



Section 106 application form: guidance notes for applicants

Outdoor sports facilities and/or

Facilities for children and young people (equipped children's play/ facilities for young people)

This information can be made available in other languages, in large print, Braille or on audio tape. Please phone 01454 868004 if you need any of these or any other help to access Council services.

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1. Introduction

These notes provide advice and guidance for applicants wishing to apply for Section 106 (S106) funding to improve the provision of facilities for outdoor sports and children and young people. Background information is provided along with guidance on what types of projects can be funded, how to apply and how applications will be assessed. The guidance notes in Section 3 should be read and followed when completing an application for funding.

1.1. What is S106 planning obligation funding

The South Gloucestershire Core Strategy 2006 – 2027 (adopted December 2013, find the document at www.southglos.gov.uk/health-and-social-care/strategies-plans-and-policies/council-strategies-plans/core-strategy-2006-2027) is the key planning policy document for South Gloucestershire, setting out the general location of development, its type and scale, as well as protecting what is valued about the area. Policy CS24 of the Core Strategy sets out the minimum standards for public open space provision within new development for the following categories of public open space:

- Outdoor sports facilities
- Provision for children and young people*
- Informal recreational open space
- Natural/semi-natural open space
- Allotments

* Please note that the provision for children and young people category includes all equipped children's play areas, including facilities for young people (skate parks, shelters etc).

Under Section 106 of the Town and Country Planning Act 1990 (as amended), contributions can be sought from developers towards the costs of providing community and social infrastructure, the need for which has arisen as a result of a new development taking place. These planning obligations are commonly referred to as S106 funding.

It is important to note that S106 funding contributions can only be spent on new facilities or improvements to facilities where the new development has, at least in part, contributed to the need for that facility or will have an impact on existing facilities. Contributions cannot be provided for maintaining existing facilities.

S106 funding will normally be invested in facilities based within the same locality or catchment area in which the contributing development is located. For S106 contributions relating to outdoor sport and play provision the catchment area is defined by the following:

1. The Council's Green Infrastructure Sport and Recreation Standards as specified in Appendix 5 of the South Gloucestershire Council Core Strategy 2006-2027 (adopted December 2013). See Appendix 1.
2. The catchment area specifically defined within an individual S106 agreement, details of which will be made known to applicants/interested parties at the time funding becomes available. For example an agreement may state 'provision for outdoor sports within 2km of the development site'.

Applicants for S106 funding should be aware that under Community Infrastructure Levy (CIL) regulations no more than five S106 obligations entered into since 6 April 2010 can be pooled towards a specific project or improvement. To avoid a breach of pooling regulations S106 agreements since 2010 tend to be more specific about where and how developer's contributions

will be spent than they were in the past. As a consequence Council officers are now required to consult with sports organisations, councillors and town and parish councils before planning applications are determined to identify opportunities for new provision, or enhance the capacity of existing provision. The proposals are then considered and included in the S106 agreement as part of the planning application process.

For S106 planning obligations agreed after April 2010 the Council will maintain a schedule of S106 funding contributions that have been awarded to outdoor sports facilities and provision for children and young people projects. This will enable the Council to check whether other S106 contributions have been pooled to your project or project site in the past. If you are unsure of the impact of the pooling regulations on your proposals, or wish to find out how much S106 funding is available in a specific area, please contact the Council (see Section 4 below for contact details).

For a full description of S106 planning obligations please refer to the South Gloucestershire Council Community Infrastructure Levy (CIL) & Section 106 Planning Obligations Guide Supplementary Planning Document (Adopted March 2015). A copy can be viewed at www.southglos.gov.uk/documents/CIL-S106-Guide-SPD-March-15.pdf.

A flow chart showing the planning application and S106 negotiation process and the process for applying for S106 funding is presented at figure 1 on the next page.

1.2. Understanding capital & revenue funding

As part of the application process you will usually have the opportunity to apply for both capital and revenue funding.

Capital expenditure: This is used to acquire, develop or improve an asset such as equipment, facilities or buildings. Examples could include the purchase of new equipment such as cricket nets or new play equipment, the acquisition of land for the provision of new sport/play facilities, improving the drainage of playing pitches, or improvements to a pavilion to enable more teams to play outdoor sports.

Revenue expenditure: This is used to fund repairs, running costs and maintenance of the improvements/new facilities provided by the capital expenditure. For example, revenue funding can be used to maintain new pieces of play equipment, but not existing equipment in the play area that was not funded by S106 capital expenditure. Revenue funding cannot be awarded to cover existing maintenance costs that are not related to the capital expenditure.

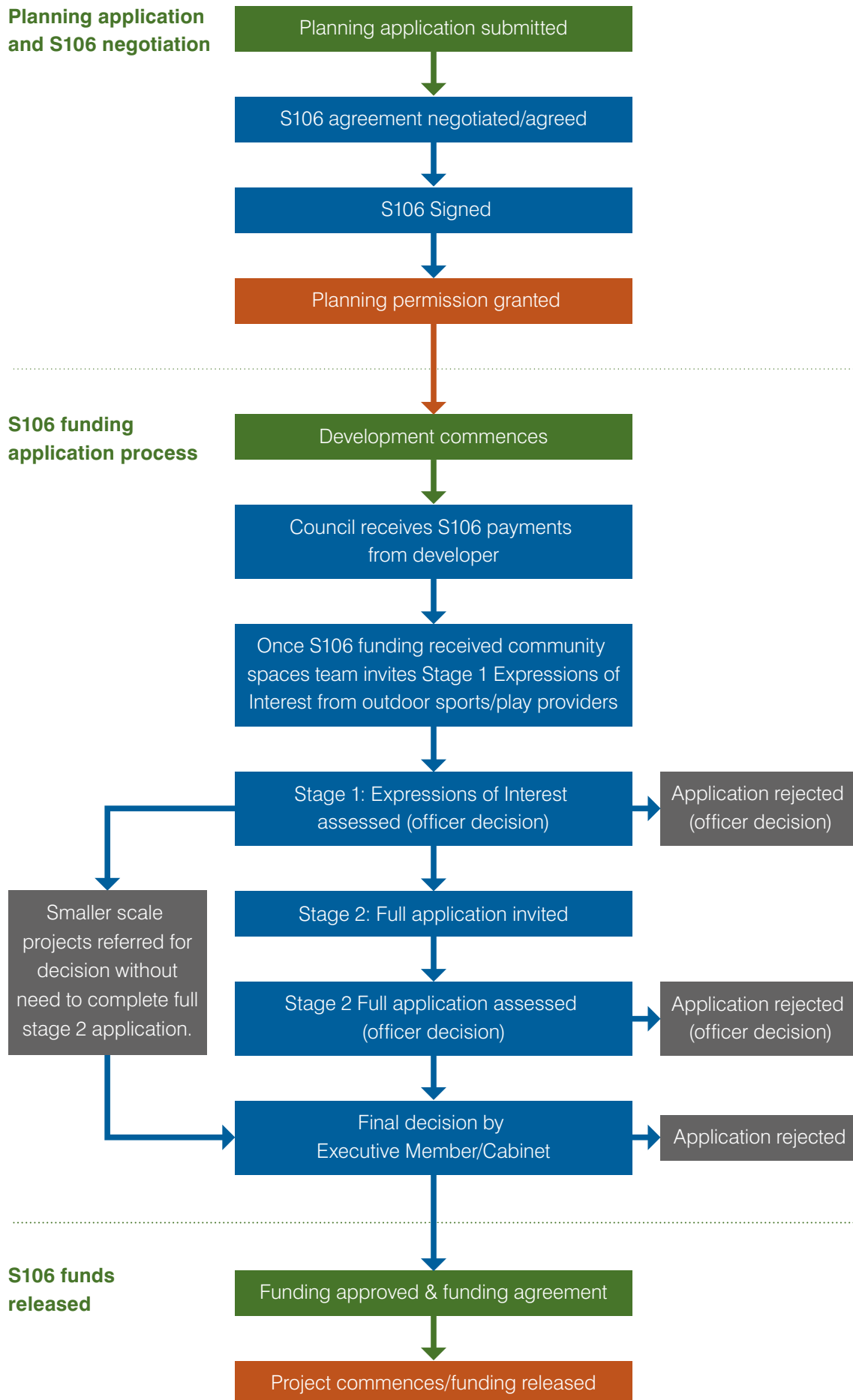
Please note the following:

