

Community-Led Infrastructure Fund (CLIF) Grant Programme 2025-2028

Guidance Notes

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Introduction

We are pleased to announce that Wealden District Council is launching the Community-Led Infrastructure Fund programme ("CLIF"). This new programme aims to support locally led projects that meet community needs and align with the Council Strategy.

This new programme is funded through Wealden District Council's Community Infrastructure Levy (CIL) and the Climate Emergency Reserve. These funds enable the Council to commit capital funding for both small and large-scale projects across the district. The Council has allocated £2 million to the programme and invites community and voluntary organisations to apply for grants ranging from £5,000 to £200,000 for projects that benefit Wealden District residents.

The maximum grant award for this programme is £200,000, however the Council may consider larger-scale projects separately, on a case-by-case basis, which would require Full Council approval. For such larger projects, the Council may fund the project in phases, to facilitate bite sized chunks for easier access to funding.

The minimum grant award is £5,000. For those smaller individual projects that do not meet the £5,000 threshold please contact the CLIF Grant Coordinator at CLIF@wealden.gov.uk to discuss your project further or alternatively Wealden District Council may have other suitable funding opportunities separate from CLIF. Please go to https://www.wealden.gov.uk/community-and-safety/information-on-grant-funding/ for further guidance and information.

Applicants must demonstrate a level of match funding, with a minimum of 20% of the grant amount requested. The Council will provide up to 80% of the project funding.

This programme is a capital only fund, meaning grants must be spent on assets such as equipment and features that create or improve spaces, facilities, or infrastructure. For funding requests of £50,000 or less, the improvements must deliver benefits lasting at least five years. For requests exceeding £50,000, the benefits must last a minimum of ten years.

The programme will start in September 2025 and operate on a rolling basis over a three-year funding period, with applications processed on a first-come, first-served basis.

Successful applicants will be given a set period to spend their grant, determined on a case-by-case basis. Grants will typically be disbursed upon project completion, with evidence of expenditure (receipts) required and an invoice submitted for reimbursement. However, for larger scale projects smaller, interim payments could be considered based on phased expenditure associated with the project.

Outcomes

The projects will be required to help deliver key aims of the Council Strategy including:

Community Resilience & Wellbeing

Community resilience (CW1) - We will collaborate with communities and partners to help build resilience through a network of community associations and other community-led initiatives, prioritising mental and physical health and wellbeing.

Leisure and Culture Services (CW5) - We will foster social connection and community cohesion for people of all ages through a long-term plan for leisure and cultural services and facilities. This plan ensures everyone has access to high-quality leisure and cultural opportunities that support physical, social and mental wellbeing.

Equality, diversity and inclusion (CW6) - We will prioritise equality, diversity and inclusion across the Council and the district, providing targeted support for those who experience the most disadvantage in our communities.

Climate Change and the Environment

Tackle the Climate Emergency (CE1) - We will update our Climate Change Strategy and action plan to drive progress towards our goal of becoming carbon neutral district[1].

Countryside and Biodiversity (CE2) - We will work with local communities and partners to protect and enhance the district's green infrastructure and biodiversity.

Active Travel & Sustainable Transport (CE3) - We will work with our county and regional partners to support development of an integrated transport network, prioritising walking, cycling, public transport and electric charging infrastructure.

Local Economy

Support local retail (LE3**)** – We continue to support and invest in the vitality of town centres and high streets, with a particular emphasis on culture and sustainability.

[1] NB: The Climate Change Strategy & Action Plan was adopted in July 2025

Eligible Uses for the Capital Grant

Please note

It is very important that you read these guidance notes before starting an application.

The nature of this funding programme means that there are restrictions on projects that can and cannot be considered eligible to apply for funding.

Appendix A of these Notes has a clear list of who/ what is NOT eligible for CLIF **and therefore, should NOT apply to the Fund.**

The programme is a capital-only fund, meaning applicants must use the grants on assets such as equipment and features that create or improve spaces, facilities or infrastructure. For funding requests of £50,000 or less, the improvements must deliver benefits lasting at least five years. For requests exceeding £50,000, the benefits must last a minimum of ten years.

Projects should enable investment in capacity building and infrastructure support for local organisations and community groups.

