



Guidance notes for the Neighbourhood Community Infrastructure Levy (NCIL) Ward Fund Application

September 2021

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GLOSSARY

Community Infrastructure Levy (CIL): A charge that local authorities can choose to place on a new development.

Collaborative Working: Also known as joint or partnership working - covers a variety of ways that two or more organisations can work together.

Constitution: The aims and rules that a group will use. It's a statement of what the group is going to do and how it is going to do it. A constitution should provide the structure for an organisation, describe its purpose, and define the duties and responsibilities of the officers and members.

Corporate Strategy: The long term vision of the Council.

Infrastructure: The basic systems and services that are needed in order to support the area for example, transport and communication systems, education, healthcare, open spaces and community facilities.

Local Assembly: An open Council led meeting where people from the ward work with local councillors to improve the area.

Local Plan: The Local Plan sets out a shared vision for the future of Lewisham along with the planning and delivery framework to achieve this vision.

Match Funding: Funds that are set to be paid in proportion to funds available from other sources.

Mayor and Cabinet: Makes the decisions on strategy, policy, service provision and finance and ensures that the council is run in accordance with the relevant statutory guidance and legislation.

Member: A locally elected Ward Councillor representing the local community.

Neighbourhood Community Infrastructure Levy (NCIL): A portion of CIL to be spent on local priorities.

Neighbourhood Forum: A Community group that is designated to take forward neighbourhood planning in an area without parishes. It is the Council's responsibility to agree a neighbourhood forum for the neighbourhood area.

Neighbourhood Plan: Neighbourhood Plans are planning policy documents that allow communities to have more influence and control over their local area to ensure that they get the right type of development for their neighbourhood, however they cannot influence or block development set out previously by the Local Plan.

Protected Characteristics: There are nine protected characteristics in the Equality Act. Discrimination that happens because of one or more of these characteristics is unlawful

under the Act. The characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Social Value: The difference an organisation or project can make to the community they are operating within over and above the direct delivery of their service.

Terms of Reference: Define the purpose and structures of a project, committee, meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal.

Ward: An electoral district within the borough represented by three councillors. The ward boundaries in Lewisham are due to change in 2022 with some wards being represented by two councillors. However, this process allocates funds within existing wards as these were the administrative structures within which the money being allocated was collected.

PURPOSE OF THIS GUIDANCE

This guide has been produced to explain how Neighbourhood CIL (NCIL) will be allocated and spent in the borough of Lewisham, providing guidance of how residents and communities can apply and participate in Lewisham Council's NCIL application process.

OVERVIEW

What is the Community Infrastructure Levy (CIL)?

Lewisham has been collecting CIL since 2015. CIL is a levy that local authorities can choose to charge on new development, which may be payable on development that meets certain criteria. CIL must be spent on infrastructure to support the development of an area, such as for schools, hospitals, roads, open space, and leisure facilities.

What is Neighbourhood CIL (NCIL)?

Neighbourhood CIL (NCIL) enables Local Authorities to allocate a portion of the CIL receipts collected to be spent on local priorities. The usual amount allocated to NCIL is 15% but in Lewisham the Mayor and Cabinet to allocate 25% of the CIL receipts to the NCIL fund to further empower local residents in the decision making process.

In Lewisham there are two NCIL funds;

- The ward fund which allocates money to each of the 18 wards in the borough to fund projects that are intended to benefit individual wards
- The borough fund which allocates money to projects that will benefit two or more wards in the borough or the borough as a whole.

Aims of NCIL strategy

The Neighbourhood CIL strategy has been developed to provide a framework for the meaningful participation of local communities to support development by participating in local investment in infrastructure, and to address the demands that development places on an area. It provides a framework that aligns to the Corporate Strategy 2018-2022 and supports the delivery of the Local Plan.

How is Neighbourhood CIL different to Strategic CIL?

Strategic CIL is used to support the development of an area by helping to fund strategic infrastructure projects, and comprises the majority of CIL collected. Priorities are identified by the Council, and allocations made to these projects.

Neighbourhood CIL is used to support the development of an area by helping to fund strategic infrastructure or projects that address the demands that development places on an area. Priorities are identified in collaboration with local communities, and allocations made by the Council to these projects where funding exists.

NCIL Ward Fund

The amount of money available varies each year as the NCIL fund receives 25% of all CIL collected in Lewisham. Each ward is assigned a portion of NCIL receipts to be spent in that ward, and a portion assigned to the entire borough, with the figures updated annually through the Authority Monitoring Report (AMR) and the Infrastructure Funding Statement (IFS). The Council is legally required to retain all CIL receipts (including NCIL) and to spend these in accordance with the CIL Regulations 2010 (as amended), such that funds are not transferred to third parties to allocate.

The agreed strategy for the allocation began with each ward selecting its own priorities for the allocation of funding. The agreement of these priorities was undertaken at local assemblies following consultation using the online platform [Commonplace \(www.commonplace.is\)](http://www.commonplace.is) which allowed residents to identify local priorities and support suggested projects they would like to see delivered within their locality.

A funding uplift for each Ward was agreed by Mayor and Cabinet in September 2021. Total funding available is **£2,931,270**. Projects are to be based on the agreed ward priorities which benefit local residents and their neighbourhoods. These priorities are set out in detail later in this guidance.

An over-arching Covid recovery priority has been agreed across all wards to assist in Lewisham's Covid-19 recovery allowing for projects that demonstrate a benefit to the recovery of the local community at ward level.

Applying for the NCIL Ward Fund

Who can apply for the NCIL Ward Fund?

Applications for NCIL funding are open to residents of Lewisham, including Ward Councillors, Neighbourhood Forums and other amenity, business and community groups made up of residents.

Applications for Ward funding can only be made by Lewisham residents. The Ward Assemblies, Ward Councillors, Neighbourhood Forums, and Local Charities will be expected to help facilitate this process. An established organisation or group will be required to manage the funding that is allocated.

Collaborative or partnership applications are encouraged across all funding bands. Cross Ward applications can only be made where there is a shared ward boundary and shared priority as approved at the local ward assemblies. The only exception to this is Rushey Green which agreed bespoke priorities – here it will need to be demonstrated that the agreed priorities across the two relevant wards are in alignment with the project.

Project criteria for the NCIL Ward fund

The NCIL Ward fund is a fund that the Council will allocate to projects in individual wards or more than one ward if a boundary is shared. As such all projects must demonstrate that they:

1. Meet the CIL Regulations ‘to support the development’ of an area through:
 - A. the provision, improvement, replacement, operation or maintenance of infrastructure; or,
 - B. anything else that is concerned with addressing the demands that development places on an area.
2. Address one or more of the NCIL Ward priorities. Individual Ward priorities, funding available and funding categories are detailed in Pages 19-37.
3. Align with a priority within the Corporate Strategy 2018-2022

In 2018 the council published its Corporate Priorities

<https://lewisham.gov.uk/mayorandcouncil/corporate-strategy/our-priorities>

You will need to identify which priority the project proposal is addressing and demonstrate how the project will bring about meaningful change. It is important to consider who the project will affect, and what the benefits of it will be. A copy of the Corporate Priorities is held on Ward NCIL application information page.