- The Council cannot award S106 funding in advance of receiving the funds from the developer, however it can consult and request Expressions of Interest prior to receiving funding
- S106 funding cannot be allocated retrospectively for projects

1.3. How does the Council obtain S106 funding?

The level of funding contributions towards outdoor sport and children and young people is negotiated with developers during the planning application process. The terms for the payment of S106 funds to the Council is set out in the S106 agreement, and the terms can vary greatly between developments. Payments are often staged, with a certain percentage at commencement of the development, and further payments at agreed 'trigger points', for example the transfer and occupation of a certain number of houses. Following receipt of S106 contributions from developers, the Council will consult with sports providers, town and parish councils, local councillors, relevant organisations and community groups to invite applications for funding.

Figure 1: S106 process flow chart



1.4. Who can apply for S106 funding?

To be eligible for S106 funding you must comply with the following:

- You must be a voluntary organisation or organisation that operates a community facility on a not-for-profit basis, or be a town or parish council, charity, or a school with community use
- Where facilities are provided these must be open to the general public
- Organisations with memberships can apply for funding, but only if the general public are allowed to become members without restriction. Facilities should be available to non-members on reasonable terms, and organisations should operate a satisfactory pricing policy and promote access for members and non-members
- Applicants should not have sufficient funds in reserve to undertake the project without S106 funding assistance and be able to demonstrate the need for financial support
- If your project relates to premises you must demonstrate security of tenure for at least 20 years
- You must demonstrate that the project will attract new participants/members or develop new audiences
- You must demonstrate that you are capable of managing the project/facilities and sustaining it in the long term
- Your organisation must have a constitution or a set of rules and a bank account
- You are required to consult with users and the local community to demonstrate support for your proposals and clearly identify the need/demand for your project
- For larger and more complex projects applicants will be required to provide a business case and project management plan
- You must have relevant policies in place such as a child protection, policies for vulnerable adults and children, and equal opportunities. If the local community has a parish or community plan in place reference should be made to this together with an indication of how the application fits with the priorities of this document

1.5. What types of projects can be funded?

Section 106 funding will only be awarded to applications that fall within the schedule of outdoor sport/play facilities set out in Appendix 2.

Examples of typical projects that can be funded include:

Outdoor sports facilities

- New/improvements to buildings for sports changing rooms
- Floodlighting
- Improved surfaces/drainage of sports pitches
- Cricket nets/specialist sports equipment
- New/improvements to tennis courts and bowling greens

Children & young people

- Development of new equipped play area
- New/improved play equipment in existing play areas to enhance capacity and play value
- New safety surfacing

- Multi use games area
- Play areas
- Development of new equipped play areas
- Teenage zones/skateboard facilities or similar

For outdoor sports/children and young people provision not identified in Appendix 2 please contact the Council's Community Spaces Team for more information (contact details in Section 4).

If your application includes proposals to build a new facility, extending or refurbishing an existing facility or the provision of disabled facilities, applicants are advised to consider best practice guidance provided by Sport England and the relevant national governing bodies. Sport England guidance can be found at www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/.

1.6. Collaborative/partnership applications

Whilst developing proposals for your project you should consult with other providers/organisations to explore the opportunities for a collaborative/partnership approach to the provision of facilities to benefit the residents of the new development from which the S106 funding derives. For example, providers may be able to agree who is best placed to specialise in different types of outdoor sports provision to service the needs of the area, and avoid competing for the same resources. You will need to show that you have discussed options with other providers and applications based on collaborative/partnership working will be given a higher priority.

1.7. Funding conditions

S106 funding can cover 100% of your project costs, but often applicants will need to obtain additional funding from other sources

- Projects must be delivered and funding claimed within a specified time period with clearly defined beginning and end dates (this will be agreed with successful applicants and set out in a funding agreement)
- Facilities must be accessible to the community
- Applicants should demonstrate that funding from other sources is not paying for the same expenditure (double funding)
- Work on the project must not have commenced, nor expenditure committed before an offer letter is received and funding agreement signed. Invoices should not pre-date the letter or agreement
- Funding will normally be paid after the work has taken place or via staged payments against agreed milestones. Copies of all invoices must be provided to support funding claims

1.8. Demonstrating the need for your project

The need for your project should be clearly identified and you should tell us how it fits with the aims and objectives of any strategies that your organisation has.

Applications for improvements to outdoor sports facilities will need to make reference to the South Gloucestershire Playing Pitch Strategy (expected 2018). This strategy provides a review and identifies gaps in sports provision across South Gloucestershire.

Reference should also be made to the South Gloucestershire Indoor & Built Sports Facilities Strategy (expected 2018) where proposals involve built sports facilities.

