



## HARBOROUGH DISTRICT COUNCIL

### Application for Section 106 funding

**Please note** that in all instances funding will only be directed towards projects which meet the specific requirements for spending contained in the Section 106 agreement from where the monies are to be taken.

Please note if completing the form electronically the tick boxes can be selected by right clicking on the box and selecting 'add text'. The insertion of an 'X' will suffice.

## SECTION ONE – About your group or organisation

(Before you start this application – please refer to the guidance notes)

<b>1.1 Name of your group or organisation</b>	
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<b>1.2. Name of Contact</b>	<p><b>(Contact 1)</b> Name: Position held in group / organisation: Tel No: Mobile No: Address: Email:</p> <p><b>(Contact 2)</b> Name: Position held in group / organisation: Tel No: Mobile No: Address: Email:</p>
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## SECTION 2 – Eligibility Criteria

<b>2.1 Is your organisation</b>  (Please tick or cross the box which best reflects the nature of your group or organisation)	A: Town/ Parish Council <input type="checkbox"/>
	C: Community Group or organisation with a constitution <input type="checkbox"/>

<b>2.2 Previous requests for S106 funding</b>	<b>Have you applied for S106 funding in the past?</b> <input type="checkbox"/> <input type="checkbox"/> <b>YES NO</b>
	<b>If yes - have you provided a Completion Report and invoices for any previous projects?</b> <input type="checkbox"/> <input type="checkbox"/> <b>YES NO</b> (please submit prior to applying for further funding)

<b>2.3 Please answer the following questions around access and charging</b>	<b>Will the community be able to access the facility/site for purposes intended?</b> <input type="checkbox"/> <input type="checkbox"/> <b>YES NO</b>
	If 'No' please provide further information:
	<b>Will the facility be free of charge?</b> <input type="checkbox"/> <input type="checkbox"/> <b>YES NO</b>
	If you are intending to charge for facilities, please give clarification on the costs and reason for charging:

<b>2.4 Strategic significance of the Project</b>  ALL PROJECTS ARE EXPECTED TO ENHANCE THE QUALITY OF OPEN SPACE OR A COMMUNITY FACILITY. Projects will be assessed to see how they fit with other local priorities identified in strategies and policies.	<b>Is your project specified in: A HDC Plan or other adopted Strategy, Neighbourhood Plan or Section 106 Agreement?</b> <input type="checkbox"/> <input type="checkbox"/> <b>YES NO</b>
	(Please specify)
	<b>If your project is not covered by a plan or strategy, what evidence do you have to prove there is a need for the project?</b>

	(Please provide further information and submit supporting documents – refer to guidance notes)
	<b>Will the funding:</b>  <b>A Increase the quantity or capacity</b> <input type="checkbox"/> <input type="checkbox"/> <b>YES NO</b>
	<b>B Increase diversification</b> <input type="checkbox"/> <input type="checkbox"/> <b>YES NO</b>
	<b>C Enhance the accessibility</b> <input type="checkbox"/> <input type="checkbox"/> <b>YES NO</b>

### SECTION 3 – About your Project and the Funding you are applying for.

<p><b>3.1 What funding are you applying for?</b></p> <p><b>Funding requests above £50,000 will require a project proposal and business plan.</b> You will need to investigate value for money and obtain a number of quotes – see guidance notes.</p> <p>*Please refer to the guidance notes to see if a direct payment is applicable to your Parish or Organisation.</p>	<p><b>Up to £25,000</b> <input type="checkbox"/></p> <p><b>Over £25,000</b> <input type="checkbox"/></p>
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**3.2 What is the name and address of your project?**

**3.3 In which Parish is your Project?**

**3.4 Describe your project.**

**3.5 If you are not a town or parish council, have you consulted with the relevant town or parish council for the area where the project is to take place?**    
**YES NO**

**Do you have their support?**

**Evidence.....**

.....

N.B. In some cases S106 contributions may be derived from a development in a neighbouring parish. Where this is the case their support may also be required.

