



S106 Grant Funding Application Guidance

When applying for S106 Grant Funding please read this guidance when completing the application form which can be accessed via the following link:-

<https://www.blaby.gov.uk/planning-and-building/guidance-and-policies/section-106-agreements/>

All submitted S106 Grant Funding applications must be received by the District Council at least **10 working days** prior to the date of the Planning Obligations Monitoring Group meeting, as it cannot be guaranteed that applications received after this date will be included on the agenda and considered at the meeting.

In addition, please also note where applications are submitted incomplete or require additional information it cannot be guaranteed they will be included on the Agenda and considered at the meeting, if the required information is not received and complete at least **10 working days** prior to the date of the Planning Obligations Monitoring Group meeting.

The Planning Obligations Monitoring Group meet approximately every six weeks, please email planning.obligations@blaby.gov.uk to obtain upcoming meeting dates.

It is strongly encouraged Organisations and Parish Councils submit S106 Grant Funding Applications at the earliest opportunity when an off site open space contribution has been paid to the District Council. As S106 money will only be committed to fund a project once an application is submitted and formally approved by the Planning Obligations Monitoring Group

Organisation Details

Please provide full detail of the organisation applying for funding, along with the main contact for the project

Proposed Project

Please provide a plan or map showing the area on which the project is to be sited and mark clearly the exact placement of the proposed project

- Please advise if there are any restrictions on the area of public open space and provide full detail, this may include but is not limited to:-

If gates are erected and locked at times preventing vehicular and/or pedestrian access to the public open space and/or proposed project

- If Membership is required to access the proposed project and area of public open space e.g. a private sports club etc
- If usage of the public open space and project is limited to certain times

- If the public open space area/building/project is only accessible at certain times/days
- If there is a financial cost imposed on the public when accessing the public open space and/or proposed project

Project Funding

The District Council is unable to provide legal advice to a Parish Council or Organisation applying for s106 funding on procurement, however, as these off site open space funds are public money their expenditure is the responsibility of the District Council and it is essential Parish Councils and Organisations follow the correct procurement procedures.

Please provide detail of how your procurement was achieved and a copy of all related documents. In addition, where a Tender Process has been carried out please include copies of all adverts displayed on Contract Finder and full detail of the Tender Process undertaken.

Please provide all obtained supplier quotations in full

Checklist

Please contact the S106 Monitoring Officer to discuss each project, and include full details of the proposed project so eligibility advice can be given.

It is important applicants contact the S106 Monitoring Officer when developing schemes/projects and prior to applying for s106 funds so eligibility advice can be given. In addition, as any organisation that owns or maintains an area of public open space is able to apply for off site open space funding, this may result, on occasion, more than one organisation intending to apply for funds and so it is important advice is provided to organisations at the earliest opportunity.

Please ensure all documents required are provided in full.

Noticeboards

When submitting S106 Grant Funding applications for new or replacement noticeboards please note that funding will not be given if the noticeboards are only placed on areas of Public Open Space. The noticeboards must also serve a function of the Public Open Space on which they are sited, for example, display notices for that area of Public Open Space. Therefore, evidence of this will be required when making applications of this nature.

Replacement Play/Gym Equipment

All S106 Grant Funding applications for replacement play/gym equipment must be justified by clear evidence of need, including photos and/or a ROSPA (or equivalent) report(s), demonstrating reasons for the need of replacement for applications to be considered.