You should make reference to regional and national policies and strategies to demonstrate the need for the project, for example:

- South Gloucestershire Council Plan 2016–2020 (Download at edocs.southglos.gov.uk/councilplan/)
- Sustainable Community Strategy 2032 (Download at www.southglos.gov.uk/documents/Sustainable-Community-Strategy-2016.pdf)
- Sport England – Towards and Active Nation 2016 – 2021 (Download at www.sportengland.org/media/10629/sport-england-towards-an-active-nation.pdf)
- Play Strategy 2006 (Download at www.southglos.gov.uk/documents/sgc%20play%20policy.pdf)
- South Gloucestershire Playing Pitch Strategy (expected 2018)
- South Gloucestershire Indoor & Built Sports Facilities Strategy (expected 2018)

You will need to tell us about any issues and/or opportunities relating to how your outdoor sport or children and young person facility is managed now. These might include:

- Lack of play value/limited play equipment
- New sports equipment/improvements to playing surfaces required to increase capacity
- Evidence of need examples – for example poor drainage resulting in games being called off
- Features at risk or under threat e.g. derelict features and vandalism
- Demand to accommodate new teams/age groups

You will need to tell us why it is a priority to undertake your project now.

It's important to understand the audience for your project, what their needs are and any barriers that are currently preventing them from taking part in outdoor sport or play. Remember that to obtain S106 funding you will need to demonstrate how your project will benefit the residents from the new development from where the S106 funding derives. These residents are your primary audience so you will need to understand their needs.

You should tell us about the options that have been considered, why your project is a suitable response to the issues and opportunities identified, and how your project will increase capacity and the use of your facility by the new residents of the development.

This will mean finding out information about the individuals and groups who are interested in using your facility or already use it. You may wish to undertake a survey of users to answer such questions as how people access outdoor sport and play facilities, do users live locally, what additional facilities users would they like to see (e.g. improved changing facilities for outdoor sports), do specific groups have particular needs (e.g. accessibility for all), will the needs of residents from the new development be different or similar to the existing users, and how will those needs be accommodated.

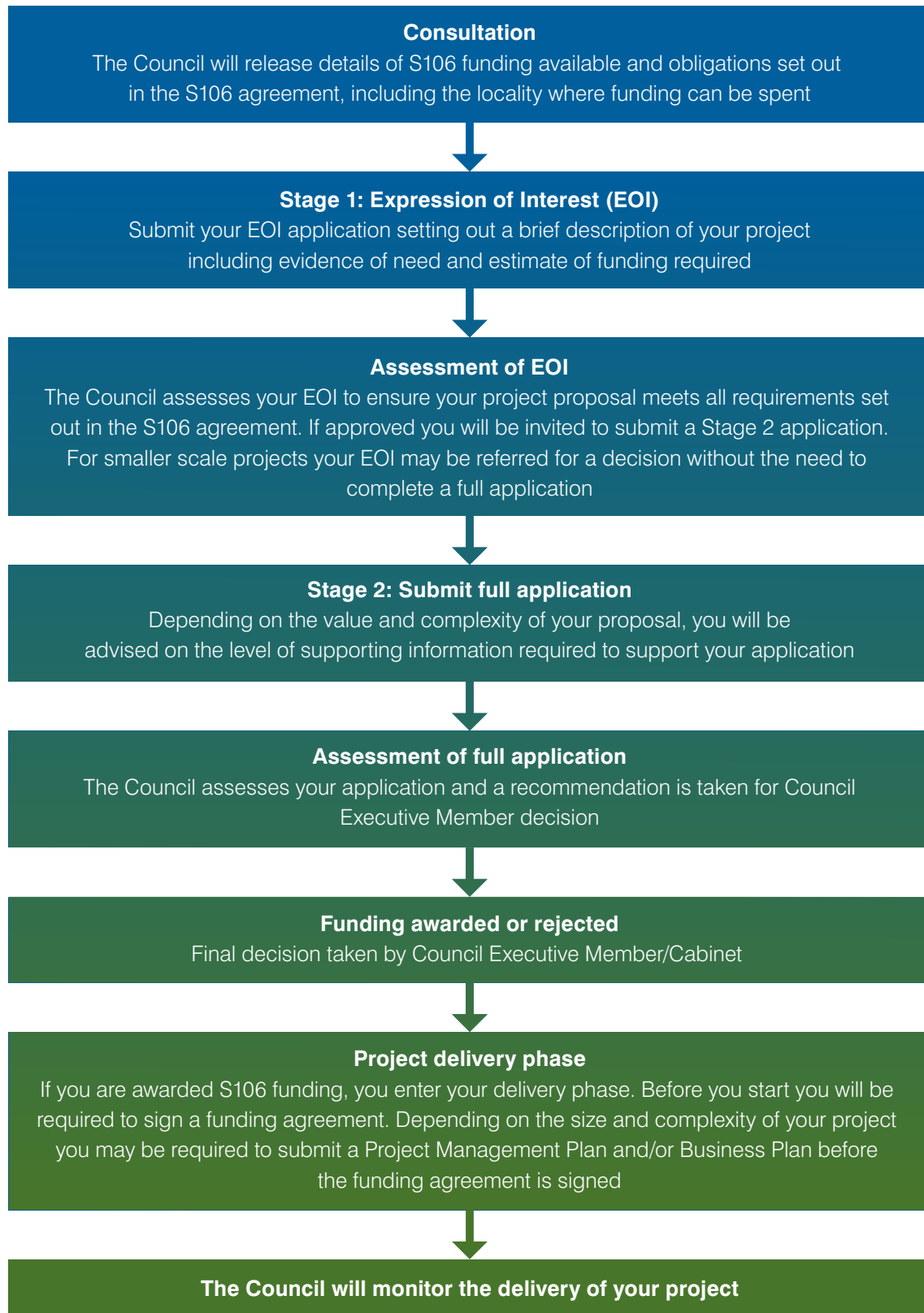
You should provide evidence of any relevant consultation with user groups and new residents/communities. For outdoor sports facilities this can include consultation with existing club members or potential teams wishing to use a facility. For play facilities this will include evidence that parents, children and young people have been consulted and support the proposals, or have participated in the design process.

Tell us about any people or organisations that have objected or may object to your project in the future.

You might want to capture the information that describes what your local area is like so you can demonstrate the contribution sport, physical activity and play can make locally to health and wellbeing.

2. Making an application

Figure 2
The S106 Funding application process



2.1. Application process

Applications for S106 funding go through a two stage process.