4. Will make a significant contribution to a Ward or across Wards that share a boundary.

A requirement of the Ward fund is that a project must benefit the specific ward. In this section you will need to identify how the project will deliver a significant impact on your local community. You will need to demonstrate how it will bring positive change. Here it is important to consider who the project will affect and what the benefits of it will be. At least **90 per cent** of the project beneficiaries must be made up of local ward residents.

5. Will make a significant contribution to addressing issues of local deprivation

Here you will need to demonstrate how the project proposal will bring around a positive change to communities and have a significant impact on deprivation. It is important to consider who the project will affect and what the benefits of the project will be.

In this section you must make reference to studies to support your proposal;

There are a number of links below that may provide useful information, evidence and data.

The Lewisham Observatory provides data, information and research about the London Borough of Lewisham. Link included here:

<https://www.observatory.lewisham.gov.uk/>

Lewisham's Joint Strategic Needs Assessment. Link included here

<http://www.lewishamjsna.org.uk/a-profile-of-lewisham>

The Healthwatch Lewisham Covid-19 Impact Study. Link included here;
[20201012 Lewisham The impact of COVID-19 on Lewisham residents.pdf](https://www.healthwatch.co.uk/20201012-Lewisham-The-impact-of-COVID-19-on-Lewisham-residents.pdf)
([healthwatch.co.uk](https://www.healthwatch.co.uk))

6. Offer value for money

The project proposal will need to demonstrate that it will deliver value for money (VFM) and must be linked to the project. Further information is provided on P.55.

7. Projects can therefore be to support the demands that development places on an area, for example, projects that support the development or growth of a local area such as:

- Youth projects
- Group, outreach and individual delivery
- Green space, play parks and outdoor furniture, trees
- Youth after school weekend projects and programmes

- Community activities that bring people together for common aims and to provide overall community development services
- Health and wellbeing projects to improve mental health and reduce social isolation
- Improving Air quality
- Community facilities

NCIL Projects

Examples of successfully delivered NCIL projects in London include:

- Works to enhance outdoor play facilities/ community spaces
- Works to enhance local green spaces
- Projects supporting communities & community cohesion
- Health & Wellbeing projects
- Traffic calming measures
- Community projects
- Covid recovery

Types of projects not eligible for the NCIL Ward Fund

As part of the NCIL framework, projects that will not be eligible for funding include:

- Projects such as refuse collection etc. that should be delivered by the Council or its partners as part of their normal functions
- Lobbying, political activity or the promotion of private interests
- Projects that will have a significant ongoing financial/revenue implications not covered by the bid, such as long-term maintenance or staff costs
- Projects that do not align with the local ward priorities
- Projects to be delivered borough-wide across Lewisham

HOW MUCH CAN I APPLY FOR?

Each ward has a specific allocation from the NCIL ward fund, there are two different funding categories – small and large grants. Dependent on the ward allocation the funds have been separated into funding categories, which are detailed in the individual ward funding page.

The grant that is applied for is dependent on the amount of funding required for the project proposal. The value of your project will determine what application form you will need to complete and submit.

Category A and B projects (up to £35k) – Application form A: Small grant (Short form)
Category C, D, E and F projects (£35k to £250k plus) – Application form B: Medium / Large grant (Long form)

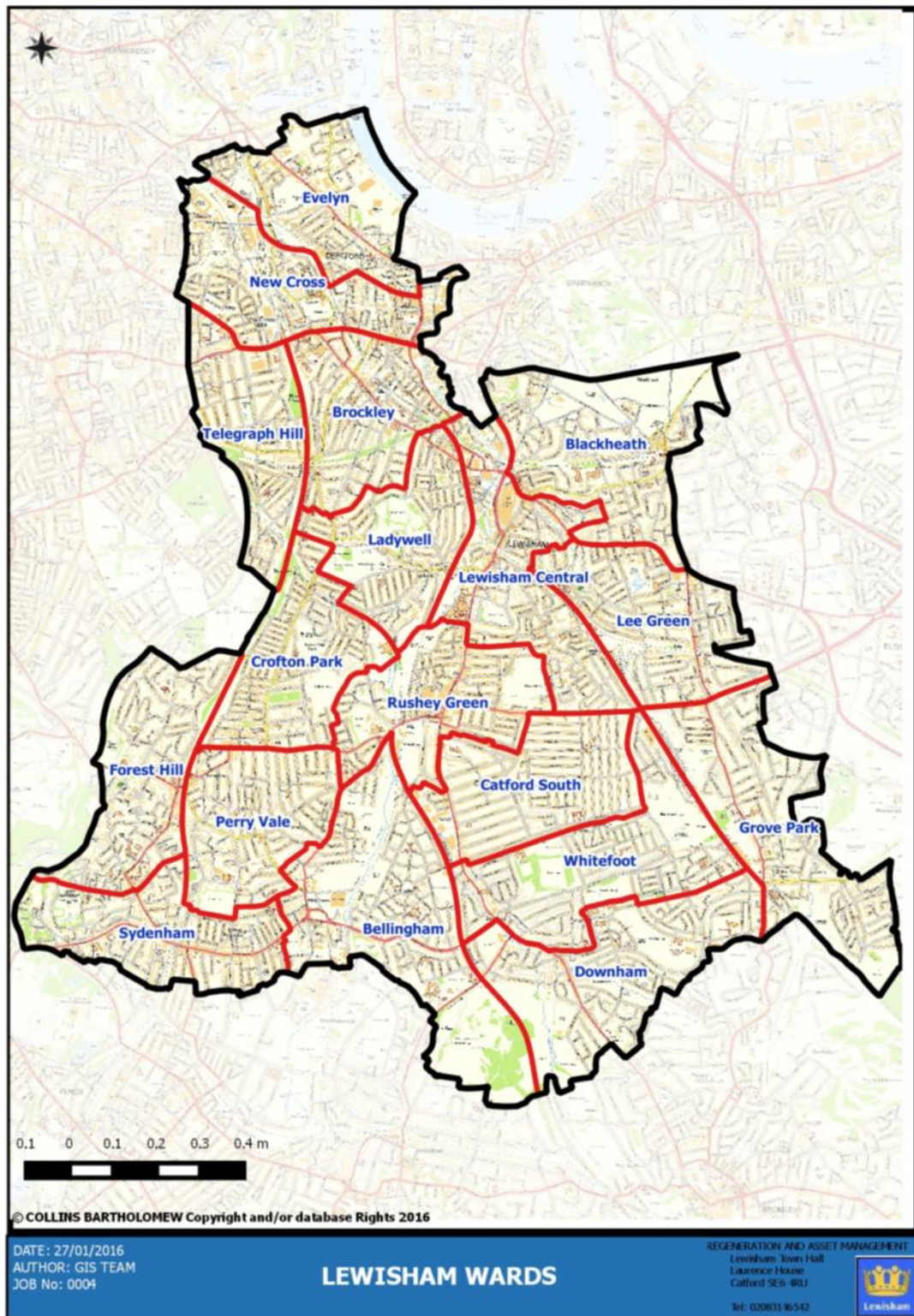
Project Category	Project Value
Category A	Grants up to £10,000
Category B	Grants from £10,000 - £35,000
Category C	Grants from £35,000 - £50,000
Category D	Grants from £50,000 - £100,000
Category E	Grants £100,000 - £250,000
Category F	Grants over £250,000