The CLIF will support applications for:

Multi-purpose community buildings: construction, alteration, renovation and improved fit out of multipurpose community buildings.

Cultural infrastructure: creation or improvement of, arts, heritage, culture and creative innovation spaces and equipment to support cultural events

Sustainable and warm community spaces: grants for insulation, green power, heating or LED lighting in community facilities.

Greening the district: projects improving informal open spaces, existing greening projects, access improvements and walking trails.

Sports, Leisure and recreational infrastructure: projects such as skateparks, multi-use games areas and BMX pump tracks that are outside the scope of the Sports Infrastructure Fund.

All projects must demonstrate that they have the support and will meet the needs of their local community. While volunteer support is not required, it is strongly encouraged as it showcases community backing and the project's ability to sustain itself in the future.

Fit for Multi-purpose Community Buildings

Types of Areas	Examples of Projects (this list is not exhaustive)
Community spaces, including village and community halls, community centres, sports pavilions and club houses Multi-purpose spaces, including but not limited to church halls and scout and guide buildings *(eligible if they are open to the entire community (not single use) and clearly advertised as multi- purpose)*	Creation of new and additional spaces as well as expansions of existing spaces. Refurbishment projects which aim to increase the usability of the asset, including construction, alteration, renovation and improved fit-out of multipurpose community buildings. Examples include but not limited to: • Installation of broadband • Improved accessibility into and within a building, such as accessible toilets, ramps, doors and measures to improve acoustics for those with hearing difficulties • Enhancements to internal layouts to support additional community activities • New or improved staging, lighting, sound systems and display boards to increase or broaden the use of community buildings To note, 'like for like' improvements such as replacements will not be considered.

Cultural Infrastructure

Types of Areas	Examples of Projects (this list is not exhaustive)
Cultural spaces including galleries, museums, theatres, high streets, village and community halls and buildings that allow public access to cultural or creative activity. Constituted cultural organisations that require capital assets to enable their work to happen, including consortium bids under a lead organisation (cultural organisations must demonstrate that they have presented or delivered cultural activities in Wealden within the last 24 months)	Capital investment in venues or outdoor spaces suitable for performances, live music and theatre, or spaces that foster creativity. This could include: • Constructing new buildings or restoring existing cultural buildings if the land is owned or has appropriate leases. This may include essential elements for cultural delivery, such as electricity for outdoor performance spaces, lighting and PA rigs for village halls. • Projects that involve temporary staging and seating for festivals, provided the application clearly outlines the use, ownership and storage

	of portable items and how they will support activity in the Wealden area. • Adaptations, renovations or improvements to school theatres or stages available for community use, provided there is a demonstrated need.

Greening the District

Types of Areas	Examples of Projects (this list is not exhaustive)
Recreation grounds, nature reserves, woodlands, country parks, village greens, nature reserves, public realms, walking routes, woodland trails, nature routes, cycling routes, community orchards	• Enhancements including seating, information boards, picnic benches, replacement or addition of facilities such as bike racks and landscaping, including boardwalks. • Improving accessibility to green spaces and additional features • Developing new or extended footpaths, cycling routes and trails. • Implementing nature-based solutions for climate resilience such as swift and bat boxes, creation of rain gardens, adoption of grey water recycling, development of green roofs and establishment of wildflower meadows and pollinator plantings
Community gardens	• Creation of new or expansion of existing publicly accessible community gardens and allotments • Development of community growing spaces

Sustainable and Warm Community Spaces

Types of Areas	Examples of Projects (this list is not exhaustive)
Community spaces, including village and community halls, community centres, sports pavilions and club houses Multi-purpose church halls and scout and guide buildings *(eligible if they are open to the entire community (not single-use) and clearly advertised as multi- purpose)*	• Net zero infrastructure projects such as new low carbon heating solutions, boiler upgrades, heat pumps, PV panels, batteries, LED lighting, insulation improvements, new roof insulation, and EV charging points (*for further information about how to make a building more energy efficient see Energy Efficiency for Community

Types of Areas	Examples of Projects (this list is not exhaustive)
	Buildings and Vibrant village halls -net zero guide) • 'Like for like' improvements such as door and window replacements will not be considered. However additional assets such as upgrading windows from single glazing to double glazing are eligible • Refurbishment of kitchens and toilets • Damp proofing
Owned car parks or land	• EV charging points (open for public or community use)