Stage 1: Expression of Interest (EOI)

Stage 2: Full Application

For the Stage 1 EOI the Council will provide all applicants with a response within 1 month of receiving their application. This is so that you can apply at an early stage of planning your project and enable the Council to confirm whether your proposal meets the criteria set out in the S106 funding agreement. We will acknowledge receipt of your application by email.

If your proposal does not meet the published criteria set out in the relevant S106 agreement you will be notified. Successful applicants will be invited to submit a full application. At this point applicants will be notified of what supporting information will be required with their Stage 2 application. This will depend on the value and complexity of projects proposed. The more complex/higher value projects will be expected to provide a detailed business case and/or a full project management plan with their application.

It will on most occasions be possible to take a decision on the award of funding for smaller scale projects on the assessment of the Stage 1 EOI only. In such cases a Stage 2 Full Application will not be required and applicants informed accordingly.

Stage 2 applicants will be allowed sufficient time to prepare their submission, particularly for instances where large sums of funding and/or complex supporting information is required. Once submitted, we will acknowledge receipt of your application. We will endeavour to assess your application and inform you of a decision within three months of the submission date deadline. Larger, more complex applications may take longer to assess and the final decision date will depend upon the Cabinet Member decision making cycle. There may for example, be delays during purdah periods prior to local elections. We will keep you informed of when you can expect a final decision once your application has been received. The decision taken by the Council is final. There is no appeal process for applications that are turned down.

To help, for reference applicants can find completed examples of both Stage 1 EOI and Stage 2 full application forms and supporting documents (project management plan, business plan and quarterly monitoring reports) on the Council web site at **www.southglos.gov.uk/s106sportplay**.

2.2 Environmental assessment checklist

All applicants are required to consider the environmental impacts of their project (positive or negative) and describe how these will be addressed or enhanced. The aim is to ensure that South Gloucestershire Council is delivering on its environmental commitments and objectives as set out in the Council's Environmental Policy, the Council Plan and the South Gloucestershire Community Strategy. To help concentrate your thinking on this you are required to submit an Environmental Assessment Checklist with both your Stage 1 EOI or Stage 2 application forms, a copy of which can be found at **www.southglos.gov.uk/s106sportplay**. Please complete this as part of the process of developing your proposals so that you consider how to mitigate or enhance environmental impacts at an early stage in your planning.

A completed example of an Environmental Assessment Checklist for a simple play project can be viewed at **www.southglos.gov.uk/s106sportplay**.

2.3. How are applications for S106 funding assessed?

The Council will assess your application form against the following criteria:

- Policies and strategies – how far your proposal supports local/regional/national policy objectives and your own organisation's strategy
- Evidence of need – has your application demonstrated that there is a need for the project and does it provide evidence of community support for your proposal through, for example, consultation, surveys and questionnaires and, involvement of local groups in developing and designing facilities? Are you able to identify a specific need or opportunity that your project is responding to?
- Have you clearly set out the outcomes for your project and demonstrated how these will be achieved, and will continue to be achieved after the project ends?
- Have you shown how your project will benefit residents of the new development which has generated the planning obligation (S106) funding?
- Have you consulted with other outdoor sports/play providers in the area to explore collaborative/partnership approaches to the provision of facilities
- Is your project financially realistic and have you submitted a viable funding solution? Higher priority will be given to applications which:
 - Submit evidence of a complete funding package
 - Can provide evidence that they have attracted/secured funding from other sources
 - Have submitted a comprehensive business case (where stipulated/appropriate)
 - Have clearly demonstrated that provision has been made for the longer term funding needs/sustainability/maintenance of the capital improvements
- Value for money - does your project offer value for money and is it financially realistic? How have you estimated your project costs and can you provide supporting evidence?
- Governance – You will need to demonstrate that your organisation is formally constituted and has an equal opportunities policy, safeguarding and health and safety policies
- Is your project well planned? Have you demonstrated how your project will be managed? We will need to be confident about the skills and experience of your project team, including the person who will take overall responsibility
- Have you supplied letter(s) of support from the local parish/town council and user groups/ other organisations?
- Have you confirmed that you have all necessary insurance policies are in place, such as buildings and contents, public liability, employers liability, professional indemnity or others?
- Have you confirmed that all external permissions are in place, for example planning permission?

2.4. Evidence of value for money

It is important that your project provides value for money and you will be required to demonstrate this in the way you have derived your project costs.

Capital expenditure

For Stage 1 EOI applications please base your estimated costs on industry guidelines. If these do not exist for your project you should obtain one quote or estimate from suppliers/relevant companies/qualified quantity surveyors as appropriate for each element of your project.

For Stage 2 applications three quotes will be required to demonstrate value for money. You should clearly identify all expenditure items within your project and their associated cost. You should specify the total cost of your project and the amount of S106 funding that you are requesting.

Applications should not include VAT costs for organisations who are able to reclaim it. Even if you are VAT registered, you should contact the HMRC to confirm your organisations ability to claim VAT for your project. This should be made clear in your application.

Revenue expenditure

If you are requesting S106 revenue funding to support the maintenance of your capital improvement please provide evidence of what you expect your maintenance costs to be. You may be able to obtain these from industry guidelines, professional estimates or evidence of maintenance costs from similar facilities elsewhere. Revenue funding cannot be awarded to cover existing maintenance costs that are not related to the capital improvement expenditure.

When assessing your application we may contact you to clarify details or request additional supporting information.

2.5. Acknowledging the award of S106 funding/publicity and promotion

All applicants will be notified in writing of the outcome of their funding application. The decision will also be published on the Council web site at <https://council.southglos.gov.uk/mgDelegatedDecisions.aspx>. Following this confirmation the Council will publish a press release to acknowledge the award of S106 funding.

Recipients of S106 funding are encouraged to acknowledge and celebrate the completion of their projects and should consult with the Council prior to making public any announcement or other publicity regarding their S106 project. Any publicity by the recipient should acknowledge the involvement of the Council in securing and awarding the funding from the relative development.

2.6. Payment of funding & funding agreements

To ensure financial accountability, successful applicants will be required to enter into a funding agreement with the Council and this will set out an agreed schedule for payment of capital and revenue funding, along with terms and conditions. The Council will draft your funding agreement using the details provided in your application or project management plan including the payment of funding against agreed milestones.

You cannot start your project until the funding agreement is completed and signed.

2.7. Monitoring of funding awards

Tell us about how you plan to evaluate your project and who will take overall responsibility for this. The Council will monitor funding awards to check that the money has been spent in the way it was intended. Evidence must be forwarded to the Council upon completion or at agreed milestones during your project lifecycle. Successful applications will receive an offer letter outlining the conditions for this.

