



## **BACKGROUND INFORMATION AND GUIDANCE NOTES**

### **FOR SECTION 106 GRANT APPLICATIONS**

#### **BACKGROUND INFORMATION**

##### **WHERE DOES THE FUNDING COME FROM?**

Under Section 106 of the Town and County Planning Act 1990, contributions can be sought from developers towards costs of providing community and social infrastructure to fill the gap of need which has arisen as a result of a new development taking place.

The level of funding contributions is negotiated between developers and the District Council planning department during the planning application process.

Developer contributions are usually paid to Harborough District Council when the development work begins, or when certain trigger points are met. This money is then allocated to projects in parishes through a grant process.

##### **THE GRANT PROCESS**

The Section 106 grants process has recently been reviewed and a new process has been adopted. There are two grants windows per year.

All applications go through a 8 to 10 week grants scoring process. CIL compliant recommendations are made by the Grant Officer to the Executive Sub Committee, who then make the final decision.

Applicants will be informed shortly after the Executive meeting with regards to the success of their application by letter.

Grants will be scored consistently against a scoring sheet with weighted criteria associated with Section 106 funding. The application form has been designed to capture all the information required to score each application against this criteria.

Successful applicants will be asked to sign a terms and conditions document for accepting the funding. On receipt of this signed document, payments will be made, preferably by BACS (details given on application form) or cheque.

## WHO CAN APPLY

- Town/ Parish Councils or constituted Parish meeting
- Any constituted community/voluntary group based in Harborough and more specifically the parish to which the Section 106 money is associated with
- Registered charities
- Schools

Town and Parish Councils should be sent a copy of any application being submitted to the District Council so that they may be able to comment and recommend to the grants panel how to prioritise applications. These will be taken into account but the final decision regarding funding rests with the Member Grants Panel and Executive.

## WHO WE CANNOT FUND

- Organisations which aim to distribute a profit
- Individuals
- Organisations promoting religious or political beliefs. However, places of worship are eligible where funding is for adaptation or improvement for community use.
- Retrospective funding

## TYPES OF PROJECTS SECTION 106 MONEY CAN SUPPORT

Section 106 money may only be spent on facilities where the new development has, at least in part, contributed to the need for the facilities.

Section 106 funding is available for **Capital projects only** and may include set up costs.

Each individual Section 106 agreement contribution is negotiated to provide facilities associated with one, two or all of the following three areas:

### 1. Community Facilities

The Community Facilities funding can be used to support the following (unless otherwise stated in the Section 106 legal agreement):.

- Upgrading of current community buildings which are the main community centre of a parish
- New builds
- Extensions to community buildings to improve capacity, diversity usage and sustainability
- Upgrading of community buildings to ensure future sustainability of the community building
- Provision of disabled facilities associated with community buildings
- Provision of facilities which will enable community buildings to diversify their use.
- Multi purpose sports and leisure centres which serve the general public

Evidence of need in this category is vital.

Minor repairs, redecoration and movable equipment are excluded from this funding pot.

## **2. Off Site Recreation/Open Space contribution**

Offsite Recreation contributions are available owing to the fact that on site provision for the particular development was not possible.

Offsite Recreation obligations which have been secured and paid prior to 2015, form a generic pot which can be spent on the following projects (unless otherwise stated in the Section 106 legal agreement).

- Acquisition of land for use as outdoor playing space
- New playground equipment
- Safer surfacing
- Informal youth facilities – ball courts, skate parks, meeting points etc
- Pitch drainage
- Pavilions, changing rooms for sports facilities
- Fencing
- Footpaths
- Landscaping
- Car parking and access roads
- Grants to voluntary organisations

Offsite Recreation obligations which have been secured and paid after 2015, can only be spent as per the typology which they have been secured.

There are 9 typologies which are considered as part of a planning application. Therefore, any of the following may be available through the grant process as offsite contributions for developments, to spend on localised projects. Please refer to the Section 106 agreement for specific detail relating to the contributions.