Sports, Leisure and Recreational Infrastructure

Types of Areas	Examples of Projects (this list is not exhaustive)
Community sports facilities that are not covered by the specific recommendations in the Playing Pitch and Open Spaces Strategy and Action Plan (PPOSS&AP) for football, rugby, cricket, tennis, hockey, bowls, netball and stoolball). (Note: applications for these sports are invited through the separate Sports Infrastructure Fund 2024-2027)	• Skateparks, multi-use games areas, running tracks and BMX pump tracks • Improvements to playing pitches and/or ancillary facilities outside of the specific recommendations set out in the Playing Pitch and Open Spaces Strategy and Action Plan (PPOSS&AP) • New and/or improvements to children's outdoor play spaces e.g. natural play opportunities and/or fixed play equipment

Eligibility Criteria

The applicant must be one of the following organisations:

- Not for Profit Organisation
- Charity
- Constituted Community and Voluntary Group
- Parish or Town Council
- Community Interest Company
- Village Hall Trust
- Constituted Residents Association
- Sports Club

- School (Schools must demonstrate that their proposed project delivers clear and measurable benefits to the wider local community in order to be considered eligible)
- Constituted cultural organisations that require capital assets to enable their work to happen, including consortium bids under a lead organisation (cultural organisations must demonstrate that they have presented or delivered cultural activities in Wealden within the last 24 months)

The project site must be entirely located within the Wealden District.

All applications must clearly demonstrate that all costs applied for are directly attributable to the physical delivery of a project. Funding is typically awarded for the purchase and installation of materials and equipment. Please ask for clarification if unsure.

For applications where CLIF is sought for £50,000 or less, the applicant must either own the land or building OR have permission from the landowner AND have a lease of more than 5 years where the capital fund will be spent. For applications of more than £50,000, the applicant must either own the land or building OR have permission from the landowner AND have a lease of more than 10 years where the capital fund will be spent.

Permissions, particularly Planning Permission and/or Building Regulations approval, should be obtained prior to making an application.

The additional project delivery section detailing:
- High Level milestones
- Risks and mitigation

Further Eligibility Guidance / Clarification

Match Funding

Match funding helps to ensure that a wide range of organisations can benefit from this fund. Please ensure you meet the minimal match funding requirement.

Example: If your total project costs £20,000, you will need a minimum of £4,000 (20%) cash match funding from other sources.

Organisations should have all of their cash match funding in place / secured when applying to the programme, to reduce the risk of project delivery falling through.

Please note that match funding cannot come from any other Wealden District Council Community Infrastructure based grant scheme or Councillor ward budgets. Please email CLIF@wealden.gov.uk should you require any further clarification.

Geographical Boundary Area

Projects and activities must be within the Wealden District boundary.

To verify an address, you can use Wealden's mapping site by entering your address or post code in the search bar at the top of the page - Wealden Mapping Tool.

Planning Permission

Applicants must secure any required planning permissions and/or other statutory consents required for the project before applying (and attach copies with your application). It is the responsibility of the applicant to speak to the relevant authorities to determine if any permissions or consents are required.

If you are not sure if planning permission is required, you can find advice on certain common development types in our 'Do I need permission?' webpage or you can engage our pre-application service for further advice. More information on this and other planning advice can be found here: https://www.wealden.gov.uk/planning-and-building-control/planning-advice/. Furthermore, you can speak to a member of Wealden District Council's Planning Team via the Duty Planning Officer who may be able to provide some informal advice. More details of the Duty Planning Officer service can be found here: https://www.wealden.gov.uk/planning-and-building-control/planning-advice/pre-application-advice/duty-planning-officer/.

Building Control

If you are not sure if you require approval from our building regulations team, you can seek advice either through our building regulations webpages which can be found here: https://www.wealden.gov.uk/planning-and-building-control/east-sussex-building-control-partnership/. If you wish to speak to a member of Wealden District Council's Building Control team, please contact: 01892 602005.