As part of your evaluation you will need to:

- Show how you have achieved your outcomes
- Identify which groups of people and how many have benefited from your project
- Show how residents from the new development (which has generated the planning obligation S106 funding) have benefited
- Share lessons learnt
- It is important that you keep in regular contact with the Council to ensure that we are aware of your project's progress. To this end, the Council will monitor the delivery of your project by requiring you to submit quarterly progress reports. Each project will be subject to one or more monitoring visits

On completion of the project you will provide a written report describing what your project has achieved including an evaluation of how well your outcomes have been realised. The report will include confirmation that all the works which are the subject of the funding award have been completed and will include details of all income and expenditure with copies of invoices and photographs of the project during the works and at completion.

2.8. Financial reporting

If your organisation runs into financial difficulty that would affect the viability of your project you are required to notify the Council immediately.

Please be aware there is no additional funding available from the Council over and above the S106 funds awarded to applicants.

If you spend less on your project than set out in your funding agreement you will be required to return surplus funding for re-allocation.

3. Application forms and help notes for applicants

There are two application forms:

Stage 1: Expression of Interest

This will provide the Council with outline information to assess whether your proposal meets the criteria of the S106 funding agreement and merits further development into a full application.

Stage 2: Full Application

Please submit a full application if you have been invited to do so, along with agreed supporting information.

Electronic copies of the application forms together and completed examples of both Stage 1 and 2 application forms and supporting documents can be downloaded from the Council web site at **www.southglos.gov.uk/s106sportplay**.

Before submitting an application you should contact the Council's Community Spaces Team to discuss your proposed project and to confirm the availability of funding.

The application form help notes below provide information to help you answer each of the questions on both the stage 1 and 2 application forms. Ensure you read and complete all questions.

Stage 1: Expression of Interest Form (help notes for applicants)

Section 1: Details of applicant/your organisation

1.1. Organisation name

Provide us with your organisations name and contact details.

1.2. Details of your main contact person

Tell us the name of the person who will act as the primary contact for your project. This person must have permission from your organisation/partnership to be the main contact. The Council will send all correspondence about your application to this person, at the given email correspondence address.

1.3. Your Organisation

Tell us about the day-to-day business of your organisation including it's legal status.

1.4. Does your organisation have a constitution?

Tick as appropriate.

1.5. How many people currently use your facilities?

Tell us how many people currently use your facilities. This can be an estimate if you do not have detailed records available.

1.6. Are there any restrictions on the use of your organisations facilities?

Tell us if there any restrictions on the use of your organisations facilities. This could include the hours your facility is open, the number of people it can facilitate or permitted to use the site.

1.7. Does your organisation have an equalities policy which is implemented in its actions?

Tick as appropriate

1.8. Does your organisation work with vulnerable groups? Please provide copies of your organisations safeguarding policies and protocols as appropriate.

Tick as appropriate. The Council will expect groups/organisations that work with vulnerable groups to have the appropriate safeguarding policies and protocols in place. Provide copies of your organisations safeguarding policies and protocols as supporting information.

*For support on developing group constitutions, equality and safeguarding policies etc. please contact CVS South Gloucestershire at **www.cvs-sg.org.uk***

1.9. Will your project require any of the following insurance policies? Tick all that apply to confirm that you have these in place.

Tick as appropriate. Tell us which insurance policies your project will require and confirm that you have these in place. If there are any special insurances that you will need give details and indicate whether you have this in place.

Section 2: Details of proposed project

2.1. Project name

Please provide a title for your project proposal. For example: Cricket Pitch Improvements at XXX or New Play Equipment at XXX Play Area. The Council will use this project title in all correspondence.

2.2. Location of your proposed project (provide a post code or OS grid reference if possible)

Please provide us with a post code for the location of your project. If identifying the postcode is difficult, provide the address and postcode of the nearest building. You can also provide an OS grid reference.

2.3. Who is the owner of the proposed project site?

Tell us if your organisation/you own your project site? Tell us if you own the freehold or have a lease of your site and for how long? If your project relates to premises you must demonstrate security of tenure for at least 20 years.

2.4. Provide a brief description of your project and what you require S106 funding for

Provide a brief description of your project including what it will do, what you expect your outcomes to be and what you require the funding for.

2.5. Explain and provide evidence of the need for your project and opportunities it will address

Provide evidence that you have for the need and demand for your project. For example: unmet demand from existing users because of inadequate or insufficient sports facilities, regular cancellations of matches because of poor quality pitches, or enquiries from new potential users that could not be satisfied.

2.6. Will your project be delivered by a partnership?

Tick as appropriate. Tell us if you are collaborating or working in partnership with other organisations? This could be another sports club or provider, or could be your local town or parish council. Provide contact details for each organisation including a named contact. If you are applying for funding as a partnership highlight who will be the lead partner. The lead partner should complete this application form on behalf of your partnership.

2.7. Is anybody likely to object to your project?

Tell us about any people or organisations that have objected or may object to your project in the future.

Section 3: Project costs

3.1. What is the estimated total cost of your project?

Provide an estimate of your anticipated project costs? Highlight the costs associated with each element of your project and distinguish between capital costs and revenue costs (see section 1.2 of these guidance notes). If relevant also list your management costs to deliver the project which may include the cost of employing a qualified project manager or using existing staff time to manage the project? You can include revenue costs arising as a direct result of capital improvements but not for maintaining existing facilities.

At this stage we do not expect you to have detailed and accurate costs for your project. It may, however, be possible for you to base your estimated costs on industry guidelines. If these do not exist for your project you should obtain one quote or estimate from suppliers/relevant companies/qualified quantity surveyors as appropriate for each element of your project. For outdoor sports industry guidelines refer to Sport England web site www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/cost-guidance/.

3.2. How much funding are you/your organisation requesting?

How much S106 funding do you require? Please distinguish between the amount of capital and revenue funding that you are requesting.

3.3. Is your organisation VAT registered and able to recover VAT?

Please tick as appropriate/tell us your VAT number

Section 4: Sources of Funding

4.1. Has your organisation received, or applied to, any other funding bodies/organisations for funding towards your project?

Tell us about any other sources of funding that you have considered for your project. If you have already received or are applying for further funding from other sources, give details including whether you have secured funding by ticking the appropriate box.

4.2. Has your organisation previously received any funding from South Gloucestershire Council for other projects?

Tell us if your organisation has previously received any grant or S106 funding from South Gloucestershire Council for other projects?

4.3. Has your organisation carried out any fundraising or self-funding towards the project, which can be used as match funding?

This could include sponsorship, fundraising, community events, collections etc. Please provide details of how much has been raised to date.

