

Bidding Form Guidance for Applicants

Section 1: Applicant Information

Please provide contact details including the name of the person that will receive correspondence concerning the bid application; we may wish to request additional information or clarification during the bid-evaluation process.

Section 2: Infrastructure Project Overview

Please use this section to provide brief details of the Project and its location. Any maps and plans considered to be helpful to identify the project should be simple, easy to understand and ideally provided in A4. They should be attached electronically at the end of the form. In 2.4 a diagram of the partnership may be beneficial.

Section 3: Bid Justification

Please use this section to provide your reasons why you think this Project should be prioritised for CIL funding.

Section 4: Current Status of the Project

This section provides an opportunity to explain how 'shovel ready' the project is at present – whether it is ready for implementation or whether there are hurdles to overcome before commencement can be considered, include funding and issues as well as current constraints, you can provide more detail about constraints in later sections.

Section 5: Current Funding for the Project

This section provides the space to outline the amount of CIL funding you are seeking and how this fits with other funding you are seeking/have secured.

Section 6: Delivery Timescale

Here you can outline the anticipated Project programme, particularly indicating key milestones for the Project.

Section 7: Constraints

If there are constraints that apply to your project, please indicate which category they fall into and provide some further detail regarding where issues have been overcome or where there are issues yet to be resolved.

Section 8: Links to Other CIL Funding Regimes

This section provides the opportunity to supply details of projects that cover more than one CIL Charging Authority. This could be projects which bridge two or more charging authorities in geographic terms (e.g. the development straddles administrative boundaries) or it could be a service provided in one charging authority area which also provides benefits in another/to others.

Section 9: Governance

Please indicate in this section the arrangements for the sound and proper implementation of the project and the proposals for the ongoing maintenance and upkeep of the item of infrastructure.

The assessment of bids

Bids will be assessed on their own merits but may come up against other bids made into the same pot of money. Bids will therefore be assessed using strengths, weaknesses, opportunities and threats (SWOT) model and scores will be allocated in each category and an overall score awarded, which will allow decisions between projects to be made more easily if necessary. Information you are able to provide to support your bid will facilitate the assessment process and evidencing the work you have undertaken in preparing for the implementation of your infrastructure project, including any support from the local community will be helpful and may strengthen your case.

The Infrastructure Delivery Officer will make an initial review and assessment of the bids and prepare a short report to the Executive Board, which is made up of 4 Council Members and 4 Officers including a legal, financial and planning representative. The Executive Board will make recommendations to Cabinet and Cabinet will approve the release of CIL funds as they see fit.