Climate Change

If you are applying to install electric vehicle charging points you are required to liaise with WDC's Climate Change team prior to submitting your application. You can seek advice by contacting the Climate Change team on: sustainability@wealden.gov.uk.

Energy Audits

If you are applying to improve the energy efficiency of your building, an energy survey is desirable. If you do not have an energy survey, or do not plan to carry out one, you will need to be able to demonstrate how you have assessed the current energy performance of your building, and evaluated the impact of the proposed improvements in terms of:

- energy use
- cost
- carbon emissions reductions

As a simple guide you will need to establish:

- **Annual energy use** (gas and electricity)
- How much these **costs**
- **Carbon emissions** resulting from energy use

- **Potential improvements** what measures you wish to implement to reduce energy use, cost and emissions and how successful these are likely to be

Energy use should be measured for a minimum of 12 months and include information about how the building is used throughout the week (its occupation). This is important especially if your plans involve the potential to increase the buildings usage.

Useful resources can be found from

The Centre for Sustainable Energy Improving Community Buildings

Action in rural Sussex Village Halls and Community Buildings

Action with Communities in Rural Areas Village Halls Guidance

Conditions

Please refer to Appendix B for Conditions of the CLIF programme

Subsidy Control rules

The UK is now subject to a new statutory Subsidy Control regime, which came into force on 4 January 2023. This regime is largely based around the requirements set out in the **Subsidy Control Act 2022** (the "**Act**").

As part of the assessment of your application we will need to determine whether the grant constitutes a 'Subsidy' under the Subsidy Control Act 2022.

If a subsidy is present, it will be necessary to follow one of the routes prescribed in the Act for awarding compliant Subsidies.

We may request your assistance in assessing the subsidy and determining the appropriate route to make an award. If additional information is needed, we will contact you and require this information as soon as possible.

Grant Funding Agreement and Payment of Grants

If an applicant is successful in securing a grant, a Grant Funding Agreement will be sent to the organisation. This agreement must be signed, returned to us and completed by the Council before the project can start. The Grant Funding Agreement will include Terms and Conditions to ensure the grant award and project delivery meets Wealden District Council's requirements.

The Grant Agreement must be signed within 4 weeks of issue.

Payments will only be made when work is complete.

Successful applications will be given a set period to spend their grant on a case-by-case basis. Final payments will be reimbursed once the project has been completed and evidence of expenditure has been submitted.

Requirements

Applicants must secure any required planning permissions and/or other statutory consents required for the project before applying (and attach copies with your application). Please refer to the “Planning Permission” section above for further details.

Documentation (e.g. register of title, lease or licence) detailing land ownership and permissions must be appended or submitted with the application if applicable. For projects where capital works are taking place on land not owned by the Grantee, the landowner will need to be party to the licence/lease or show evidence of permissions given by the landowner.

If your application is for equipment you will need to supply three quotes for the goods you wish to purchase with the grant, and your preferred supplier stated.

A quote can be an official written document from a supplier, a screenshot from a website, or an image from a current catalogue. All quotes must clearly display the date the information was obtained and should be easily identifiable to the supplier and include the supplier’s name, the date, the price per item to be purchased or procured, whether the amount is inclusive or exclusive of VAT, and, where possible, the supplier’s letterhead or logo with VAT number and registration details.

Applicants are expected to seek the ‘best value quote’ to ensure they obtain the best market value. They must also justify their choice of supplier and explain how the supplier contributes to value for money.

Monitoring

If your application is successful, you will be required to collect baseline data before the project begins and additional data once the project is completed. The data collected must support one of the key aims of the Council Strategy and be relevant for the project. The monitoring data will be agreed and included within the associated Grant Funding Agreement.

Further support on how to collect this data can be provided if needed, at a later date.

If the End of Grant self-monitoring evaluation form and evidence of expenditure/receipts are not satisfactory, the Council reserves the right to reclaim the funds. This evidence is to be submitted no more than 4 weeks after the end of the project.

Acknowledgment and Publicity

Projects awarded funding through CLIF may be asked to develop publicity with Wealden Council at various project stages, including upon grant award, at the breaking ground stage (if relevant), on opening day and 6 /12 months after completion.