**3.6 Have you consulted with the relevant Harborough Councillor/s for the area where the project is to take place?**    
**YES NO**

(Please refer to guidance notes for Member contact details)

<b>3.7 Which specific group is your project aimed at?</b>  (Please tick all boxes that apply)	All of the community	<input type="checkbox"/>
	Children of 4 – 12 years	<input type="checkbox"/>
	Young people between 12 and 18	<input type="checkbox"/>
	People with a disability	<input type="checkbox"/>
	The elderly	<input type="checkbox"/>
	Other – please specify target users:	

<p><b>3.8 Where will the community come from that will be directly benefiting from your project?</b> (Please tick all boxes that apply)</p>	Within a few streets of the project	<input type="checkbox"/>
	The whole village / town	<input type="checkbox"/>
	Surrounding villages and towns	<input type="checkbox"/>
	By visitors coming from further afield	<input type="checkbox"/>

<p><b>3.9 Which type of facility or open space will your project help to improve?</b> Please refer to guidance notes for Allotment and Cemetery contributions. (Please tick all boxes that apply)</p>	1. Parks & Gardens;	<input type="checkbox"/>
	2. Natural & semi-natural green spaces	<input type="checkbox"/>
	3. Outdoor public access sports facilities: available for community games	<input type="checkbox"/>
	4. Amenity green space	<input type="checkbox"/>
	5. Greenways	<input type="checkbox"/>
	6. Provision for children and Young people	<input type="checkbox"/>
	7. Allotments & Community gardens	<input type="checkbox"/>
	8. Cemeteries /closed Churchyards Burial grounds	<input type="checkbox"/>
	9. Civic Spaces	<input type="checkbox"/>
	10. Community Facilities (i.e., village halls)	<input type="checkbox"/>
	11. Indoor Sports facility (above 3 courts)	<input type="checkbox"/>

<p><b>3.10 Please state timescales (provisional start date and completion) see guidance notes re: spend by dates.</b></p>
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**3.11 What other Matters need to be considered before your project can start?**

**3.12 Are you VAT registered?**    
**YES NO**

**If yes, please provide VAT Registration Number: .....**

**3.13 To ensure value for money, you are required to obtain a number of quotes for your project. The Council reserves the right to a declaration on quotes. Please refer to guidance notes for further information.**

**Please provide details of your preferred supplier:**

**Preferred Supplier: .....**

**Reason .....**

**3.14 How much funding are you applying for from this grant scheme?**  
**(Project total should = S106 funding request + funding pending + secured)**

Please do not include VAT in your expenditure if you are VAT registered:

<b>TOTAL value of the Project</b>	<b>£</b>
<b>Amount of S106 funding applied for</b>	<b>£</b>
<b>Other funding secured</b>	<b>£</b>
<b>Other funding pending</b>	<b>£</b>

**3.15 Does the Project need Planning Permission or any other formal consent and if so have you applied for and received the necessary permission?**    
**Yes No/NA**

**Evidence.....**

**3.16 Is this part of a larger project?**

**Yes**

**No**

**If yes, please tell us about the funding you have you applied for or secured:**

**3.17 Who is responsible for overseeing the delivery of project?**

**3.18 Equality and Safeguarding**

**Does your organisation have an Equalities Policy**

**Yes**

**No**

**Does your organisation have a Safeguarding Policy**

**Yes**

**No**

Please refer to the guidance notes regarding these policies

## SECTION 4 – Declaration

- 1. I am authorised to make the application on behalf of the above organisation**
- 2. I confirm that our organisation has the necessary governance in place to ensure audited accountability for the spend of any money allocated through the HDC grant process.**
- 3. I certify that the information in this application is correct.**
- 4. If the information in the application changes in any way I will inform Harborough District Council**
- 5. I understand that the information given in this form (with the exception of bank statements) may be made available to members of the public and/or other organisations.**
- 6. If successful, I agree to abide by the terms and conditions of the grants awarded as set out in an offer letter.**

**I agree to participate in monitoring, auditing and reporting feedback related to HDC grant funding as agreed in the terms of conditions when accepting the grant.**

*\*If you are sending this form by email you do not need to include a signature. We will keep a copy of the email as confirmation of your agreement.*

**Signed:**                    ***Signatory one***

**Signed:** .....

**Name** .....

**Date:** .....

***Signatory two***

**Signed:** .....

**Name:** .....

**Date:** .....



**Application checklist:** (please refer to guidance notes for details)

- ✓ **Bank statements**
- ✓ **Constitution**
- ✓ **Funding secured letters**
- ✓ **Planning permission or lease**
- ✓ **Business proposal for applications above £50,000**

Please send your completed form and any supporting information to:

**[grants@harborough.gov.uk](mailto:grants@harborough.gov.uk)**

If you require this document in alternate format or wish to discuss an idea for a project in more detail, please contact [grants@harborough.gov.uk](mailto:grants@harborough.gov.uk) in the first instance