NOTE: To help applicants can refer to the completed example of the Stage 1 EOI application form and supporting documents on the Council web site at **www.southglos.gov.uk/s106sportplay**

Please remember to include your Environmental Checklist Assessment sheet with your submission.

Section 5: Declaration and return of form

Please complete and sign the declaration. The person signing the declaration should have permission from their organisation or partnership to do so.

Please return your form by email or post using the contact details provided. Copies returned by email must be a scanned copy of a signed application.

Stage 2: Full Application Form (help notes for applicants)

Section 1: Details of Applicant/Your Organisation

Follow the guidance notes for the Stage 1 Expression of Interest application form when completing Section 1. However, for question 1.5 see notes below:

1.5. How many people currently use your facilities?

Tell us the amount of people and groups that are currently using your facilities. Provide this information as a yearly figure. List any groups/teams that use the site. Please describe the methods that you have used to calculate or estimate this and how confident you are with the accuracy of your figure.

Section 2: Details of Proposed Project

2.1. Project name

Please use the same project name as in your Stage 1 EOI application

2.2. Location of your proposed project (please provide a post code or OS grid reference if possible)

Please provide us with a post code for the location of your project. If identifying the postcode is difficult, provide the address and postcode of the nearest building. Please also provide an OS Grid Reference.

2.3. Who is the owner of the proposed project site?

Tell us if you/your organisation own your project site? Tell us if you own the freehold or have a lease of your site and for how long? We may ask for a copy of your lease agreement or freehold title to be supplied as supporting information. If your project relates to premises you must demonstrate security of tenure for at least 20 years.

2.4. Provide a detailed description of your project and what you require S106 funding for

Provide a full description of your project including what it will do, its outputs, and what you require the funding for. Tell us when you expect your project to start and finish?

Tell us what capital improvements/enhancements your project consists of – be as detailed as possible on what you will do and how you will do it. Please provide any plans, designs or drawings to describe your project where possible.

If you have been asked to provide a separate business case please provide a brief summary of its findings here.

2.5. Is planning permission required for your project?

It is important that you contact the council's planning team to ascertain whether planning permission is needed for your project. For more information, please visit www.southglos.gov.uk/environment-and-planning/.

If you have submitted a planning application please give the reference number and date it was submitted. If you have not submitted your application yet please make this clear and give a target date to submit your application.

If you have received planning permission please give the date it was obtained and the application number.

2.6. Will your project be delivered by a partnership?

Tell us if you are collaborating or working in partnership with other organisations? This could be another sports club or provider, or could be your local town or parish council. Please list the members of your partnership and briefly describe what their current interests and roles are and provide contact details for each organisation. If you are applying for funding as a partnership please highlight who will be the lead partner. The lead partner should complete this application form on behalf of your partnership.

Please provide a copy of your partnership agreement, signed by everyone involved, setting out how the project and funding will be managed.

2.7. Is anybody likely to object to your project?

Tell us about any people or organisations that have objected or may object to your project in the future

Section 3: Demonstrating the Need for Your Project

3.1. Explain and provide evidence of the need for your project and opportunities it will address

Explain what the need is for your project and the problems or opportunities that it will address. Are you able to identify a specific need or opportunity and provide evidence for this?

Tell us how you have consulted/engaged with the local community to identify the need for your project i.e. meetings, questionnaires and surveys with users. Tell us who has been consulted i.e. current users, prospective users, staff, local ward members, parish/town council, governing bodies etc.

Tell us what evidence you have that there is community support for your project.

For outdoor sports applications, tell us how you have consulted with other providers in the area and whether you explored a collaborative/partnership approach. If this was not appropriate or feasible, tell us why?

Tell us about how your project meets the wider aims of strategic policies/policies of clubs/sports and play bodies.

3.2. Tell us why is it essential for the project to go ahead now?

When looking at projects in competition with each other, we will need to know how urgent a project is.

Tell us how urgent your project is? Are there circumstances which mean that this is a particularly good opportunity for you to do your project, for example will you be able to use the S106 contribution as match funding for grants being offered by another funder, such as a national sporting body. Tell us if there is match funding available to you now that won't be in the future. Tell us if there are circumstances that mean this is a good opportunity to compliment planned improvements to other facilities in the area.

3.3. Why do you need S106 funding?

You should tell us about the options that have been considered and why your project is a suitable response to the issues and opportunities identified.

Tell us why you need S106 funding for your project, about any other sources of funding that you have considered for this project, and what will happen if you do not secure S106 funding for your project? Please note you should not have sufficient funds in reserve to undertake the project without S106 funding assistance and be able to demonstrate the need for financial support.

Section 4: Project Outcomes

4.1. What are the main outcomes of your project?

Outcomes are changes, impacts, benefits, or any effects that happen as a result of your project. Examples of an outcome could include:

"The number of young people aged 9 – 15 playing football will increase from 200 to 400 per year."

Or

"... more and a wider range of people will visit the play area."

List the outcomes that your project will achieve. These should be measurable so that your project can be evaluated to demonstrate whether it has been a success.

4.2. Who will benefit from your project?

Who are the audience for your project? Are there any specific groups of people that will benefit? Will your project attract new participants and/or a wider range of people, or increase participation from different age groups? Who will use the new facility/enhancements e.g. children & young people, women & girls, disabled people? If you are a sports club will your project lead to an increase in membership?

4.3. How many people do you estimate will benefit per year, following the completion of your project?

Give an estimate of the number of people who will benefit from your project. This may be the same or greater than the figure you gave in question 1.5. Will your project increase the number of people that will use your facility? Describe the methods that you have used to calculate this and how confident you are with the accuracy of your figures.

4.4. How will they benefit?

Tell us how people will benefit from your project i.e. improved physical fitness and mental wellbeing, enhanced play experience, development of sporting skills. Are there any new activities that you will deliver with the new/enhanced facilities? Are there any barriers that prevent people being more active or taking part in outdoor sport or play that your project will help to overcome?

Clearly demonstrate how your project will benefit the residents of the new development which has generated the planning obligation (S106) funding. Show how opportunities to take part in outdoor sport and/or play will be created by your project and benefit the new residents.

How will your outcomes continue to be achieved after the project ends?

4.5. Where do the beneficiaries of your project live?

Tell us whether the beneficiaries of your project live in the community close to your facility. This will need to include residents of the new development that has generated the planning obligation (S106) funding. Do users of your facility include people who travel to your facility from further afield?

Section 5: Project Management

If you have been asked to submit a project management plan you can refer us to the relevant sections in this in your answers to questions 5.1 to 5.4, rather than duplicating information.