How can a project be awarded funding?

The process below details the stages that will make up the decision- making process of how your project will be allocated funding:

1. Launch / Open Call for applications 26 September – 21 November 2021 (8 weeks)
2. After the closing date, the community development team will complete due diligence, checking all paperwork and compliance against the NCIL framework criteria and one or more of the ward priorities. Applications that do not meet due diligence criteria will be removed prior to the full assessment process.
3. The long list applications will be internally assessed against the grant criteria and submitted to local ward assembly meeting to be held during January-February 2022
4. Projects to be agreed by ward assembly will be submitted for final approval to Mayor & Cabinet on in March 2022.
5. All applicants will be notified of a provisional offer or unsuccessful bid.
6. Decision letters will be sent out to applicants following the approvals process.
7. Grant agreements will be drawn up - agreeing the outcomes and monitoring arrangements.
8. Projects to be delivered by the Council or Council Partners will be designated a Project Manager to oversee delivery and will work in partnership with the applicant to agree design and timescale where applicable.

NCIL WARD FUNDING



NCIL WARD FUNDING

The table below sets out the funding available in each Lewisham ward. Click on your ward to see the local priorities, funding allocation and categories.

If you do not know which is your ward - [*Use this link to find your ward*](#)

<https://councilmeetings.lewisham.gov.uk/mgFindMember.aspx>

Ward	NCIL Funding 2022-2024	Community Development Officer
control & click to access your ward priorities & funding categories		
Bellingham	£86,040	Naomi Alexander Naomi.alexander@lewisham.gov.uk
Blackheath	£128,765	Naomi Alexander Naomi.alexander@lewisham.gov.uk
Brockley	£94,864	Marilyn Moore Marilyn.moore@lewisham.gov.uk
Catford South	£30,958	Naomi Alexander Naomi.alexander@lewisham.gov.uk
Crofton Park	£43,959	Sarah Lang Sarah.lang@lewisham.gov.uk Letizia.gambacorta@lewisham.gov.uk
Downham	£88,589	Paul Gale Paul.gale@lewisham.gov.uk
Evelyn	£691,020	Katie Drew Katie.drew@lewisham.gov.uk
Forest Hill	£65,926	Laura Luckhurst Laura.luckhurst@lewisham.gov.uk
Grove Park	£63,499	Paul Gale Paul.gale@lewisham.gov.uk
Ladywell	£62,923	Ade Joseph Ade.joseph@lewisham.gov.uk
Lee Green	£39,349	Ade Joseph Ade.joseph@lewisham.gov.uk
Lewisham Central	£465,884	Ade Joseph Ade.joseph@lewisham.gov.uk
New Cross	£405,109	Sarah Lang Sarah.lang@lewisham.gov.uk
Perry Vale	£145,181	Laura Luckhurst Laura.luckhurst@lewisham.gov.uk
Rushey Green	£253,097	Lucy Formolli Lucy.formolli@lewisham.gov.uk
Sydenham	£88,084	Sara Wickert Sara.wickert@lewisham.gov.uk
Telegraph Hill	£96,167	Sarah Lang Sarah.lang@lewisham.gov.uk
Whitefoot	£81,855	Paul Gale Paul.gale@lewisham.gov.uk

Funding Categories

Depending on the size of the NCIL ward funding pot, a number of categories have been set up, within each funding category there is an indicative number of applications that could be successful for funding.

There are a variety of permutations to distribute the allocated funding using the banding system. It provides an opportunity for a broad range of funding requests from the smaller under £10,000 to those over £250,000.

See the examples illustrated below;

Allocated Ward Funding: £127,000 Funding Category	Maximum number of successful applications
▪ Up to £10k	▪ 2
▪ £10k - £35k	▪ 1
▪ £35k - £50k	▪ 1
▪ Over £50k	▪ 1

Example 1

If the allocated ward funding is £127,000 – there would be four funding bands, each funding band would have a maximum number of successful bids up to the funding limit allocated.

2 bids at £8,000 = £16,000 plus 1 at £42,000 and 1 at £69,000 = £127,000.

Alternatively, it may be; **1 bid at £102,000 plus 1 at £25,000 = £127,000.**

Funding bids up to £35,000 would complete the application form for small grants and over £35,000 would complete the application form for large grants.

Example 2

Allocated Funding: £378,000 Funding Category	Maximum number of successful applications
▪ Up to £10k	▪ 5
▪ £10k-£35k	▪ 4
▪ £35k-£50k	▪ 3
▪ £50k - £100k	▪ 3
▪ £100k - £250k	▪ 2
▪ Over £250k	▪ 1

If the allocated ward funding is £378,000 – there would be six funding bands, each funding band would have a maximum number of successful bids up to the funding limit allocated.

4 bids at £10,000 = £40,000 plus 2 at £35,000, 1 at £66,000 and 1 at £202,000 = £378,000

Alternatively, it may be **1 bid at £300,000 plus 1 at £78,000 = £378,000.**

However, in the main it is expected that for wards with significant funding there will be a good mix of different grant sizes although this will depend entirely on the quality of the bids and the level of support they receive.

Funding bids up to £35,000 would complete the application form for small grants and over £35,000 would complete the application form for large grants.

