

## APPENDIX A: SCORING MATRIX AND ASSOCIATED GUIDANCE

### CRITERIA FOR ASSESSING SPEND LOCAL PROPORTION IN NON-PARISHED AREAS

Screening	Yes	NO
<b>Infrastructure/Address demands of Development</b> Does it fund a project that falls within the CIL Regulations (2010)? <ul style="list-style-type: none"> <li>• Yes – Proceed</li> <li>• No – Application declined</li> </ul>		
<b>Maintenance</b> Requires no future funding from NCIL OR has funding secured to maintain the project <ul style="list-style-type: none"> <li>• Yes – Proceed to scoring</li> <li>• No – Application declined</li> </ul>		
<b>Deliverability</b> Has the applicant supplied two quotes/final agreed quote? <ul style="list-style-type: none"> <li>• Yes – proceed to scoring</li> <li>• No – Application declined</li> </ul>		

Criteria	0	1	2	3	We <sup>1</sup>	Sc <sup>2</sup>
<b>Benefits of the project:</b> Level of community benefit of the project: <ul style="list-style-type: none"> <li>• 0 – None</li> <li>• 1 – Limited (Local benefit)</li> <li>• 2 – Moderate (More than local benefit <b>OR</b> disadvantaged group (those with Protected Characteristics Equality Act)to benefit)</li> <li>• 3 – High (Most of the community to benefit <b>OR</b> significant disadvantaged group (those with Protected Characteristics - Equality Act 2010) to benefit)</li> </ul>					3	
<b>Public Support:</b> Level of public support for the project. This must be demonstrated with evidence. <ul style="list-style-type: none"> <li>• 0 – None</li> <li>• 1 – Limited (one of: Member, Community Group, demonstration of wider community)</li> <li>• 2 – Moderate (two of above)</li> <li>• 3 – High (all three of above)</li> </ul>					3	
<b>Council Plan:</b> Supports a priority identified in the Council Plan. <ul style="list-style-type: none"> <li>• 0 – None</li> <li>• 1 – Limited (1 priority identified)</li> <li>• 2 – Moderate (2 priorities identified)</li> <li>• 3 – High (3+ priorities identified)</li> </ul>					2	

<sup>1</sup> Weighting

<sup>2</sup> Score

<p><b>Neighbourhood plan (where applicable):</b> Project identified in the Neighbourhood plan.</p> <ul style="list-style-type: none"> <li>• 0 – None (Not identified)</li> <li>• 1 – Limited (Identified but not as a high priority)</li> <li>• 2 – Moderate (Identified as priority in emerging neighbourhood plan)</li> <li>• 3 – High (Identified as high priority within an adopted/examined plan)</li> </ul>					2	
<p><b>Project Plan:</b> Details of the project have been specified/explored/agreed (to include timescale, specifications of project plans, quotes, deliverability of project etc.)</p> <ul style="list-style-type: none"> <li>• 0 – None (No detailed plans in place)</li> <li>• 1 – Limited (Plans at preliminary stage)</li> <li>• 2 – Moderate (Plans at draft stage)</li> <li>• 3 – High (All details specified and agreed)</li> </ul>						
<p><b>Funding:</b> Project has match funding in place to support the financing.</p> <ul style="list-style-type: none"> <li>• 0 – None (No other funding in place)</li> <li>• 1 – Limited (Some funding secured up to 20%)</li> <li>• 2 – Moderate (Additional funding secured up to 35%)</li> <li>• 3 – High (Fully matched funding or above ie 50% or higher)</li> </ul>						
<p><b>Location of Project</b></p> <ul style="list-style-type: none"> <li>• 0 – Project will benefit communities outside of the Borough</li> <li>• 1 – Project will benefit the wider Borough community</li> <li>• 2 – Project will benefit the local community surrounding the ward</li> <li>• 3 – Project will benefit the local ward community</li> </ul>						
<p><b>Mobile/Static Projects</b></p> <ul style="list-style-type: none"> <li>• 0 - Project is mobile (to be used across &amp; outside of the Borough)</li> <li>• 1 – Project is mobile (to be used within the Borough)</li> <li>• 2 – Project is mobile (limited to an area close to the ward)</li> <li>• 3 - Project is static</li> </ul>						
<p><b>Risk:</b> Risk identified of the project.</p> <ul style="list-style-type: none"> <li>• 0 – None (No risk identified)</li> <li>• -1 – Limited</li> <li>• -2 – Moderate</li> <li>• -3 – Significant (<b>Application Declined</b>)</li> </ul>					3	
<p><b>Total</b></p>						