5.1. Who will manage your project?

If your project funding proposal is successful, would your organisation manage the project itself, employ an appropriately qualified project manager, or request that South Gloucestershire Council manage the project on your behalf? Please tick the appropriate box and provide further details in your answer to question 5.2.

As the Local Planning Authority, South Gloucestershire Council is responsible for the implementation of the Section 106 Agreement and will need to be confident of the successful delivery of any funded project. Please carefully consider the management of your project. If you do not have the expertise or capacity to undertake the project management role, you will need to consider the cost of paying for an appropriately skilled project manager.

Alternatively, you can request that South Gloucestershire Council undertakes the management of the project on your behalf (a cost would be levied for this against the s106 funding available). The Community Spaces Team offers a Landscape Consultancy service consisting of a team of fully qualified landscape architects with a wealth of experience in project design and management, landscape and street design, environmental restoration and enhancement, landscape and countryside management, playground design, community consultation, master planning, preparing applications for planning and other consents, production of contract documentation for external works, contract and project management, appointing and managing public artists, ecologists and other specialists and consultants. For more information please consult the Council's Community Spaces team using the contact details in Section 4 below if you wish to consider this option when preparing your application.

5.2. How will your project be managed?

Who will make the key decisions and monitor your project delivery? Who will act as project manager and take responsibility for day to day delivery? Will the project manager report to a project board or steering group and if so, who will sit on your project board or steering group?

Will you have a project team? What experience and skills do the project manager, project team and project board/steering group have? If you are intending to employ a suitably qualified project manager please provide full details. Set out your project management structure and list the names, roles and experience and skills of all involved. Provide examples of any similar projects or schemes that people listed in your project management structure have delivered.

5.3. How will you fund the management of your project?

Will the management of the project be self-funded or will you require S106 funding to cover the cost of project management? Management costs should be reflected in your project costs breakdown in question 6.11.

5.4. What will be the key project milestones in the delivery of the project?

A milestone is a reference point that marks a major event in a project and is used to monitor the project's progress. The milestones for your project should present a clear sequence of events that will incrementally build up to the completion of the approved project. If you wish to draw down funding against your milestones please make this clear and include the amounts you plan to draw down in question 7.1 below.

Section 6: Project Costs

6.1. What is the total cost of your project?

Provide the total cost of your project including all capital, revenue and management costs. Your total cost should include contingency and allowances for inflation. If you are able to reclaim VAT (see question 6.3) your costings should be exclusive of VAT.

Please provide evidence of how you have calculated your capital and revenue costs as supporting information and include copies of quotes, tenders and professional estimates. Please note that copies of three quotes will be required to demonstrate value for money.

6.2. How much S106 funding are you requesting?

Provide a figure for the total amount of S106 funding you are requesting.

6.3. Is your organisation VAT registered?

Indicate if your organisation is VAT registered. Even if you are VAT registered, you should contact the HMRC to confirm your organisations ability to claim VAT on your project. Please confirm whether you have done this and add your VAT number if you are able to reclaim. Please note that S106 funding will not cover the VAT costs for organisations who are able to reclaim it.

6.4. Provide a breakdown of all your projects capital expenditure

List all items of capital expenditure and their cost. Include all items in your project regardless of funding source. See Section 1.2 for a clear definition for capital expenditure.

List your management costs to deliver the project here as a capital cost. This may include the cost of employing a qualified project manager, the potential cost of using South Gloucestershire Council to manage your project on your behalf, or using existing staff time to manage the project.

Include VAT if your organisation is unable to claim this.

Do not include VAT if your organisation is able to reclaim this.

6.5. How much Section 106 capital funding is being requested?

State the total S106 contribution you are requesting for your project for capital expenditure. VAT should not be included in these costs if you have confirmed it is recoverable.

6.6. Provide details of any other capital funding you have secured for your project including contributions from your own budgets

List the sources and amounts of capital funding that you have secured from any other funding bodies/organisations. If you are awaiting the outcome of other grant applications as match funding towards your project please provide details of the funder, when a decision is due and the amount you have asked for. Tell us if you/your organisation has carried out any fundraising or self-funding towards your project which can be used as match funding for capital works - this could include sponsorship, fundraising, community events, collections etc. Please provide details of how much has been raised to date.

6.7. Provide a breakdown of your revenue funding requirements

List revenue (maintenance) expenditure that will arise as a direct result of the capital improvements that your project will make. Please note that you cannot include the maintenance costs of your existing facilities. See Section 1.2 for a clear definition of revenue expenditure.

6.8. How much Section 106 revenue funding is being requested?

Please state the total S106 revenue contribution you are requesting for your project.

6.9. Please provide details of any other revenue funding you have secured for this project including contributions from your own budgets

List the sources and amounts of revenue funding that you have secured/is in place from your own budgets. If you are awaiting the outcome of other grant applications as match funding towards revenue costs for your project please provide details of the funder, when a decision is due and the amount you have asked for. Tell us if you/your organisation has carried out any fundraising or self-funding towards your project which can be used as match funding for revenue funding - this could include sponsorship, fundraising, community events, collections etc. Please provide details of how much has been raised to date.

6.10. Is there is a shortfall in the total amount of revenue funding you require?

If there is a shortfall in the total amount of revenue funding that you require state how much this is. Describe how you will continue to maintain your facility once the S106 revenue has run out? You will need to demonstrate that you can sustain the management and maintenance of the new/enhanced facility in the long term. If you need to secure additional funding to cover the maintenance requirements of your capital improvements how will you do this?

6.11. Contingency

*Provide details of any contingency for **capital expenditure items** only. Ensure that you only include contingency here and not in the costs under question 6.4. Not all capital cost items will need a contingency. Your calculation for contingency should reflect the degree of certainty with which you have arrived at your cost estimates; the stage of design work proposed; the project timetable; and the risk in relation to the type of project you are carrying out.*

We will only agree to you using the contingency if you can show an unexpected need within your project.

6.12. Inflation

*You should include an allowance for inflation for any **capital items** that may increase in cost over the period of your project. Your calculation must be as realistic as possible and relate to your project timetable.*

6.13. How will you ensure your project is financially sustainable?

Tell us how the project will be funded in the future? Will you set aside a sinking fund to contribute to replacement and on-going maintenance costs? If you/your organisation has been asked to produce a business plan as part of your submission please refer to its findings here.

Section 7: Payment of S106 Funding

7.1. Payment at project completion or by milestones? (capital and management costs only)

The Council's preferred option is to pay funding at project completion. We realise, however, that some organisations will require phased payments against agreed milestones to smooth cash flow. If you require phased payments tick the appropriate box and provide a justification of why this is necessary.