Ward Funding Breakdown			
Ward	Fund	Funding Categories	Maximum Successful Bids
Bellingham	£86,040	Up to £10k	3
		£10k - £35k	2
		£35k - £50k	1
		Over £50k	1
Blackheath	£128,765	Up to £10k	3
		£10k - £35k	2
		£35k - £50k	2
		£50k - £100k	2
		Over £100k	1
Brockley	£94,864	Up to £10k	3
		£10k - £35k	2
		£35 - £50k	1
		Over £50k	1
Catford South	£30,958	Up to £10k	2
		Over £10k	2
Crofton Park	£43,959	Up to £10k	2
		£10k - £35k	2
		Over £35k	1

Downham	£88,589	Up to £10k	3
		£10k - £35k	2
		£35k - £50k	1
		Over £50k	1
Evelyn	£691,020	Up to £10k	10
		£10k - £35k	6
		£35k - £50k	6
		£50k - £100k	4
		£100k - £250k	2
		£250 - £500k	2
		Over £500k	1
Forest Hill	£65,926	Up to £10k	2
		£10k - £35k	2
		£35k - £50k	1
		Over £50k	1
Grove Park	£63,499	Up to £10k	2
		£10k - £35k	2
		£35k - £50k	1
		Over £50k	1
Ladywell	£62,923	Up to £10k	2
		£10k - £35k	2
		£35k - £50k	1
		Over £50k	1
Lee Green	£39,349	Up to £10k	2
		£10k - £35k	2
		Over £35k	1
Lewisham Central	£465,884	Up to £10k	5
		£10k - £35k	4
		£35k - £50k	4
		£50k - £100k	3
		£100k - £250k	2
		Over £250k	1

New Cross	£405,109	Up to £10k	5
		£10k - £35k	4
		£35k - £50k	3
		£50k - £100k	3
		£100k - £250k	2
		Over £250k	1
Perry Vale	£145,181	Up to £10k	4
		£10k - £35k	2
		£35k - £50k	2
		£50k - £100k	2
		Over £100k	1
Rushey Green	£253,097	Up to £10k	5
		£10k - £35k	3
		£35k - £50k	3
		£50k - £100k	2
		£100k - £250k	2
		Over £250k	1
Sydenham	£88,084	Up to £10k	2
		£10k - £35k	2
		£35k - £50k	1
		Over £50k	1
Telegraph Hill	£96,167	Up to £10k	3
		£10k - £35k	2
		£35k - £50k	1
		Over £50k	1
Whitefoot	£81,855	Up to £10k	3
		£10k - £35k	2
		£35k - £50k	1
		Over £50k	1

WARD PRIORITIES, FUNDING ALLOCATION AND GRANT CATEGORIES	
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Sydenham	34
Telegraph Hill	35
Whitefoot	36

Bellingham NCIL Ward Fund & Priorities 2022-2024		
NCIL Fund	£86,040	
Funding Bands	Up to £10k	2
	£10k - £35k	2
	£35 - £50k	1
	Over £50k	1
Ward Priorities	<ul style="list-style-type: none"> - Community Facilities /Development - Transport and streets - Open/Green spaces - Community Safety - Youth activities - supporting vulnerable people in the community - Covid Recovery 	

Blackheath NCIL Ward Fund & Priorities 2022-2024		
NCIL Fund	£128,765	
Funding Bands	Up to £10k	3
	£10k - £35k	2
	£35k - £50k	2
	£50k - £100k	2
	Over £100k	1
Ward Priorities	<ul style="list-style-type: none"> - Transport and streets - Open/green spaces and nature - Children's services and Youth activities - Community facilities - Air Quality - Community safety - Covid Recovery 	

Brockley NCIL Ward Fund & Priorities 2022-2024		
NCIL Fund	£94,864	
Funding Bands	Up to £10k	3
	£10k - £35k	2
	£35 - £50k	1
	Over £50k	1
Ward Priorities	<ul style="list-style-type: none"> - Transport and streets, Air quality and fly tipping - Community safety - Open/green spaces and nature - Community facilities - Youth - Arts and Culture - Covid Recovery 	

Catford South NCIL Ward Fund & Priorities 2022-2024		
NCIL Fund	£30,958	
Funding Bands	Up to £10k	2
	Over £10k	2
Ward Priorities	<ul style="list-style-type: none"> - Transport and streets - Air quality - Community safety - Open/green spaces and nature - Community facilities - Youth provision - Covid Recovery 	

Crofton Park NCIL Ward Fund & Priorities 2022-2024		
NCIL Fund	£43,959	
Funding Bands	Up to £10k	2
	£10k - £35k	2
	Over £35k	1
Ward Priorities	<ul style="list-style-type: none"> - Transport and streets - Community safety - Open/green spaces and nature - Air quality - Community facilities - Children and Youth services - Covid Recovery 	

Downham NCIL Ward Fund & Priorities 2022-2024		
NCIL Fund	£88,589	
Funding Bands	Up to £10k	3
	£10k - £35k	2
	£35k - £50k	1
	Over £50k	1
Ward Priorities	<ul style="list-style-type: none"> - Open/green spaces and nature - Community facilities - Transport and streets - Community safety - Youth Activities - Supporting our marginalised communities - Covid Recovery 	

Evelyn NCIL Ward Fund & Priorities 2022-2024		
NCIL Fund	£691,020	
Funding Bands	Up to £10k	10
	£10k - £35k	6
	£35k - £50k	6
	£50k - £100k	4
	£100k - £250k	2
	£250k - £500k	2
	Over £500k	1
Ward Priorities	<ul style="list-style-type: none"> - Open/green spaces and nature - Transport and streets - Community facilities - Air quality - Community safety - Covid Recovery 	

Forest Hill NCIL Ward Fund & Priorities 2022-2024		
NCIL Fund	£65,926	
Funding Bands	Up to £10k	2
	£10k - £35k	2
	£35 - £50k	1
	Over £50k	1
Ward Priorities	<ul style="list-style-type: none"> - Transport and streets - Community safety - Open/green spaces and nature - Community facilities - Air quality - Covid Recovery 	

Grove Park NCIL Ward Fund & Priorities 2022-2024		
NCIL Fund	£63,499	
Funding Bands	Up to £10k	2
	£10k - £35k	2
	£35 - £50k	1
	Over £50k	1
Ward Priorities	<ul style="list-style-type: none"> - Transport and streets - Open/green spaces and nature - Community facilities - Air quality - Community safety - Covid Recovery 	

Grove Park Neighbourhood Plan

The adopted Grove Park Neighbourhood Plan helped inform the process of identifying priorities with the Grove Park Ward.

Below is a table and description of projects that were submitted with the Plan. We welcome submissions for these projects to NCIL ward fund, they will be subject to the NCIL assessment process and will not be required to meet the ward priorities but will be required to the NCIL application criteria.