**Ward with neighbourhood plan in place:**

Maximum score available = 42

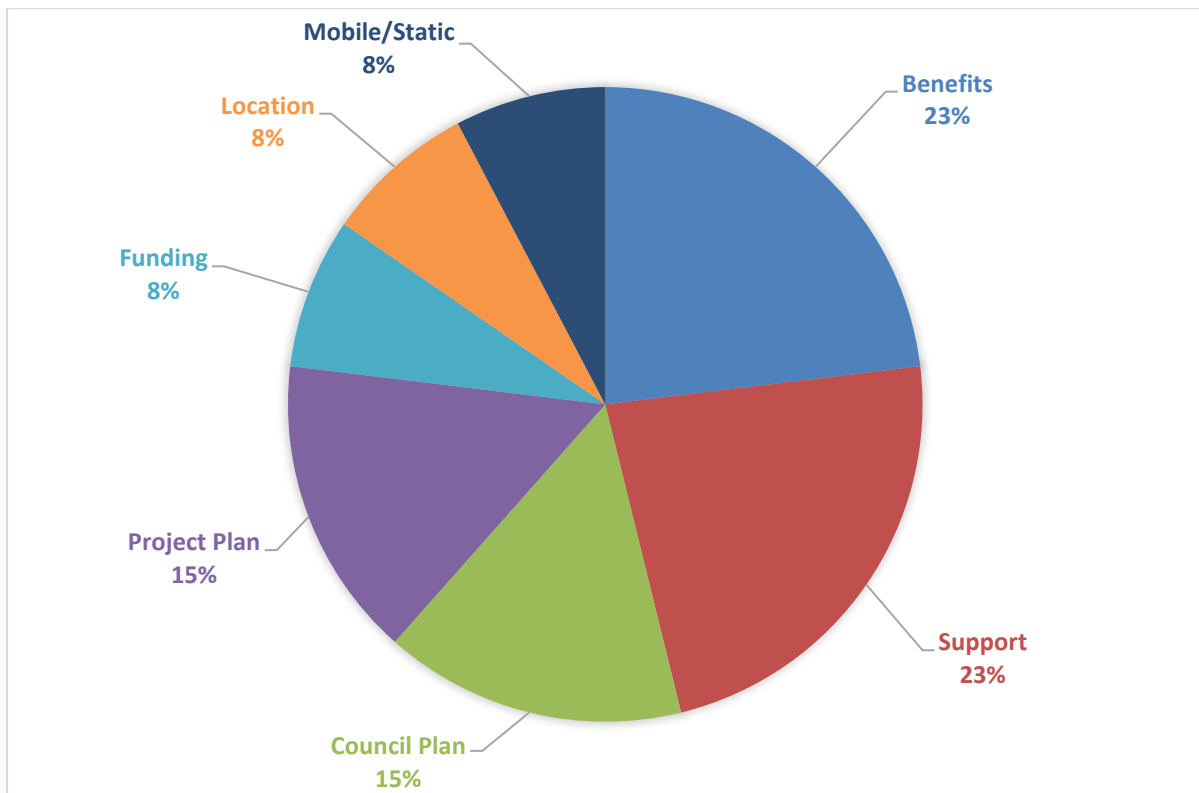
Minimum score to pass application = 18

**Ward without Neighbourhood plan in place:**

Maximum score available = 36

Minimum score to pass application = 16

The chart below shows a breakdown of how each of the individual criteria make up the overall assessment taking into account the weighting of the more important criteria.



## **CRITERIA FOR ASSESSING SPEND LOCAL PROPORTION IN NON-PARISHED AREAS – BID SCORING GUIDANCE**

### **What is Neighbourhood CIL (NCIL)?**

Neighbourhood CIL is intended to help address the demands of a new development on the local area. This neighbourhood proportion is up to 25% of CIL receipts in areas with an adopted Neighbourhood Plan and up to 15% (capped at £100 per existing council tax dwelling) in areas without a Neighbourhood Plan. Therefore, if development occurs in an area, funds will be collected for the community to use to mitigate any impacts they have identified. For example, this could include any increase in population due to new homes built, leading to more demand for the use of play equipment, and therefore would warrant upgrading.

At Solihull, a bidding system is open to communities to attempt to secure funding for projects that will benefit the local area. Solihull MBC aim to fund the most appropriate projects (for an area), to ensure this, a screening application form will enable officers to best allocate funding. The funding will be become available once the ward allocation pot reaches £10,000.

### **What NCIL can and cannot fund:**

The neighbourhood portion of CIL is an opportunity for communities to improve their local area. CIL can only be spent on capital projects and must come under the definition of **infrastructure** or be shown to **mitigate the impact of development on an area**. This means there is a very broad range of potential projects for communities to develop, which could include (but is not limited to):

- Sports/outdoor gym facilities and play equipment
- Green spaces, parks and community gardens
- Community infrastructure improvements i.e. expansion of village halls or the provision of more facilities for the community

NCIL cannot be used to fund solutions to pre-existing deficiencies in infrastructure provision, unless those deficiencies can be proven to be made worse by new development. NCIL cannot fund projects that are considered to be events (such as village fetes or firework displays).

### **Who can apply?**

Applications are invited from a range of organisations. It would normally be expected that these organisations would operate on a not-for-profit basis. They could include statutory infrastructure providers, community groups, residents' associations, registered charities, state schools and a variety of community groups. Applications by membership organisations must be able to demonstrate a wider community benefit. Any funding applications for new or improved facilities should be accessible to a variety of people within the community. Applications must be received from the delivery organisation rather than an individual.

### **Procurement**

Applications for projects costing between £1,000 and £5,000 should include at least one quotation for the work. Projects over £5,000 should seek at least two quotations.