7.2. Provide a breakdown of deliverable phases or milestones

If you are requesting phased payments set out your project milestones, sums and anticipated payment dates. You should only include capital and management costs. If your application for S106 funding is successful these milestones will be used to trigger phased payments.

Section 8: Marketing and Promotion

8.1. How will you market and promote your project to your target audience?

Tell us how you will market and promote your project to your targeted users and the wider community? This should include the residents of the new development from which the S106 funding derives. How will they find out about the improved facilities and be encouraged to use them?

Section 9: Monitoring and Evaluation

9.1 How will you evaluate the success of your project and monitor its progress during and after completion? How will you know whether your outcomes have been achieved?

Tell us about how you plan to evaluate your project and who will take overall responsibility for this. What methods and processes will be used to monitor your outcomes and analyse and report on your projects progress and success? E.g. regular meetings, questionnaires, surveys, feedback forms, data collection.

Tell us how you will know whether you have achieved your outcomes and how you will measure and provide evidence for this. As part of your evaluation you will need to highlight which groups of people have benefited from your project including whether the residents of the new development from which the S106 funding derives have benefited.

Identify who will be responsible for submitting quarterly progress reports to the Council and writing your end of project evaluation report.

Section 10: Supporting Information

10.1 Supporting Information

Tick the categories of supporting information that you are submitting with your application and describe any other types of supporting information that you are providing.

NOTE: To help applicants please refer to the completed examples of Stage 2 EOI application forms and supporting documents on the Council web site at **www.southglos.gov.uk/s106sportplay**

Please also remember to include your Environmental Checklist Assessment sheet with your submission.

Section 11: Declaration and Return of Form

Complete and sign the declaration. The person signing the declaration should have permission from their organisation or partnership to do so.

Please return your form by email or post using the contact details provided. Copies returned by email must be a scanned copy of a signed application.

4. Contact details

Please return your completed and signed application form by email to **communityspaces@southglos.gov.uk** or by post to:

South Gloucestershire Council
Department for Environment and Community Services
PO Box 1954
Community Spaces Team (Streetcare)
Bristol
BS37 ODD

To discuss your project idea and for any queries about the application process please contact the Community Spaces team

Outdoor sports enquiries

Call the S106 Implementation Officer on **01454 865895**

Play enquiries

Call the Play Officer on **01454 865869**

General enquiries

Call the S106 Implementation Officer on **01454 865895**
or Community Spaces Improvements Team Manager on **01454 863725**

Appendix 1

The Council's Green Infrastructure Sport and Recreation Standards as specified in appendix 5 of the South Gloucestershire Council Core Strategy 2006-2027 (adopted December 2013)

| Category of Open Space | Definition | Quantity standard: minimum figures | Accessibility standard | Quality standards |
|---|---|--|--|---|
| Informal recreational open space | Parks/public gardens, amenity green space and green corridors – these provide for informal recreation and access. | 1.4 ha/1000 population | 12.5 minutes walk or 600 metres | Quality standards have been established in the Open Space Audit. These will be incorporated into the Green Infrastructure Supplementary Planning Document |
| Natural and Semi-natural green space | Areas of green space where the primary purpose is one of wildlife and biodiversity conservation and value. | 1.5ha/1000 population | 15 minutes walk or 720metres | |
| Outdoor sports facilities | All outdoor sports facilities whether naturally or artificially surfaced, e.g. playing pitches, bowling greens and tennis courts. Including full sized Multi Use Games Areas (MUGAs). | 1.6ha/1000 population | 20 minutes walk or 1000 metres: Playing Pitches 22 minutes drive time: Synthetic Pitches, Athletics Tracks and Golf Courses | |
| Provision for Children and Young People | All equipped children's play areas, including provision for young people (skate parks, shelters etc.) | 0.25ha/1000 population equipped playspace | 10 minutes walk or 480 metres: Children's play space. 15 minutes walk or 720 metres: Young peoples provision | |
| Allotments | An area of allotment plots used for the purpose of producing, fruit, vegetable or flowers for personal use. | 0.2ha/1000 population | 15 minutes walk/720 metres | |
| Cemeteries and churchyards | | N/A | N/A | |
| Total | | 4.7ha/1000 population total. On the basis that provision for children and young people can be located within informal recreational open space. | 15 minutes walk or 720 metres | |

Appendix 2:

Schedule of outdoor sport/play facilities eligible for S106 funding

Suitable sports for Section 106 category 1 funding (outdoor sports facilities)

Please see the table below for a list of sports which are suitable for Section 106 category 1 funding. The list is not exhaustive and you may be looking for funding for a sport that is not included. If this is the case, please contact the Council and your suggested sport will be assessed for its suitability for Section 106 category 1 funding.

| Sport Type | Sport |
|---------------|---|
| Aqua Sports | Canoeing, Rowing, Angling |
| Athletics | Track and Field, Jogging/Running, Orienteering |
| Court | Basketball, Boccia, Korfball, Netball, Petanque/Bocce/Boule, Tennis, Volleyball |
| Cycling | BMX, Mountain Biking, Track, Cyclo-Cross |
| Green/Rink | Bowls |
| Pitch | American Football, Australian Rules Football, Baseball/Rounders/Softball, Cricket, Football, Hockey, Lacrosse, Rugby League/Union |
| Range Sports | Archery, Shooting |
| Roller Sports | Roller Hockey, Roller Derby |
| Table | Chess/Draughts, Table Tennis |

Suitable play equipment types for Section 106 category 2 funding. Facilities for children and young people (equipped children's play/ facilities for young people)

Please see the table below for a list of play equipment types which are suitable for Section 106 category 2 funding. The list is not exhaustive and you may be looking for funding for play equipment that is not included. If this is the case, please contact the Council and your suggested play equipment will be assessed for its suitability for Section 106 category 2 funding.

| Play Type | Equipment example |
|-----------------|--|
| Agility | Adventure trail, Activity trail |
| Cables | Aerial runway |
| Ball play | Ball court, Basketball hoop |
| Climbing | Rope pyramid |
| Multi-Play | Multi-use climbing frame with slides, swings and social play |
| Outdoor fitness | Outdoor gym equipment – weights or cardio |
| Rocker | Seesaw, Springer |
| Social play | Talk tubes, Play panels, Themed play houses |
| Slides | Free standing slide, Embankment slide |
| Swing | Flat Swing, Cradle Swing, Basket Swing |
| Teen Shelter | Covered seating, Graffiti panels |
| Wheel play | Skate/BMX parks |