



# S106 Funding Application GUIDANCE NOTES

Before, and whilst completing your application form, please read and refer to these guidance notes carefully. Further guidance can also be found in our FAQ document which is available on our [website](#).

If having read them, you are still unsure how about how to answer any of the questions, please contact [locality@southsomerset.gov.uk](mailto:locality@southsomerset.gov.uk) or SSDC on 01935 462462 for further advice and guidance.

## Who do we fund?

- Community, voluntary and charitable organisations.
- Not-for-profit groups with a signed set of group rules.
- Parish or Town Councils.

## What do we fund?

Section 106 funding is available for capital projects only (not to cover revenue expenditure) but may include project management costs. Section 106 funds may 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 the existing facilities.

Examples of eligible projects include:

- Installation of a new sprung floor
- Installation of an artificial turf pitch
- Upgrading of play area with new equipment
- Purchase of land for additional pitches
- Extension of community hall
- Informal youth facilities – ball courts, skate parks, youth shelters etc.
- Sports pavilions

## Things you should consider before applying

South Somerset District Council invites applications that

- Have clear long term benefits
- Benefit the people of South Somerset
- Provide clear evidence of the need for the project
- If applicable spoken to relevant Town or Parish Council
- Fall within the stipulated S106 agreement for the allocated funding
- Fit with the Types of Provision;

<b>Types of Provision</b>	<b>Primary Purpose</b>
Equipped Play	To create new equipped play areas or to improve existing play area. These areas are designed primarily for play and social interaction involving children and young people.
Youth Facilities	To construct facilities designed primarily for young people, such as ball courts, skateboard areas and teenage shelters
Sports Playing Pitches	To create new playing pitches or improve existing pitches.
Changing Rooms	To create new changing rooms or improve/expand existing.
Public Open Spaces	Accessible, high quality opportunities for informal recreation and community events close to home or work or enhancement of appearance of residential or other areas.
Artificial Grass Pitches	Man-made pitches designed for all weather use, typically floodlit and construction can be tailored to suit one specific sport, or cater to several e.g. hockey and football.
Community Halls	Provision of new or enhancement of village and community hall space
Sports Hall	Indoor sports halls designed for use by multiple types of sports.
Strategic Facilities	Destination facilities that usually serve a wide catchment area and can include for example Swimming Pools, Theatres, Indoor Sports Centres.

### **Please remember**

- Organisations must have a constitution or signed set of group rules, as well as a bank account in the name of the organisation.
- All S106 funding offered will be subject to conditions. We will discuss these with you and these will be clearly set out in the offer letter.
- Organisations occupying SSDC owned property will be assessed and treated in the same way as any other organisation.

### **Reference Notes**

**If you find you do not have sufficient space to answer any of the questions, please continue onto a separate sheet clearly marking the question that is being answered.**

### **Section 1 – Your Organisation**

1. If you are a Voluntary Organisation, Community Group or Social Enterprise please indicate the legal structure of your group/organisation. This will either be in the form of an Unincorporated or Incorporated organisation.

**Unincorporated organisations** are essentially a collection of individuals working together, such as an unincorporated organisation or charitable trust. Types of unincorporated organisations include:

- Community Association
- Charitable Trust
- Friendly Societies

**Incorporated organisations** are those that exist as a separate legal entity from the individuals belonging to it. Types of incorporated organisations include:

- Company Limited by Guarantee
- Community Benefit Society (formerly Industrial and Provident Societies)
- Cooperative Society
- Community Interest Company
- Charitable Incorporated Organisation

If you are an incorporated organisation can you please supply us with the applicable registration number (eg Company number if a Company Ltd by Guarantee registered with Companies House).

We also need to know if you are a registered charity and if so what your charity registration number is.

## **Section 2 – About your project**

2. Please provide details of the project such as size, height, floodlighting, All equipped play or MUGA specifications and policy must be followed. If you have any facility specification / designs please attach instead, providing it has all the required information necessary.

Please provide any evidence that proves there is a local need for your project. For example:

- Have you undertaken any research?
- Do you have any evidence through results of pilot work, a Parish Plan, community survey, community meetings?
- You may have support from your national governing body, local clubs and organisations, user groups, your Parish or Town Council.
- Has an SSDC local or strategic need for this project been identified? You may need to refer to our Council Plan, Area Chapters or relevant Strategy. We can assist you to identify relevant information if required.

3. How will you fund future maintenance and replacement costs (a “sinking fund”) associated with your project? Routine maintenance and replacement of equipment is not normally eligible for grant aid. We are unlikely to fund projects where the future maintenance costs have not been budgeted for.
4. Please tell us about the ownership or lease arrangements of your property or land. S106 funding can only be awarded to leased facilities with a of a **minimum 25 year lease**.

Please include proof of ownership or evidence of lease with your application.

5. For some projects you may need planning permission. Please contact SSDC Planning Service for advice, or speak to your Locality Officer dealing with your application.
6. For some projects you may need Building Regulations. Please contact SSDC Building Control for advice, or speak to your Locality Officer dealing with your application.

### **Section 3 – Project funding**

7. List all your projected costs on the S106 Project Finance sheet which accompanies the application form. If you have a separate budget sheet, please also attach.

Include all the sources of funding for this project, including any gifts or donations in kind and any grants secured or applied for. Your application may include contributions from other sources (e.g. Parish or Town Council, Lottery, your own funds or local).

If a contractor or supplier is being used, please include in your application three quotations and confirm that they all relate to the same specification. Please indicate your preferred choice of contractor or supplier and the reasons for this preference.

Play equipment must have a certificate of conformity to standard EN1176 from an independent test house, such as British Standards or TUV.

A satisfactory inspection by an approved inspector must be passed before any funding is paid

### **Section 4 - Equalities**

8. Access Reviews will identify any works required to improve disabled access. We would expect your facility or equipment to be made accessible, including any reasonable adjustments necessary. SSDC is able to help with this so please discuss at an early stage.

### **Where to send your form**

Please email your form to [Locality@southsomerset.gov.uk](mailto:Locality@southsomerset.gov.uk)

**Don't forget to enclose the information required on the checklist on the application form, or any other information which could support your application.**

**Please retain a copy of the form for your own records.**

**Thank you.**