

S106 Grant Fund Application Form

This application form forms a vital part in the allocation of S106 grant funds by Blaby District Council. The information provided will allow the District Council to assess whether your project meets the necessary criteria and is eligible for receipt of a S106 Grant Award.

When completing this application form please refer to the S106 Grant Funding Application Guidance, ensure you read and answer each question fully, all required supplementary documents are provided and the declaration is signed and dated.

Applications will not be considered for funding if submitted forms are incomplete.

1. Organisation details

Name of Organisation	
Address of Organisation	
Purpose of Organisation (for example: Parish Council/Voluntary Group/Charitable Trust)	
Website Address	
How many people currently use your Organisations Facilities?	
Is the Organisation a Registered Charity?	Yes No (Please circle)

Main contact for the Project

Name	
Position Held	
Address (if different from above)	
Contact Telephone Number	
Email Address	

2. Proposed Project

Project Title & Description	
Address/Location of your Project Please submit a map/plan indicating the location of your project and showing where your project will be placed	
Planned Start Date	
Planned End Date	
Why is the project needed? Please explain & provide evidence as applicable	Research that led to the project being chosen; Consultation exercises carried out with the local community, Strategies which identify this project, Minutes of any meetings where this project was discussed.
What security of Tenure do you have on the site and/or facility?	Freehold Leasehold Other (Please State)
If you are not freeholders of the land please provide details of the owners and evidence permission has been given for your project	
Are there any restrictions on accessing the use of the land for the proposed project? If so, please provide details including detail of any times the facility/land is closed and/or gated etc	Yes No (Please circle)

3. Project Funding

Is there a complete funding package in place for this project? The District Council will not release S106 funds unless a full package to cover the complete cost of the project is in place and full detail is provided.

Total cost of project?	£		
Total S106 Contribution?	%	£	
Is your organisation VAT registered?	Yes	No	(Please circle)
Are you able to reclaim VAT for this project?	Yes	No	(Please circle)

Partnership Funding

Funding Sources		Amount Secured (£)	% Cost of Project (£)	Secured / Unsecured	Date Secured/Expected decision date
Total					

Where projects are above £10,000, please provide **three** copies of professional estimates, tenders or quotations and also complete details below.

Where projects are below £10,000 **at least** one written quotation must be obtained, however if only one quote has been provided the Council require the applicant to demonstrate best value has been achieved.

Please provide all obtained complete quotations in full for the project

VAT should not be included in these costs where it is recoverable.

Name of Scheme/Project: _____

Quote 1:

Preferred Supplier? Yes No (Please circle)

Supplier Name: _____

Project Items for above Scheme	Total Amount Quoted (£)	Amount Requested from S106 (£)
Total Excl VAT		
Total incl VAT (if not recoverable)		

Quote 2

Preferred Supplier? Yes No (Please circle)

Supplier Name: _____

Project Items for above Scheme	Total Amount Quoted (£)	Amount Requested from S106 (£)
Total Excl VAT		
Total incl VAT (if not recoverable)		

Quote 3

Preferred Supplier? Yes No (Please circle)

Supplier Name: _____

Project Items for above Scheme	Total Amount Quoted (£)	Amount Requested from S106 (£)
Total Excl VAT		
Total incl VAT (if not recoverable)		

If the organisation's preferred supplier has not submitted the cheapest quotation for the project please explain your reasons for choosing this supplier	
--	--

Future Maintenance & Repairs

Please provide detail of how future running costs of the project will be sustained	
--	--

4. Checklist

Please confirm you have completed the following tasks	Please tick
I have contacted the S106 Monitoring Officer to discuss this project	
I have secured approval from the landowner (if not owned by the applicant)	
I have read and completed all sections as fully and accurately a possible	

Please enclose the following with your application	Attached	Not Applicable
1. Evidence of planning permission & relevant consents ie Listed Building Consent/Building Regulations etc, if required		
2. Evidence of landowner permission , if land is not in the organisations ownership		
3. Plans, Drawings and/or maps for the project		
4. A minimum of 3 formal, written, comparable, current quotations for capital elements of the project above £10,000 OR At least 1 formal, written, comparable, current quotation for capital elements of the project under £10,000 & demonstration best value has been achieved		
5. Have the Parish Council been advised of the project and level of S106 funding sought (if this application is not being made by the Parish Council)		
Please indicate if your Organisation has the following adopted Policies	Yes	No
6. Equal Opportunities Policy		
7. Open Access Policy		
8. Child Protection Policy		

5. Declaration

I confirm that to the best of my knowledge the information contained in the form is complete and accurate and that I have completed the checklist above

Signed	
Print Name	
Position in Organisation	
Date	

Return your completed forms and supplementary documents to

Email:

planning.obligations@blaby.gov.uk

(Forms completed electronically must be printed, signed and scanned before returning).

Or Post:

S106 Monitoring Officer, Planning & Economic Development, Blaby District Council,
Council Offices, Desford Road, Narborough, Leicester LE19 2EP