Grove Park Neighbourhood Plan Projects		
<u>Project Name</u>	<u>Project description</u>	<u>NCIL priority</u>
Reinstating the Youth Club into a Youth Enterprise Hub (Arts & Media Lab)	To reinstate the former Grove Park Youth Club and restore its architectural features as well as use the site as an enterprise hub and Arts and media Lab	Community facilities, community safety
A Network of Cycle Paths	To take advantage of the wide of the wide roads in the area and deliver a network of segregated cycle routes that will link the existing green chain walk	Transport and streets, community safety, air quality, open/green spaces
Implement a Forest Garden Along Railway Children Walk	To improve the designated Nature Improvement area along Railway Children walk, turning it into a forest garden, leading to Downham woodland and onto Beckenham Place park	Air quality, Open/green spaces, community safety
The Ringway Community Hub / Health and Wellbeing Centre and Outdoor Learning Centre	Proposals to make the centre a community hub and health and wellbeing centre by promoting its outdoor spaces as a centre for fresh air based learning	Community facilities, community safety, Open/Green spaces
Learning Hub	Provide a new building on the footprint of the Grove Park library site to deliver a community learning hub and diversify its offer to incorporate broader learning opportunities	community safety, community facilities,
Create an Urban National Park Connecting Grove Park's Nature Areas	Deliver a coherent, accessible, walkable public realm to encourage physical activity and cycling route. Improving the nature conservation value of the identified sites through restoration of habitats	Community facilities, community safety, Open/Green spaces, Air quality
Improve Green Infrastructure Along Strategic Walking Routes	Improved green infrastructure-led public realm improvements will be delivered to create healthier, tranquil active travel options	Open/green spaces, transports and streets, air quality, community safety

Ladywell NCIL Ward Fund & Priorities 2022-2024		
NCIL Fund	£62,923	
Funding Bands	Up to £10k	2
	£10k - £35k	2
	£35 - £50k	1
	Over £50k	1
Ward Priorities	<ul style="list-style-type: none"> - Transport and Streets - Air Quality - Open/Green spaces and nature - Community safety - Community Facilities - Supporting vulnerable people - Covid Recovery 	

Lee Green NCIL Ward Fund & Priorities 2022-2024		
NCIL Fund	£39,349	
Funding Bands	Up to £10k	2
	£10k - £35k	2
	Over £35k	1
Ward Priorities	<ul style="list-style-type: none"> - Transport and streets - Air quality - Open/Green spaces and nature - Community safety - Community facilities - Supporting vulnerable people - Covid recovery 	

Lewisham Central NCIL Ward Fund & Priorities 2022-2024		
NCIL Fund	£465,884	
Funding Bands	Up to £10k	5
	£10k - £35k	4
	£35k - £50k	4
	£50k - £100k	3
	£100k - £250k	2
	Over £250k	1
Ward Priorities	<ul style="list-style-type: none"> - Open/Green Spaces and nature - Transport and Streets - Community Facilities - Air Quality - Community Safety - Youth activities, opportunities and social inclusion (focus on up to age 25) - Covid recovery 	

New Cross NCIL Ward Fund & Priorities 2022-2024		
NCIL Fund	£405,109	
Funding Bands	Up to £10k	5
	£10k - £35k	4
	£35k - £50k	3
	£50k - £100k	3
	£100k - £250k	2
	Over £250k	1
Ward Priorities	<ul style="list-style-type: none"> - Transport and streets - Community safety - Open/green spaces and nature - Air quality - Community facilities - Health and wellbeing - Covid Recovery 	

Perry Vale NCIL Ward Fund & Priorities 2022-2024		
NCIL Fund	£145,181	
Funding Bands	Up to £10k	4
	£10k - £35k	2
	£35k - £50k	2
	£50k - £100k	2
	Over £100k	1
Ward Priorities	<ul style="list-style-type: none"> - Transport and streets - Air quality - Open/green spaces and nature - Community safety - Community facilities - Youth activities - Covid Recovery 	

Rushey Green NCIL Ward Fund & Priorities 2022-2024		
NCIL Fund	£253,097	
Funding Bands	Up to £10k	5
	£10k - £35k	3
	£35k - £50k	3
	£50k - £100k	2
	£100k - £250k	2
	Over £250k	1
Ward Priorities	<ul style="list-style-type: none"> - Cleaner & Greener Catford - A better public realm - Arts, culture and fun - A stronger more equal Catford - community facilities and services - Covid Recovery 	

Sydenham NCIL Ward Fund & Priorities 2022-2024		
NCIL Fund	£88,084	
Funding Bands	Up to £10k	2
	£10k - £35k	2
	£35 - £50k	1
	Over £50k	1
Ward Priorities	<ul style="list-style-type: none"> - Transport and streets - Community safety/Safety - Community facilities - Open/green spaces and nature - Air quality - Community Health and wellbeing - Covid Recovery 	

Telegraph Hill NCIL Ward Fund & Priorities 2022-2024		
NCIL Fund	£96,167	
Funding Bands	Up to £10k	3
	£10k - £35k	2
	£35 - £50k	1
	Over £50k	1
Ward Priorities	<ul style="list-style-type: none"> - Transport and streets - Community safety - Community facilities - Open/green spaces and nature - Children's services - Environment - Covid Recovery 	

Whitefoot NCIL Ward Fund & Priorities 2022-2024		
NCIL Fund	£81,855	
Funding Bands	Up to £10k	2
	£10k - £35k	2
	£35 - £50k	1
	Over £50k	1
Ward Priorities	<ul style="list-style-type: none"> - Youth activities - Community facilities - Open/green spaces and nature - Children's services - Sports - Vulnerable and/or older people - Covid Recovery 	

PROJECT EXAMPLES & COSTINGS

NCIL PROJECT EXAMPLES AND COSTINGS

A number of ideas for projects or areas for improvement were identified during the CommonPlace consultation and the ward priority setting workshop. To provide further information about potential projects which NCIL funding can be used for, the following pages provide illustrations of projects and estimated costings. While this list is by no means exhaustive, it should provide examples of a variety of projects and the costs involved. Estimated costs are provided, although these are very high-level estimates and are subject to a range of different factors. Projects of this type can be identified by any local resident or community group but will be delivered directly by the Council. If you wish to identify a project of this type, there is no need to provide details of an organisation to hold the funds as the project will be delivered directly.

If you have other project ideas that you wish to discuss, you can contact the team via email - ncilfund@lewisham.gov.uk.

Transport and highways interventions

Using NCIL funding for transport measures has the potential to deliver real improvements to a local area and help create safer environments for residents. Measures that encourage walking, cycling and greater use of public transport can also help achieve wider objectives, such as improving air quality and supporting people's health and wellbeing.

Any measures will need to be in alignment with the Council's Transport Strategy and Local Implementation Plan 2019 -2041, as well as relevant legislation.