Upon completion of the project, the applicant will install a plaque at the project site, measuring at least 250x200mm, in a form specified by Council, to advertise the grant contribution. The applicant is responsible for securing any necessary consents to do so.

Successful organisations must acknowledge the grant awarded by the Council in their annual report and in any publicity materials they produce about the work supported by the grant. Copies of these documents must be supplied to the Council upon request.

Equality, Diversity & Inclusion ("EDI")

Wealden District Council is committed to promoting equality, diversity and inclusion across all the projects we support. We expect projects funded through CLIF to contribute to the aims of the Public Sector Equality Duty and align with our Equality, Diversity, and Inclusion framework for Wealden District Council 2024-2028.

When applying, please consider how your project will:

- be accessible to everyone
- support those who face the greatest disadvantages in our District
- create opportunities for people from different communities to connect and work together

An Equality & Fairness Impact Assessment (EFIA) has been completed for this funding programme. It will be reviewed and updated throughout the funding process to ensure CLIF supports projects that actively promote equality and inclusivity.

Contact details

Please contact the CLIF Grant Funding Coordinator via CLIF@wealden.gov.uk with any queries you may have.

✉ Wealden District Council
Vicarage Lane
Hailsham
BN27 2AX

✆ 01323 443322
@ CLIF@wealden.gov.uk
www.wealden.gov.uk

Last edited: **6-10-25**

Appendix A

List of who/ what is NOT eligible for CLIF:

- Individuals and any organisations not listed within ‘Who can apply?’ section.
- Projects or activity outside of the boundary of Wealden.
- Retrospective work – work that has already taken place before any grant has been awarded.
- VAT reclaimable from HMRC - VAT may be an eligible cost under this grant scheme; however, this will vary on a case-by-case basis and the council cannot give VAT advice to applicants. It is the responsibility of the applicant to ensure that VAT is correctly treated within any grant project. Incorrect VAT treatment could lead to penalties from HMRC and the applicant having to repay the VAT element of the grant that should not have been claimed.
- It is the responsibility of the applicant to include VAT if an applicant needs to claim it. If you do not include eligible VAT at the time of application, the grant will be awarded based on net costs and VAT cannot be claimed.
- Projects which generate private gain.
- ‘Like for like’ improvements such as replacements
- Grants cannot be made to individuals or for items which only benefit an individual, such as prizes, bursaries or personal equipment.
- Projects that are already funded through external funding e.g. government funding.
- Staff salaries.
- Organisational overheads/running costs.
- Costs of making planning applications or other statutory permissions.
- Routine maintenance work or repairs.
- Improvements to car parks (with exception to installing EV charging points).
- Carrying out statutory duties.
- Habitat works or other activity that is part of an Agri-environment agreement.
- Purchase of land or buildings.
- Submission whereby the applicant does not own the land, has no permission from the landowner or has a lease of less than 5 years where the capital fund will be spent.
- Privately owned buildings.
- Private landowners
- Fundraising activities or advertising costs.
- For any other purpose than that specified on the application.
- Capital improvements must not be compromised by other work in the near future
- You cannot apply to us for funding for items if you have applied for, or will be seeking funding for, the same items from elsewhere before you know our decision.
- Grants cannot be used for activities promoting religious or political beliefs; however, we welcome applications from faith groups for community activities that are open/accessible to the whole community, regardless of religion.
- Items of personal kit or sports equipment, e.g. mowers, cricket nets.
- In respect of funding for cultural infrastructure, portable items that will be used outside the Wealden area. Please note grant agreements will stipulate the monitoring of portable items/equipment purchased and vents, excursions and websites, publications and marketing materials.
- Purely church fabric repairs, e.g. to bell towers, church spires, etc.

- Feasibility studies, tender costs, planning permission, surveyor, building consents or recruitment costs.
- Grants will not be awarded to organisations that have large unrestricted balances available for them to spend – if a balance is ‘restricted’ for a particular purpose, e.g. you are saving for a building or piece of equipment, you should clearly indicate this in your application.
- There should not be duplication with other similar CIL based Council funding schemes supporting similar activities. For example, you cannot use Sports Infrastructure Funding (SIF) as match funding for this CLIF Grant Programme. If you are in doubt, please check with the CLIF Grant Coordinator.