- Parks and gardens
- Natural and semi-natural greenspace
- Amenity greenspace
- Outdoor sports facilities
- Provision for children and young people
- Allotments and community gardens
- Cemeteries, disused churchyards and other burial grounds
- Green Corridors
- Civic spaces

Table 5.1 Open Space Typologies

Name of Open Space	What the name means	Main Uses of the open space
Parks and gardens	This includes parks in towns, formal parks and country parks	These do not cost money to use, are close to a bus route, and are well looked after. They are for people to enjoy and for community events such as fetes and shows
Natural and semi-natural Greenspaces, including urban and rural Woodland and Country Parks	These are publicly accessible woodlands, woodlands in towns, scrub, grasslands (e.g. downlands, commons, meadows), wetlands, ponds, lakes and running water and wastelands.	They are mainly for wildlife and are places where animals and plants live and can grow without being damaged
Amenity Greenspace	Most often found near houses. They include informal green spaces and village greens.	These are areas where people can play games with friends, close to their homes or work. These spaces also help to make housing and other areas look attractive
Outdoor sports facilities	Grass pitches or artificial pitches either publicly or privately owned used for sport and play. Includes school playing fields.	Used for playing outdoor sports such as football, rugby, cricket, tennis, bowls, athletics or countryside and water sports

Provision for children and Young people	This is an area for children and young people to play and meet up with friends	These areas would usually include play areas which have play equipment, like slides and swings. They would also include ball courts for 5 a side football, skateboard areas and teenage shelters for meeting up with friends
Allotments, community gardens	Areas for people who wish to grow their own fruit and vegetables This sort of open space may also include farms in towns.	Opportunities for people who want to grow their own fruit and vegetables, and allow them to grow in a healthy and sustainable way
Cemeteries, disused Churchyards and other burial Grounds	Cemeteries and other places where people have been buried.	Places where people can go to think about people who have died. They are often a place where wildlife, animals and plants can live and grow without getting damaged..
Civic Spaces	This means places like the Market Squares in Market Harborough and Lutterworth. It could also include other areas with hard surfaces for people to walk on like St Marys Place in Market Harborough.	These spaces are mainly used for outdoor markets, fun events for the community like Harborough By The Sea. They also allow people to shop easily in the towns
Green Corridors or Greenways	These include towpaths and walkways alongside canals and riverbanks, cycleways, public footpaths and railway lines that are not used anymore.	These sorts of open spaces are mostly used for walking, cycling or horse riding. They could be used for fun, or for getting to work or to the shops. Because these greenways are left with trees and bushes they can also be used by wildlife.

## **WHAT PROJECTS WE CAN NOT FUND**

Revenue funding towards on-going running costs is not available. Examples of projects we cannot support are:

- General running costs such as utility bills and maintenance
- Items or projects which only benefit an individual
- Activities promoting political or religious beliefs
- Projects which are essentially to maintain and upkeep a facility or an organisation rather than to improve or expand facilities or services offered.

## **HOW MUCH CAN YOU APPLY FOR?**

Each parish will have their own Section 106 funding held by the District Council. There is no upper limit to what funding can be applied for, although this will be limited to how much is in the pot. The grant panel can make the decision to offer part of the funding requested as opposed to the whole amount.

## **MONITORING**

Projects must carry out monitoring and evaluation. Evidence must be forwarded to the Council upon completion or at a set time. A successful application will receive an offer letter outlining the conditions for this.

You will need to:

- Show how you have achieved your objectives
- Identify which groups of people and how many have benefited from your project
- Explain how will you celebrate your success?
- Will there be any publicity associated with your project?
- Offer feedback on the grants process

## **FINANCIAL REPORTING**

If your organisation should run into financial difficulty that would affect your project, you should notify the Council immediately.

## **GUIDANCE NOTES for completing the Grant Application Form**

### **Guidance Note 1- Contact Details**

The first contact should be someone from your organisation who can discuss the application. He/She will normally be the person responsible for how any grant would be used. Please give an alternative person who knows about the planned project in case the first contact is unavailable. Please provide telephone numbers and email addresses to enable the Council to contact you if there are any queries relating to your application.