The objectives of the Transport Strategy are:

- Travel by sustainable modes will be the most pleasant, reliable and attractive option for those travelling to, from and within Lewisham
- Lewisham's streets will be safe, secure and accessible to all
- Lewisham's streets will be healthy, clean and green with less motor traffic
- Lewisham's transport network will support new development whilst providing for existing demand

Link to the full strategy & plan and Mayor of London's Transport plan:

<https://lewisham.gov.uk/inmyarea/regeneration/transport-and-major-infrastructure/local-implementation-plan>

<https://www.london.gov.uk/what-we-do/transport/our-vision-transport/mayors-transport-strategy-2018>

All schemes will be subject to a technical and professional assessment to ensure they meet specified criteria and are in line with best practice. In addition, depending on the type of measure to be implemented, there may be a requirement to undertake statutory and/or non-statutory consultation.

Pedestrian improvements

- **Pedestrian Island (£16,000):** A pedestrian island is a raised section of footway between two lanes of traffic travelling in opposite directions. This enables pedestrians to cross the road in two stages.
- **Pedestrian crossing - zebra or parallel crossings (£48,000):** Zebra crossings are marked by black and white painted strips across the road and flashing amber beacons. When a pedestrian has stepped on to a crossing traffic must give way to them. A parallel zebra crossing allows cyclists to ride across part of the crossing area.
- **Signalled crossings - single road (£250,000) or junction (£450,000):** Signal controlled crossings use traffic lights and a green man invites pedestrians to cross the road when traffic has stopped. They can be used in a single location or at junctions.

Pedestrian Island (£16,000)



Parallel zebra crossing (£48,000)



Cycle parking

- **Sheffield stands (£1,000):** These are a common form of cycle parking and are typically used in town centres or at transport hubs. They are publicly available and enable cyclists to secure their cycles to the stands.
- **Secure Bikehangars (£4,000):** Bikehangars are specially designed secure storage units for bikes. They are installed onto streets, with the unit bolted onto the kerb. Each hangar holds up to six bikes. The Bikehangar takes up just over half a standard car parking space.



Secure Bike Hangar (£4,000)

Traffic Calming

- **Speed table (£32,000):** Speed tables are raised sections of road over a junction, with a ramp on the approaches, which slows traffic on the approach to the junction. They can also assist pedestrians by providing an informal, step-free route crossing at junctions.
- **Speed humps (£16,000, cost per 1 row of hump(s)):** Speed humps are placed across the road to reduce the speed of traffic. They are commonly known as sleeping policemen and a road will often have a series of humps along its length.
- **Speed cushions (£24,000 per cushion):** These are several smaller humps placed along the width of the road and are typically used on roads that have bus routes on them or are part of the emergency services route network.
- **Width restrictions (£32,000):** These measures narrow the carriageway, encouraging vehicles to slow down. They also have the added benefit of reducing the width of the road that pedestrians have to cross.



Speed table (£32,000)

Young people and play provision

Play provision for young people and other outdoor recreational equipment is another great use of NCIL funding. Some potential examples are listed in the table below.

Project	Estimated Cost
Outdoor Table Tennis Table	£6,000
Outdoor Gym	£25,000
Outdoor Adult Trim Trail	£10,000
Outdoor Children Trim Trail	£10,000
Children's Play Area	£100,000 to £300,000



Wheelchair-friendly Roundabout



Outdoor Gym



Basket Swing



Children's Monkey Bar



Table Tennis Table



Adult Monkey Bar



Outdoor Children's Trim Trail



Adult Trim Trail

The illustrations over the next few pages are examples of indicative play area installations that can be achieved with a budget between £100,000 and £300,000. These are indicative only and a full procurement exercise would likely be required in the event of funding of this nature being agreed.

Eaglesfield Park
Friends of Eaglesfield

Upright, sun-drying layout
Brown and green wet-pour options
An artistic impression of a sunny summer's day

1

The Wizard's Double Tower Fortress

Our design at Eaglesfield ensures that users of a range of ages and abilities can learn, interact, imagine and play together!

INCLUDES

Climb your way across the trail

Cradle Swings

Forest Bug Springer

Xylophone Music Panel

Junior Tower with Slide

Percussion Music Panel

Agility Trail

Flat Swings

Double Saddle Swing Bars

Carousel with Seats

Climb up the tower & slide down the banister bars

£150k - £200k



£200k - £300k



COMPLETING THE APPLICATION FORM

What information is needed in your application?

There are 11 sections and the declaration within the application form that you will need to complete. Before starting your application, it would be useful **read the Guidance Notes and the Application Questions** which are on the NCIL Ward Fund page. Please note some questions are only visible following your response, some questions require an answer and are mandatory. Some questions will refer you to the guidance notes and provide the specific page, section or paragraph to provide further information, advice and/or a response example.

You do not have to complete your application at once as you can save your responses and return to complete it at a later date.

Section 1 – Contact Details

1.1 In this section we are asking for details about the individual(s) or organisation that is the applicant and submitting the project proposal – this may be different from the organisation delivering the project and it may also be that you wish the Council to deliver the project.

This section is important as it is essential that the organisation or individual(s) meet the criteria required to be successfully awarded funding from the NCIL Ward. If you are applying as an organisation to deliver a project, a resident of the ward **must** be the applicant – this may be a staff member, trustee, volunteer etc.

Individual(s) will need to be a resident(s) of the **Ward** where the project is being delivered. The applicant may be a staff member, ward resident, volunteer, beneficiary of the project being delivered.

Correct response in the table below

	Applicant name	address:
Correct	Ward resident	Resident's address
Wrong	Ward resident	Organisation's address
Wrong	Lewisham's Organisation	Organisation's address

Following submission of the application – due diligence checks are conducted to confirm that the applicant is a resident within the specific ward – checks include: electoral registration, utility bills, bank account confirming address – dating back no later than 3 months. If you have any queries, contact NCILfund@Lewisham.gov.uk

Section 2 – Connection to the borough

2.1 Which Ward are you based?

Choose your Ward where you live.

