or Memorandum and Articles of Association)
2	A full list of your organisation's Trustees/Directors showing their addresses, roles and relationships (if any).
3	A copy of your most recent annual report
4	A copy of your most recent signed accounts
5	A policy covering financial and procurement procedures
6	A Health and Safety Policy

7	An Equal Opportunities Policy
8	If your project is to build or extend a building, your constitution should state as part of the objectives that you can manage a building for the benefit of the local community
<b>You should be able to provide:</b>	
9	£5 million Public Liability Insurance - this will also be required if you are working with the general public
10	If your organisation works with children or vulnerable adults, you will need to provide a Safeguarding Policy.
11	A copy of your Lease Agreement, if your property is rented

## 8.4 Funding unincorporated organisations

As of 2024 Bristol City Council is unable to directly fund unincorporated groups. This is part of our due diligence process, to ensure public funds are spent in a way that minimises risks, as well as to safeguard groups and individuals.

If your organisation has trustees and is unincorporated, it means that your trustees are personally liable for any funds granted. If this is the case, there are two ways in which organisations can choose to receive funds:

### 1. Trustee Indemnity Insurance:

Your organisation must take out trustee indemnity insurance. This means that, if funds need to be recovered by Bristol City Council, this can be done through the insurers rather than the individuals.

All trustees must also sign the grant agreement to accept and understand their personal liability. In the instance where there are more than 8 trustees, the Chair and two other trustees must sign the grant agreement.

### 2. Project delivery with an ‘accountable body’

If your voluntary and community sector organisation does not meet all of the eligibility criteria above, it is still possible to be awarded S106 or CIL funds by an Area Committee to deliver a project, if you partner with another organisation that can act as an ‘accountable body’. An accountable body is an organisation that is incorporated as one of the below:

- A Community Interest Company limited by guarantee
- A Community Interest Company limited by share (Schedule 2 with 100% asset lock only)
- A company limited by guarantee with charitable status
- A community benefit company registered as an Industrial and Provident Society
- A Charitable Incorporated Organisation

As well as being incorporated, the organisation will need to be registered with the Charity Commission.

The accountable body will receive and administer the S106 or CIL funds on behalf of the voluntary and community sector organisation delivering the project. Project management agreements can be set up between the group and the accountable body, which may include a small fee. There are also national organisations that may be able to act as a fiscal host.

## **Incorporation**

If your organisation receives over £5,000 of funding per year, charitable groups should become incorporated and register with the Charity Commission. Find out more about types and which organisation structure is right for your group on [The Charity Commission's website](#).

If your group is currently unincorporated but would like to apply to directly receive CIL funding, evidence that you have begun the process can be included at the eligibility stage and funding agreements would include this as a condition to receiving the funds.

## **9. The Process**

You can see an overview of the process and timeline here [Decision making in your area](#)

### **9.1 Community Connectors**

Bristol City Council provides a small annual fund for local community or voluntary sector organisations to host/facilitate one or two events where ward councillors can engage with local community to generate ideas and identify priorities for CIL or S106 funding. Organisations might already be bringing residents together to discuss local issues and priorities. Funding can be used to supplement existing engagement activities to specifically engage the public with CIL and S106. The organisation needs to be supported by the ward councillors.

Community Connectors are nominated at the start of the CIL funding process. [Community Connector Organisations are listed on the council's website](#).

## 9.2 Stage 1: Local Community Input

This stage is about residents, communities and councillors generating ideas. It involves asking local communities to identify community issues, put forward project proposals/ideas and help shape local CIL & S106 area priorities.

This stage includes working with Bristol City Council departments to develop the best possible solutions to issues identified. In technical areas such as transport it is best to start with the problem and then work with technical experts to find the best solution. There are various ways to feed into the council's planning and prioritisation processes, this data and information can be used to help inform CIL spending and proposal development.

- Suggest Street improvements and report road safety concerns in your area using [Improve My Street](#).
- Report problems on a street, car park, park, green space, or harbourside using [Fix My Street](#)
- Suggest an improvement to a park or green space using this [parks improvements form](#).
- Find out the best way to [report a problem in a park or green space](#).

Each Area Committee is different in how they go about establishing the priorities for their area.

However broadly speaking it is common for all areas to have the following key steps:

1. Councillors and Community Connector organisations talk to residents and identify ideas
2. Councillors and communities work with BCC teams to develop ideas into proposals.
3. Ideas for CIL/S106 funding are put in a Stage 1 form and sent to local ward councillors and/or to the Area Committee e-mail.
4. A way of prioritising project proposal/ideas is provided, for example, a community meeting or poll where priorities are discussed and ranked.

Any resident, group or organisation can put forward project proposals/ideas with Councillor endorsement. It's important ideas have wide support. This is submitted through a Stage 1 form, which can be completed by yourselves or your local Councillor. Stage 1 proposals should include as much detail as possible relating to the project costs, which could include some contingency to allow for small changes and increasing costs.

Once all the ideas for proposals have been collected, most areas will host a public meeting or event at which the proposals are presented. Because the number of ideas will outstrip the funding available, this meeting will need to prioritise which proposals are most important and/or affordable and produce a short-list with their local councillors.

You can find out when your local community meeting or events are taking place from your local Councillors or from the Council Website at <https://www.bristol.gov.uk/people>.

Initial ideas and proposals are then submitted to your Area Committee via a Stage 1 form. The Stage 1 form and the 2026 Area Committee decision making timeline (including deadlines for setting priorities and completing Stage 1 form) can be found on our [website](#).