### **Guidance Note 2 – What Parish Section 106 are you applying to?**

Section 106 money may only be spent on facilities where the new development has, at least in part, contributed to the need for the facilities. Therefore in order to apply you need to ensure there is funding available in your area.

As detailed above in the background information, there are three categories for Section 106 funding. Please identify which of these three your application supports.

### **Guidance Note 3 - Where does your organisation work?**

Grants can only be given to support facilities/activities in the Harborough District and more specifically in the parish where new development has taken place. For Section 106 grants this would tend to be Parish focused, relating to the origin of the Section 106 funding.

### **Guidance Note 4 – Your Organisation**

The following can apply for Section 106 funding:

- Town/ Parish Councils or constituted Parish meeting
- Any constituted community/voluntary group
- Registered charities
- Schools - Only those with a community focus for their facilities. There needs to be detailed explanation in your application of when the facility is/will be made available to the local community. The school usage does not count as community usage.
- Members Clubs – those organisations who charge the users membership fees, need to detail when the facility is open to the local community non-members and or groups, to use and/or hire.

### **Guidance Note 5 – What are the main activities of your organisation?**

This should be a brief summary of the work your whole organisation rather than the project you want a grant for. Please give a brief account of the sort of services or activities you provide, who is provided for and what your main achievements are e.g.. Community hall which is available for hire. If you are a new group please state what you intend to achieve.

### **Guidance Note 6 – Group constitution/parish council standing orders, and staff/volunteers**

Every application is required to submit their constitution, which includes their financial regulations. Parish councils need to submit their standing order including the financial standing orders. This is to ensure when allocating this public money, we have assurance that all the necessary process and procedures will be carried out to ensure correct expenditure e.g. two signatures to release payment, procurement of a contractor to carry out work is done fairly.

By “staff” we mean people who are paid by your organisation. Full time means 35 hours or more a week. If they are paid for less then this means they are part time.

### **Guidance Note 7 – About your project**

Tell us exactly how you plan to spend the grant. Explain how you are encouraging people to take part. Be specific on what you will do and how you will do it.

Address the criteria as identified in Section 2 (and see guidance note 2 information) in your explanation.

Are there any other organisations directly involved with delivering this project? If so how are the project work streams divided? Evidence of partnership working should be included e.g. letter confirming support.

### **Guidance Note 8 – Community Benefit**

Allocation of Section 106 money can only be allocated if the project is delivered in the parish/s as per the Section 106 legal agreement. Usually this is one parish. In this section please explain how this parish community will benefit from this project, and why, as a result of the development from where the S106 funding has come from, it will make/makes the project more necessary.

The scoring criteria gives points for applications which are supported by the parish council, and for those which are linked to parish plans/village design statement.

If there are already similar projects/facilities in the parish, identify and explain why they are unable to fill the need you are looking to support. Have you consulted with this other project working group/facility?

Please ensure your application is sent to your ward councillor (details available on the HDC website) and to your parish council (if not the applicant).

### **Guidance Note 9 – Evidence of need for your project**

This is essential. Section 106 funding can only be allocated to projects which benefit the parish which has seen the specific new development from which the funding is derived. For example, a new housing estate increases the need for children’s play equipment as the current equipment is too far away/used to maximum capacity already; therefore more equipment is needed and/or more equipment is needed to serve the community at the new development.

Please include quality evidence to support your claims in this section e.g. community consultation, a summary of questionnaires completed, minutes of public meetings etc. To ensure a strong application, it should be supported by at least one for these.

### **Guidance Note 10 – The Origin of the Section 106 funding and how linked to this project**

Think about how your project will benefit those who live in the new development from which the Section 106 funding has originated.

Section 106 funding may only be spent on facilities/ projects which support need as a result of the new development within an area.

### **Guidance Note 11 - Who will use/benefit from your project**

Try to describe the majority of people who will regularly use/benefit from your project rather than those who could use/benefit.