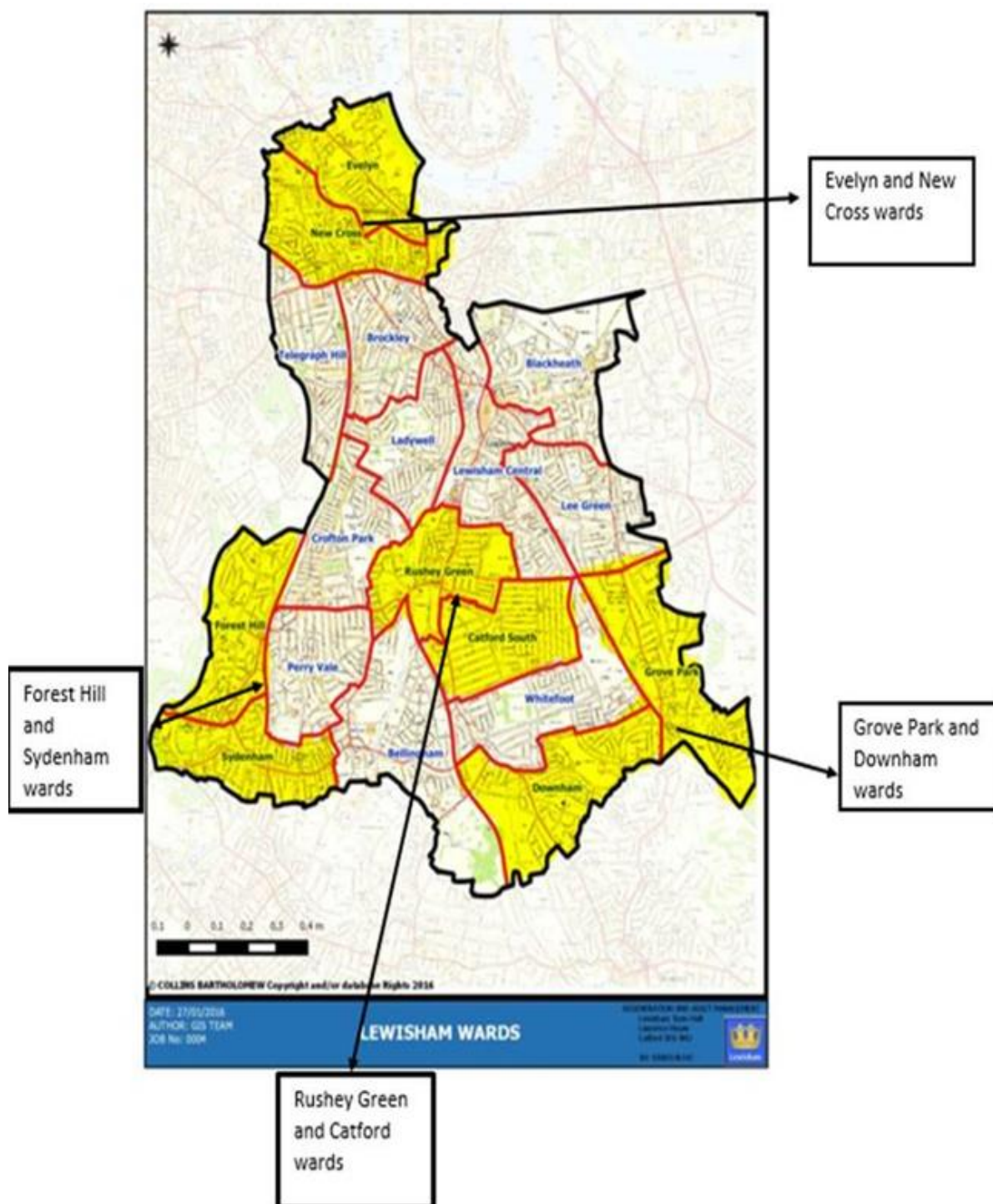
If you do not know which is your ward - Use [*this link to find your ward*](https://councilmeetings.lewisham.gov.uk/mgFindMember.aspx)
<https://councilmeetings.lewisham.gov.uk/mgFindMember.aspx>

2.2 Shared Boundary Project Applications

Applications for a 'shared' boundary project – choose the lead ward and insert the names of the partner wards in the box. To check that your ward shares the boundaries see the example on the map on page below.

If your Ward shares a boundary with another ward and this is a 'shared' boundary partnership project – tick the other wards here. The cost of the project will be shared equally across the partner ward funds and beneficiaries should be of equal numbers. Each individual Local Assembly will also need to agree to the project – so it is essential that before submitting an application all partners have consulted with local residents and your project has support in all partner wards.

Please contact the NCIL fund team prior to submitting your application to check that your project fits the criteria.



2.3 NCIL Grant

Select the size of the NCIL grant required, small or large grant and the category. To check the funding available in your ward see pages 19-37 or page 12 where you can click onto your ward page.

Section 3 – Legal status of the organisation

3.1 Provide full name and details of the organisation delivering your project, unless you have identified the council as delivering your project.

If you are a smaller organisation or individual(s) that may not have the capacity to deliver your project proposal, you can partner with an organisation independent of the council that will have the capacity to do so. In this section we will ask you to identify the name and legal status of that organisation.

There are different types of organisations that are eligible to assist in the delivery of your project proposal:

- Registered Charities
- Company Ltd by Guarantee
- Community Interest Companies
- Local Co-operatives
- Other / constituted
- Other / un-constituted

3.2 Un-constituted organisations or organisations that have been set up within the last **12 months (by the closing date of the ncil fund)** can only apply for a Small Grant and a maximum of **£10,000**. Unless your project is being delivered by the Council.

For funding applications over £10k - All documents detailed in the application form are a requirement.

3.3 Financial Arrangements for organisations without a bank account (small grant under £10k)

For organisations that have been set up during the Covid 19 pandemic or within the last 12 months and do not have a Constitution/ Terms of Reference or bank account.

The following measures will need to be taken to apply for and receive funding, individual personal bank accounts **will not** be accepted for receipt of money. The individual / organisation can do the following either;

- Make an arrangement with either a charity commission registered organisation that has been in existence for **12 months plus** to act as a bank to 'hold' and manage the funds or
- Use an online service like 'Accountable', which acts like a bank and holds money on behalf of your group. Accountable is run by the Social Change Agency CIC and is designed specifically to help community groups who don't have a bank account. Your group can simply and transparently manage your money using their online platform. The service is currently free for groups responding to the pandemic.

<https://www.resourcecentre.org.uk/supplier/accountable-money-management/>

Successful applicants will be required to complete a formal agreement as part of the grant conditions.

Section 4 – Trustee board details

Provide the names and contact details of Trustees

Section 5 – Organisation funding details

If you have received any funding from the council in any of the last 3 financial years, the amount and project for which you received the funding will need to be declared in this section. Please select yes or no, if you answer 'Yes' you will be required to complete a table.

If you answer 'No', you will move onto the next question.

Section 6 – Ward priority & NCIL funding criteria

6.1 What Ward NCIL priority does your project address?

You will need to select at least 1 of your local Ward NCIL priorities, for further information see your individual ward on pages 19-37 or use the link on page 6.

This is an essential part of the application process. To be successfully awarded funding from the Ward NCIL Fund it is important that the project proposal is able to clearly demonstrate how it will meet at least 1 of the Ward NCIL priorities.

6.2 Select which CIL criteria your project meets it may meet A, B or for some projects both A&B

6.3 Select which Corporate Priority(ies) your project meets – your project may meet more than 1, please select all required

A link to the priorities is on page 6 and a copy of the priorities in full is uploaded on the NCIL fund page.