Appendix B

Conditions of the CLIF programme

Please note that all successful grant applicants will be required to sign a Grant Agreement prior to release of any funds. The Grant Agreement terms and conditions will vary depending on the project being funded but will cover the following conditions as well as any other relevant terms necessary specific to the application proposal.

- Your main contact and signatory must be members of your organisation whom you expect to be available for the duration of the financial year and take responsibility for providing monitoring information. You must notify the Council of an alternative suitable contact who has agreed to take over the responsibility if a named signatory, as per section 7, leaves your organisation for any reason.

- Successful organisations must promote their project and that WDC has contributed funds. Further details on branding and promotional materials will be provided if your application is successful, and the Grant Funding Agreement is agreed.

- Upon completion of the project the applicant will install in a permanent place at the site of the project, a plaque of a size of at least 250x200mm and in such form as is specified by the Council at the applicant's cost, to advertise the grant contribution to the project and the applicant is responsible for securing such consents as may be required to do so. If the project involves capital assets which don't have a fixed location, Wealden District Council should be referenced in relevant marketing material to be agreed through the Grant Funding Agreement.

- Grant payments will not be made until evidence of spend and monitoring reports have been supplied to the Council. This enables us to monitor and review how the grant has been spent and the successful completion of the projects funded.

- The funding will be used for the purposes set out in this application only – any changes must be agreed with the Council in advance.

- Capital payments will only be made when work is complete.

- The Council may use your name and the name of your project in its own publicity materials, and you will inform the Council of situations where confidentiality is a particular issue.

- The Council shall have no liability to the organisation for any claims, losses, damages, or expenses it may suffer or incur as a result of its use of the funding.

- The Council may at its sole discretion withhold or suspend payment of the funding and/or require repayment of all or part of the funding in the following circumstances:

    a) the organisation uses the funding for purposes other than those for which they have been awarded.

b) the organisation fails to comply with any of the terms and conditions set out in the Grant Agreement.

c) the organisation provides the Council with incorrect or misleading information or completes the application form or supporting documentation dishonestly.

d) any member of the governing body, employee or volunteer of the Organisation has:

   i. Acted dishonestly or negligently at any time and directly or indirectly to the detriment of the Project; or

   ii. Taken any actions which, in the reasonable opinion of the Council, bring or are likely to bring the Council's name or reputation into disrepute.

Appendix C

Application Checklist

Your completed application form and check list of supporting (included in section 8 of the Application Pack), evidence documents must be completed and returned to CLIF@wealden.gov.uk

Before you begin your application, you can use this checklist as a guide to verify your eligibility.

You must be able to answer **yes** to all to the following to be currently eligible to apply:

Checklist Requirements
Are you one of the following organisations: ☐ Not for Profit Organisation ☐ Registered Charity ☐ Unincorporated Group/ Association / Club / Sports Club / Residents Association / Village Hall Trust ☐ Town or Parish Council ☐ Community Interest Company ☐ Village Hall Trust ☐ Constituted Residents Association ☐ School (schools must demonstrate that their proposed project delivers clear and measurable benefits to the wider local community to be considered eligible) ☐ Constituted cultural organisations that require capital assets to enable their work to happen, including consortium bids under a lead organisation (cultural organisations must demonstrate that they have presented or delivered cultural activities in Wealden within the last 24 months)
Your organisation must have: ☐ Its own bank account and must have at least two signatories on the account (refer to document checklist below) ☐ At least three members on its governing body or board of directors, if applicable (refer to document checklist below) ☐ Vulnerable Adult and/or Child Protection and equality policies and Procedures (if your organisation works directly with children and/or adults) ☐ All relevant and required insurance in place e.g. Public Liability insurance

Checklist Requirements

Grants ranging from £5,000 - £200,000 are available and require at least 20% cash match funding:

- ☐ You have evidence to show you have minimum 20% cash match funding in the form of bank statements or successful relevant grant awards.
- ☐ You have evidence to show that three quotations or estimates have been requested/obtained. You must ensure that all paperwork and information is submitted with the application form, including quotes and a clear decision about the project costings as detailed in the "Requirements" section of these Guidance Notes. If you are unable to obtain these, please provide a clear justification within the application. These costings should reflect the receipts you would need to provide if your award were successful.