### **Guidance Note 12 – Links to Harborough District Council Strategic Objectives**

Clearly demonstrate your project's contribution to the Harborough District Council's priorities:

- PRIORITY 1: Working with communities to develop places in which to live and be happy
- PRIORITY 2: Provide the right public services to the right standard and at the right price
- PRIORITY 3: Encourage a vibrant and sustainable business community intent on wealth creation
- PRIORITY 4: Support the vulnerable in our society at the heart of the communities where they live

If you meet only one of these, by showing how well you meet that priority could allow an application to achieve maximum points.

### **Guidance Note 13 – What Outcomes will you achieve with your grant?**

The OUTPUT is what you are delivering e.g. an Upgrade of the sound system in a community facility

The OUTCOME is what happens as a result of your project e.g. More users able to hire the hall, increases income and so making the facility more sustainable and so more likely to remain a facility for those residents in the new development.

These will be MONITORED by collecting statistics of pre-project users compared to post project user numbers, user feedback before and after the project, increase in total number of users, survey to new development pre and post project to monitor involvement in groups using the hall.

### **Guidance Note 14 – Milestones**

What is your action plan once the project is initiated and what positions of achievement can you identify along the way to the point of project completion?



E.g. Project begins in December, play equipment is delivered in January, play equipment installed in February and play area opened to the public in March.

### **Guidance Note 15 – Equality**

The Council requires organisations to actively embrace equal opportunities.

EVERY organisation applying for funding is required to submit an equalities policy detailing how their organisation ensure equalities through its facilities usage.

Explain what positive steps you are taking to address equal access

- Is membership of your organisation or use of its facilities restricted in any way?
- Which user groups or ethnic groups would benefit from your project?

Information regarding your parishes demographic can be found using the 2011 Census data. This can be found at [2011 Census data](#)

This is the link for the Government guidance on the Equality Act 2010. <https://www.gov.uk/equality-act-2010-guidance>

### **Guidance Note 16 – Safeguarding**

For projects which involve children, young people and/or vulnerable persons in either its outputs or outcomes, a safeguarding policy is required. E.g. a community facility which can be hired out to a pre-school/ for children's birthday parties, or a parish council who own a childrens play area, need a policy in place. Albeit brief, it is required to guide future users on the applicants and users responsibilities regarding safeguarding.

### **Guidance Note 17 – VAT**

If your organisation is registered for VAT please submit you latest VAT return.

If you are registered for VAT please do not include the VAT in your break down costings.

### **Guidance Note 18 – Breakdown of total cost of the project**

The breakdown should be for the whole cost and not just the amount you are asking for funding for. However, please make it clear what part of the project you are specifically asking for funding for.

Make sure that the amount you are requesting related directly to at least one of your quotes. Please indicate which quote this is and whether it is your preferred quote.

Be realistic. For capital projects please provide 3 professional quotations and also include 'in-kind' contributions. 'In kind' contributions would require an offer letter indicating support and would include:

- Volunteers time
- Venues

We require three quotes for each part of your project to assure value for the Section 106 public money.

### **Guidance Note 19 – What funding have you already secured?**

What funding has already been secured?

- 'In-kind' contributions
- Other successful grant applications
- Money which has been provided by your own organisation to commitment to your project.

### **Guidance Note 19 – Other funding to be determined**

Please list other funders to whom you are applying, detailing when you submitted your application, or plan to, and a date by which you should be informed of the decision.

Please state the name of the funder applied to, the date of decision and any reasons for the refusal. If there is a shortfall in funding, what steps will you take to overcome this e.g. fundraising?

### **Guidance Note 20 – Your Bank Account**

Grants will usually be paid for by BACS. Cheques will only be made payable to the account of the organisation applying for the grant not to personal accounts.

We will need a copy of your organisations latest bank statement for each account held by the applicant, and a summary of your annual accounts.

### **Guidance Note 21 – Declaration**

You should be aware that applications may be subject to release under the Freedom of Information Act 2000. Although personal information will be redacted, if there is any information submitted which you do not wish to be in the public domain then this should be clearly marked as Confidential.

A successful project will be issued with an offer letter which will set out terms and conditions of the grant awarded.

Successful applicants will be required to participate in monitoring and project evaluation on acceptance of their grant.