Please note if you have chosen more than one priority or criteria, your response must address all those selected and be able to.

6.4 Does your Ward have a Neighbourhood Plan?

Select Yes or No, if you are unsure please contact the NCIL Team for clarification.

What does this mean if your ward has a neighbourhood plan?

Neighbourhood Forums have a key role to play in the process. Adopted Neighbourhood Plans will inform the process of identifying priorities in each ward, and Neighbourhood Forums will help develop project proposals and to prioritise projects.

Projects identified within an adopted Neighbourhood Plan will still need to submit a project proposal form during the open call for projects, however they will only need to address the relevant criteria, since the projects have already been subject to a referendum.

It is expected that the Neighbourhood Forum would submit all projects identified within the Neighbourhood Plan for NCIL funding, however these will still be subject to the prioritisation process as funding through NCIL is limited.

Where a Neighbourhood Plan is not yet adopted, it will be included in the process for information. Where a Neighbourhood Plans exists that cover two or more wards, the Neighbourhood Plan will be included in the NCIL process for each ward.

In wards with multiple Neighbourhood Plans, priorities and projects will need to be informed by all relevant Neighbourhood Plans. Each designated Forum will be formally invited to participate in the NCIL process via the ward assemblies, and all emerging Forums will be made aware of the process and invited to participate.

Section 7 – Your Project

7.1 Provide the project name, length of project and start and completion dates.

Using the calendar provide; the length of the project, start and completion dates.
If the Council is delivering your project, please insert 1 April 2022 – 31 March 2024.

7.2 Provide a summary of your project proposal.

Here you will need to demonstrate:

- How it meets 1 or more of Ward NCIL priorities
- Who will deliver the project?
- Where and how the project will be delivered - included sessions, activities, partnerships, venues
- Evidence need for the project
- Who will benefit from the project and estimate how many people are likely to benefit?
- What the aims and expected outcomes of the project will be

If you are intending for a third party organisation to deliver the project you will need to provide a formal statement from that organisation confirming that they are agreeing to deliver the project and provide evidence of this as an appendix to your application.

If the project is in partnership or working with a local school please provide confirmation of agreement from the school Head Teacher.

7.3 The Council may be responsible for the delivery of the project if it is a capital project, for example; installation of lighting, improvements to a green area or playground. Here we ask you to identify what council department would be best positioned to deliver your project proposal. If you are unsure of what council department is best positioned to deliver your project, please contact the NCIL delivery team by e-mailing NCILfund@lewisham.gov.uk.

7.4 Not all project proposals will need planning permission, however if it does this could affect the timeframe of delivery and the costings of your project proposal. If you are unsure if your project proposal will need planning permission, contact a member of the NCIL delivery team to discuss prior to submitting your application.

7.5 Support for your Project

Demonstrate and provide evidence of ward support for the project, for example provide details of consultation; community & resident meetings, networks, surveys, letters of support. Supporting evidence, statements and letters can be uploaded at the end of the form.

Cross-ward applications

Demonstrate and provide evidence of support for the project in each ward included in the application. For example provide details of consultation; community & resident meetings, networks, surveys, letters of support. Supporting evidence, statements and letters can be uploaded at the end of the form.

In addition the project must have support from Councillors in each of the wards included in the application – for example an email / letter which can be uploaded at the end of the form.

Section 8 – Beneficiaries profile

Provide a breakdown of who will be accessing the project using the protected characteristics categories. Your project may be open to everyone or it could be a targeted service, for example;

A project to support individuals and/or families who have been shielding throughout the Covid 19 pandemic and is open to everyone in that category, or a project specifically for young people or people with disabilities, if so please include further detail box. Alternatively, if your project is open to everyone please choose this option and provide detail in the comment box.

Section 9 – Funding & expenditure

9.1 Provide as accurately as possible what the cost of the project will be, a breakdown of how the funding will be spent.

Salary costs should be based on **at least** the London Living Wage, the 2022/23 hourly pay rate will be £11.10 and 2023/24 will be £11.28.

More information on the London living wage, is found at the Living Wage Foundation. Link here; <https://www.livingwage.org.uk/>

Example 1 - Small Grant Budget Breakdown

Item of expenditure (Main headings only)	Cost
Coordination, delivery monitoring and reporting of Clangers project at £15 an hour x 7 hours a week £105 x35 weeks	£3,675
Delivery of wellbeing activities x4 a week @ £30 a session for 35 weeks	£4,200
Resources for wellbeing sessions such as arts and craft, Oils for aromatherapy, battery candles, towels for massage, some soft furnishings	£400
Light refreshments for sessions at £10 per wellbeing session x4 sessions a week x35 weeks a year	£1,400
Total Project Expenditure	£9,675

Total NCIL Funding requirement	£9,675
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Example 2 – Large Grant Budget Breakdown

Item of expenditure (Main headings only)	Amount requested from Borough NCIL fund	Amount from other funding sources	Name of other funding source
Street based Youth worker salaries	£7,884.00	£60,000.00	Children in Need
Youth employment advisor salary	£30,205.00		
YES programme materials	£6,000.00		
Communications, marketing, HR & ICT	£4,297.00		
Management support	£8,593.00		
Estate costs for APG & YCs		£145,384.00	LBL
Youth worker salaries YES YC based sessions		£152,608.00	LBL
Adventure play salaries	£32,487.00		
APG project costs	£8,555.00		
Total Project Expenditure	£98,021.00	£357,992.00	

Total cost of project	£456,013.00
NCIL Funding Required	£98,021

9.2 Value For Money

- You should provide evidence that your proposed project will be undertaken in an efficient and effective way, and that the resources requested are essential to the completion of the project.

- The quality of your proposal (and associated outcomes) must justify the amount of resource required
- Some examples of how you could evidence value for money include:
- Comparison quotes from suppliers
- Financial controls such as a cash flow budget or full cost breakdown
- Consideration of any ongoing maintenance or depreciation costs
- Match funding for projects
- Project management controls and processes you will have in place
- Reasonable salary rates above the London Living Wage
- Calculation of any reasonable % overheads

Section 10 – Other income

Provide as accurately as possible if the project will be receiving any match funding, this may include grant funding, crowd funding, individual donations etc.

Section 11 – Project delivery

Provide details of any known factors that may affect the delivery of the project such as planning permission, recruitment, ownership or access to land or property that may be needed to accommodate the delivery of the project.

Application Completion checklist

Before you sign the declaration, please review your application and make sure that you have completed all sections of the application as required. You can do this by using the 'Back' and 'Next' buttons.

Declaration

Once you are confident that you have completed all sections of the application form as required, you can now complete the declaration.