**Key Project information**

An application to allocate local CIL can only be taken forward when:

* There is a clear description of the project outlining how much money is likely to be needed and for what purpose.
* Every party with a legal interest in or responsibility over the land / buildings where the project will be undertaken agrees to it taking place.
* Sufficient local CIL funds have been collected in the ward and are available to deliver the project / the relevant part of the project.
* A project manager or party has been identified who is responsible for delivering the project.
* There is a clear timetable for the delivery of the project and there is a deadline for the funds to be spent.

**Assessment criteria for proposed CIL allocations**

All applications will be considered against the following criteria and some explanation will be needed of how these are met: Answering all the questions on the standard form will help to ensure a fair consideration of any proposals.

* How does it support growth/ address the impacts of development in the area? Support for the development of the area is a prerequisite for the spending of local CIL.
* Who will benefit from the project and how does it reduce or tackle inequality? Projects should be of benefit to local people, and tackling inequality is a core principle of the Camden Plan.
* For facilities and services how does the proposal promote equality of access? This will be necessary to ensure funding for facilities and services provide equality of access.
* Is there an ongoing revenue cost (to Camden or otherwise) which has not been met through the project funding, and how will this be addressed? There will need to be a clear approach to addressing any ongoing revenue liabilities.
* Will the project affect Camden service provision or impose other costs on the Council? Projects which could bring negative impacts on service provision or budgets should be avoided.
* Is it included in an adopted plan or strategy or a Neighbourhood Plan?
* Is it an identified local priority?
* Is the project receiving funding from elsewhere?
* Does it have the support of all ward members or does one of the members have a connection with the project? Where this not clear the decision to fund will be taken in consultation the Cabinet Member for Investing in Communities Culture and an Inclusive Economy.

***Choosing your projects for local CIL allocation.*** The CIL collection process is quite lengthy and it is not always certain when the funds will be received from developers. Therefore, only the local CIL which has been cleared through the Council’s accounts will be available for ward members to allocate. With this in mind then any local CIL allocations should not exceed the amount of (unallocated) money which has been collected. Given that consultation has been carried out on the local CIL funding priorities it is expected that the funding allocations should usually relate closely to these priorities.

***Deciding who should deliver the project.*** It will be important to identify a responsible delivery organisation / body (and wherever possible a Project Manager) at an early stage in the allocation process. This party will be responsible for the day to day management of the project including any procurement of good / services and the funds would be released to them when needed. They would need to be in a position to ensure that the project can be delivered. The Project Manager could be a member of a community organisation or an officer within a Camden Service depending on the nature of the project.

***Projects that need to be delivered by Camden Council:*** It is likely that any projects carried out in the public realm/on Council-owned land would need to be designed and delivered by or in conjunction with Camden services and may need to be fitted around their existing work plans and take account of existing staffing levels. The costs of any feasibility or design work, as well as project management, will need to be funded as part of the local CIL allocation. These factors will affect the nature, timescales and cost of projects. If you need advice any about who to propose as a Project Manager, please contact us prior to the submission of your local CIL Allocation Form at CIL@camden.gov.uk