## **Payment of Grant**

Funding for successful grant applications can be paid in advance of the project being started. There will normally be a monitoring condition to enable SMBC to check progress of the project and a sign-off when the Council has been notified that the project has been completed. It will be expected that projects will be completed within 12 months of the grant being paid, unless prior agreement is reached with the applicant. In the event that a project has not been completed within the agreed period or has not be implemented as set out in the grant application, the Council will require repayment of all or part of the grant.

**The following criteria will be used to assess your application. Applicants are encouraged to try and demonstrate how they meet the various criteria in the application form. Evidence to support what is written in the application is preferred and will help us determine the most appropriate bid(s).**

### **1. Criteria for Community Bids**

All applications *must* provide a detailed description of the nature of the project, including how much money is likely to be needed and for what purpose. It must identify every party with a legal interest in or responsibility for the land/buildings where the project will be undertaken. The key stakeholders included in the project must be in agreement as to the nature of the project (including, spending cost, timescales, extent etc.).

An application to allocate NCIL will be unable to be taken forward for consideration if it does not make an attempt to meet all of the criteria below:

#### **1.1. Maintenance:**

The project should be self-sufficient in the maintenance of infrastructure and/or services.

There should not be an on-going revenue cost (to Solihull or otherwise) which has not already been sufficiently met through existing project funding. There will need to be a clear approach outlined in meeting any outstanding/on-going liabilities that the project may face.

#### **1.2. Benefits of the project:**

The project should demonstrate some level of community benefit from the project.

Demonstrate the levels of community benefit of the project:

- Limited - Local benefit – *this could include the immediate local area/community*
- Moderate - More than local benefit OR disadvantaged group to benefit – *this could include a wider level of the local community, or a group that has seen a lack in provision in the particular service that the project is aiming to create/provide. Similarly, this could be an identified disadvantaged group that will benefit greatly from the project.*
- High - Most of the community to benefit – *the wider community area, potentially including some disadvantaged groups (if identified in the area). The community benefit of the project here is seen to be necessary and would be well received by all.*

Projects that demonstrate higher levels of community benefit will be scored higher than those projects with less community benefit demonstrated.

### **1.3. Public Support:**

The project should demonstrate some level of public support for the project. This may include

- a. Ward Members
- b. A community group,
- c. Another demonstration of the wider community

Projects with more demonstrations of support (listed above) may be favoured in decision making or in the allocation of funds. Demonstration of public support can be in the form of public petitions, outcomes of community consultations or appraisals, outcomes from open days, letters of support, or fundraising initiatives in support of the potential project. More demonstrations of support will add weight to your application.

### **1.4. Council Plan:**

The project should attempt to support a priority identified in the Council Plan.

Projects will be favoured if they identify more priorities in the Council Plan (3+ priorities identified being the most favourable). This will ensure that the Council, ward members and the community are working together to achieve these goals to best serve the borough.

<https://www.solihull.gov.uk/About-the-Council/The-Council-plan>

### **1.5. Neighbourhood plan (where applicable):**

Where a neighbourhood plan is in place, infrastructure projects that contribute to priority/priorities will score favourably in and will be more likely to receive funding.

If a neighbourhood plan is not in place, this will not reduce a project's likelihood of securing funding, as bids are assessed against bids within the same ward, rather than on a borough wide basis.

### **1.6. Project Plan:**

Applicants should also have a clear timetable for the delivery of the projects, including a deadline for the funds to be spent. Detailed designs and costing of the project are heavily desired, and will aid in officer's assessment of bids and the final Member Decision making process.

The projects will be scored against the level of development of project plans, with the most developed projects potentially favoured in the application process. This will ensure the timely delivery of projects, which in turn will benefit communities and mitigate the potential impacts of development.

### **1.7. Funding:**

A project will not be taken forward unless there is a clear description of the project outlining how much money is likely to be needed and for what purpose. Furthermore, for projects to be approved

for funding, sufficient CIL funds must have been collected in the ward. If applicable, quotes that have been sought should be included to demonstrate that options for costing have been considered. These should be attached to the application form.

The project may benefit in the selection process through securing match/gap/crowd funding. Officers will prioritise projects that have attempted to look for/have secured alternative sources of funding. This is considered to be more beneficial to the project, and the NCIL process as this opens up the potential for more projects to be funded the NCIL pot.

### **1.8. Location of Project**

NCIL is location specific, meaning that projects that are located within the Ward from which the funds were collected, will be favoured. NCIL aims to mitigate the impacts of development, therefore, those who benefit from funding are likely to be impacted by development in their area. Where projects lie outside of the ward that they are bidding from, applicants will have to demonstrate the reasons why they believe funding should be used elsewhere.

This may include projects that are 'mobile' in nature and work across more than one ward. Applicants should attempt to demonstrate how funding will be used across communities and ward boundaries.

### **1.9. Risk:**

If significant risk is identified in the project, the application will be declined on this basis.

Potential risks may include:

- Risk to public safety/health
- Risk to the safety of individuals involved
- Risk that there is a significant chance of the project being left incomplete or not achieving outcomes identified.