Other criteria:

- ☐ For applications where CLIF is sought for £50,000 or less, the applicant must either own the land or building OR have permission from the landowner AND have a lease of more than 5 years where the capital fund will be spent.
- ☐ For applications of more than £50,000, the applicant must either own the land or building OR have permission from the landowner AND have a lease of more than 10 years where the capital fund will be spent. (refer to document checklist below)
- ☐ If you are a constituted cultural organisation that requires capital assets to enable their work to happen, including consortium bids under a lead organisation, you must demonstrate that they have presented or delivered cultural activities in Wealden within the last 24 months.

- ☐ Ensure necessary planning permission/building regulation permissions for the works are in place and approved by the relevant regulatory body to enable delivery.

- ☐ You must agree to maintaining the funding asset over its lifetime.

- ☐ If your project is to support electric charging points, you are required to contact Wealden Council's Climate Change team (sustainability@wealden.gov.uk) to be advised on further action to take.

- ☐ You cannot apply to us for funding for items if you have applied for, or will be seeking funding for, the same items from elsewhere before you know our decision. Please make your costs as accurate as possible and be certain your project can go ahead within the timescale.

- ☐ Grants will not be awarded to organisations that have large unrestricted balances available for them to spend – if a balance is 'restricted' for a particular purpose, e.g. you are saving for a building or piece of equipment, you should clearly indicate this in your application.

Checklist Requirements

Documentation needed

Before submitting your application, you can use this checklist as a guide to confirm you have the required documentation to support your application.

Documents	Yes/No
☐ Copy of your organisation's constitution or set of rules, dated and signed as adopted by your group including a copy of any current resolution or delegated authority given to members/trustees authorising them to enter into grant agreements on behalf of the organisation	
☐ A copy of a Bank or Building Society statement for all accounts which are held by your organisation (not more than three months old). Or a photocopy of the page(s) in your passbook/s. Both the statements and/or passbook must show your group's name, address, account number and current balance (please do not send originals). Please note that transaction details should not be redacted unless it is the payee names only, to meet GDPR regulations.	
☐ A copy of your most recent Annual Accounts dated and signed as approved. Or if you are a new group, a statement of your estimated income and expenditure for the first year	
☐ Copies of Vulnerable Adult and/or Child Protection Policies and Procedures if your organisation works directly with children or adults	
☐ Copies of relevant and required insurance, including public liability insurance	

Documents	Yes/No
☐ Evidence of land ownership e.g. land registry number or deeds OR ☐ Evidence of landowner permission and agreement if you are not the landowner AND copies of your lease	
☐ Evidence of planning permission approval and building regulations (if applicable)	
☐ Provide evidence to show that three quotations or estimates have been request/obtained ☐ If you are unable to obtain these, please clearly justify within the application as to why	
☐ Copy of the minutes documenting the approval given in that meeting to confirm it was given (if applicable)	
☐ Project plan and timeline to evidence clearly that the project can be delivered within the timescales for total project costs	
☐ If you are applying towards a net-zero project, an energy audit is desirable. If you do not have an energy audit, or plan to undertake an energy audit, you should be able to show that you understand your energy consumption and energy bills and have a simple way to track your energy use – so you can demonstrate reduction over time (please see the guidance note for details).	
☐ Provide the names, postal and email addresses for directors/members/trustees of your organisation's governing body or board of directors (who are authorised to enter into grant agreements on behalf of your organisation) if applicable **Note: this information will be required for the Grant Funding Agreement. The Council may require further evidence or information regarding this authority from you and by making the application for funding you agree on behalf of your organisation to provide such additional information upon request by the Council.*	

All information relevant to your project must be submitted otherwise further requests for information will be made. This may significantly delay the application process.

You may send the application and all supporting paperwork electronically. This is our preference.

To note: The consideration of your application will be delayed if you do not attach the evidence/documents stated above. If you are unsure on what evidence to provide, please contact CLIF@wealden.gov.uk .

If you send any paper copies, please inform the CLIF Grant Funding Coordinator that you plan to do this. Please do not staple or bind any part of the application form or supporting information. Please ensure you retain a copy of the whole application form for your records.