### **9.3 Area Committee first formal meetings**

All councillors will bring their ward priority proposals to the first round of formal Area Committee meetings. Area Committee members will consider Stage 1 proposals from each ward within their Area and will select a manageable number of proposals, considering the spread across their Area Committee area, the impact of proposals in their communities and the CIL & S106 funds available to them. They will invite those proposals to go forward to Stage 2 to develop a Full Project Proposal.

Developing stage 2 applications is a lot of work. It is important that Area Committees put through the number of schemes that have a reasonable chance of being funded.

Councillors will also agree which stage 1 proposals to submit for the CIL Equity Fund.

**Tree Planting decisions:** Section 106 funds a lot of replacement and new tree planting in the city's local neighbourhoods. All the formal funding decisions for tree planting using local S106 funds will be made at the first round of Area Committee formal meetings.

Following the meetings, all those who submitted a Stage 1 form will be informed of the results of the meetings.

### **9.4 Stage 2: Full CIL & S106 Project Proposals & Area Committee Decisions**

Once the Area Committee members agree their priority projects in Stage 1, the identified delivery organisations will be asked to complete a Stage 2 Full Project Proposal Form, setting out how they will deliver the project, including anticipated outcomes, a timeline and budget. This should reflect the costs stated and approved at the first formal meetings.

The Stage 2 Project Proposal form and guidance will be sent to all approved delivery organisations. This includes completing an Equality Impact Assessment (EQIA). For guidance on how to complete the form and an EQIA, please see [this stage 2 form guidance video](#).

Community organisations will also be asked to submit the eligibility documents listed in section 8.3.

The deadline for the full Proposal form completion is set out in the CIL/S106 timeline available from the [Area Committee webpages](#).

Applications will be assessed against CIL & S106 Criteria. Third party organisations will be expected to demonstrate a track record in managing similarly sized projects.

The Area Committees will receive completed Stage 2 Project Proposal Forms and allocate funding in the second formal meeting stating any conditions to the funding. You can find out when your local area committee meeting is from your local councillor/s and from [the council webpages](#).

**Proposals for the Equity Fund will be determined by the Public Health and Communities Policy Committee.**

All project proposers will be informed of the Committee decisions.

### **Funding Agreements**

Successful delivery organisations will be asked to complete and return their Funding Agreement. Funding will only be released once all relevant documents are in place and a signed Funding Agreement is returned.

If approved funding is greater than £40,000, funding will be paid out in instalments. Payment of subsequent instalments will be dependent on confirmation of project progress.

## **9.5 Project Monitoring**

Funded organisations are expected to deliver the project in line with the funding agreement conditions and stay in regular contact with the Community Resources

Team. This means emailing them at [Communities@bristol.gov.uk](mailto:Communities@bristol.gov.uk) when there are any significant delays or changes in project delivery.

### **Changing the project**

Capital projects do not always run according to plan, and it is sometimes necessary to adapt plans in response to a change in circumstances, priorities, or an underspend. For example:

- A community group has been able to source funding from elsewhere for one aspect of the project – like installing solar panels on the community centre roof - and instead would like to use the CIL funding for another aspect – like refurbishing the kitchen of the same community building.
- Once building works commence, the state of one aspect of the building is found to be in worse condition than anticipated and more funds are required to strengthen this, meaning another component of the building project has to be deprioritised
- A project was cheaper than anticipated and comes in under budget
- A transport or parks project that has been awarded CIL funding becomes part of the scope of a wider scheme e.g. A transport scheme being delivered by the West of England Combined Authority (WECA) will include a crossing, so the funding previously allocated for a crossing by the Area Committee is no longer necessary
- Scoping works by parks or transport or another council department identify that a project which has been allocated funding is not viable or needs to be approached in a different way

Any change in how the CIL fund is used must be approved in advance. The process will depend on the nature of the requested change.

- The community group or relevant council department which has been allocated the funding must submit a request to [communities@bristol.gov.uk](mailto:communities@bristol.gov.uk) outlining the requested change: the amount of funding in question, how they wish to spend the funds, how this is different from the original proposal and the reason for the requested change.
- If the requested change falls within the scope of the original proposal (delivery by the same organisation, in the same location, to benefit the same community and delivering the same outcome(s)), it can be approved by the local ward councillors and AC Chair by email. If no objection is received within 2 weeks this will be taken as approved.
- If the requested change means that some aspect of the original proposal will not be delivered, it can be approved by the local ward councillors and AC Chair by email. If no objection is received within 2 weeks this will be taken as approved.

- If a proposal is found to be undeliverable / unfeasible in its entirety, then the funds are returned to the Area Committee for reallocation.

## **Progress Updates**

The Community Resources Team publish project updates for each Area Committee every 6 months, in August and February. They will contact organisations to receive this update. [Area committee progress updates](#)

## **End of Project Monitoring**

Once your project is complete the Community Resources Team will share an End of Project Monitoring Form. This form must be completed with evidence of project budget and outcomes and is an opportunity to share pictures and stories of the project and its delivery process.

At the end of the project, the evidence of spend will be compared to the funding allocated and expected project outcomes, indicating any over or under spends.

If the underspend is less than 15% of the total CIL funding awarded, and this is less than £1000 the organisation may retain the amount to contribute to ongoing costs of the CIL funded works, this should be agreed with the Community Resources team.

If the underspend is more than 15% of the total CIL funding awarded or over £1000, the organisation must return it to the Area Committee for reallocation at their next decision-making meeting (in person).

## **10. Support**

For further support contact:

- [Your ward councillors](#)
- The Community Resources Team: [communities@bristol.gov.uk](mailto:communities@bristol.gov.uk)
- Bristol City Council website: [Local-decision-making](#)