

CIL/S106 Area Committee Funding Process: Stage 2 Applications

15th July 2025

Communities & Public Health

Community Resources



2025 Funding Cycle

STAGE 1

JAN-FEB

Gathering local ideas

FEB

Deadline for Stage 1 forms - 28th February

MARCH

Surgeries held

APRIL

Community and councillor prioritisation

EARLY MAY

1st Formal meeting: Decide which projects to invite to Full proposal

STAGE 3

NOV-DEC

Decisions communicated and grants set up

OCT-NOV

2nd Formal meeting: Decide which projects to fund

SEPT

BCC technical assessment of proposals

EARLY SEPT

Deadline for Full proposals - 5th September

JUNE-SEPT

Development of Full proposals

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Components of a Stage 2 Proposal

- Eligibility form- online form
- Full project proposal form- word document
- Equalities Impact Assessment- word document

Community Led Proposals- What's involved?

- VCSE groups complete all 3 parts of the stage 2 process
- Source quotes and create a budget plan
- Work in partnership with BCC department where necessary
- Consider involvement and impact on equalities groups
- Engage with your community

Bristol City Council Delivery- What's involved?

- Your group will work in consultation with relevant BCC department and will be in contact to develop a design and proposal in line with original idea
- BCC submit EQIA, eligibility form, and full project proposal

Stage 2 Part 1: Eligibility

- If your proposal is to take place on BCC land, and a BCC delivery body has been identified, the relevant department will complete this.
- Other statutory providers will be aware if they are the delivery body.
- Community led projects delivered by VCSE organisations and groups complete this form independently.

CIL and S106 Funding 2025: Stage
2 Part 1 - Eligibility, Finance and
Authority to Submit



VCSE Organisations: Key Requirements

- CIC, CIO, CBC, charitable status
- At least 3 trustees, management committee members, or directors
- Has a constitution
- Has a bank account

If not (since 2024)

- Accountable Body
- Trustee Indemnity Insurance

CREATING A MEANINGFUL EQUALITIES IMPACT ASSESSMENT



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Why we use Equalities Impact Assessments

Ensure projects are useful and fair to all communities, especially those with protected characteristics.

Identify and understand the potential impacts—positive or negative—on different groups.

Equip decision-makers with the evidence needed to make informed, equitable choices.

Highlight existing inequalities and barriers, such as structural discrimination or underrepresentation.

To identify and guide how you might make a project more inclusive and accessible

Equalities impact assessment forms are not legally required (even for public bodies) but are universally used as the best ‘working tool’



The Law

The **Equality Act 2010** makes it unlawful to discriminate against someone on the grounds of any of these **9 protected characteristics**

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Equalities Groups

These are specifically named sub-groups within the broader categories of Protected Characteristics which are agreed experience historic and institutional discrimination and exclusion:

- ⑩ **Young people (18-24)**
- ⑩ **Older people (55+)**
- ⑩ **Women and girls**
- ⑩ **Disabled people**
- ⑩ **Ethnic minorities**
- ⑩ **LGBTQIA+ people**

Think about...

- What specific groups do we need to consider within our work / projects.
- Consider sub-categories (different kinds of disability, ethnic background etc) and how people with combined characteristics(intersectional) (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Public Sector Equality Duty

An additional part of the equality act 2010 that only applies to public bodies (responsible for spending the public's money)

Bristol City Council has a duty to...

- **Eliminate unlawful discrimination, harassment, victimisation** and any other conduct that is prohibited by or under this act;
- **Advance equality of opportunity** between persons who share a relevant protected characteristic and persons who do not share it;
- **Foster good relations** between persons who share a relevant protected characteristic and persons who do not share it.

Things to think about before completing the form

- The process of completing the EqlA can be an opportunity to identify issues and work to remove barriers:
 - Which people in equalities groups might be disproportionately affected?
 - What could go wrong if we don't consider their needs and circumstances?
 - What could we do to make things fairer?
- Include the bigger picture in your area – what are the existing issues that we know about that might have a bearing on your proposal?



Example EqIA

<p>Protected Characteristic</p> <p>Other Relevant Characteristics</p> <p>Equalities groups</p>	<p>1.1 Does the proposal deliver any positive benefits for people with protected characteristics or equalities groups?</p> <p>Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty .</p> <p>Please also let us know how you intend to measure any potential benefits.</p>	<p>1.2 Does it contribute to eliminating unlawful discrimination, harassment and victimisation? Say how</p> <p>(See example under Notes section)</p>	<p>1.3 Does it advance equality of opportunity? Say how</p> <p>(See example under Notes section)</p>	<p>1.4 Does it foster good relations between people who share a protected characteristic and others – to improve good relations between different groups in the city? Say how</p> <p>(See example under Notes section)</p>	<p>2.1 Does the proposal have any potentially adverse impacts?</p> <p>Consider sub-categories (different kinds of Disability, ethnic background etc) and how people with intersecting characteristics (for example, young women) might have particular needs or experience particular kinds of disadvantage.</p>	<p>2.2 How can these impacts be mitigated or justified?</p>
<p>Sex</p> <p>Women and girls</p>	<p>Yes. Project will deliver benefits for young women and girls. They are welcomed and supported at the youth club. We are discussing developing a new programme specifically for young women and girls to bring together disadvantaged girls to build positive relationships with themselves and others, developing key life skills and supporting wellbeing.</p> <p>We measure the number of young women and girls engaging with the club through our attendance registers and database.</p>	<p>Our sessions bring people from different backgrounds together and encourage positive attitudes across communities</p>	<p>People of all race, ethnicities, gender identity, sex, socioeconomic background, and disabled people are welcome, and equally encouraged to participate in activities.</p>	<p>By bringing together all groups of people at the youth club, we allow them to share their experiences and skills, learn from each other, break down any barriers, reduce stereotypes, encourage empathy and understanding between different groups and encourage community cohesion.</p>	<p>By focusing on young women and girls, there may be a risk of excluding young men and boys in activities.</p> <p>Young women and girls with differing needs may not have all of these accommodated.</p>	<p>Ensure inclusive and representative activities are included in the youth programmes. Regular monitoring and reflection activities, with feedback from youth club users.</p>
<p>Disability</p> <p>Disabled people</p>	<p>Yes. Disabled people are welcomed and supported at the youth club. We have disabled access via a ramp to the rear entrance of the building. We are also currently renewing the toilets in the building to include the installation of a new disabled toilet. Our outdoor sports court is easily accessible. All the rooms within the building are on one level and our tuck shop also has low level access for disabled people We measure the number of disabled people engaging with the youth club through our attendance registers and electronic database</p>	<p>We actively encourage participation and promote awareness of disability positivity and discrimination. We use the Social Model of Disability throughout our work.</p>	<p>We are encouraging disability led decision making around youth programmes and operations, as wells as seeking promote opportunities which will benefit those traditionally discriminated against</p>		<p>Due to lack of awareness, there may be a possibility that not all disabled people will have their needs met – e.g., focussing on physical disability needs.</p>	

Groups that may not be impacted by the project

Protected Characteristics/ Equalities groups	1.1 Does the proposal deliver any positive benefits for people with protected characteristics or equalities groups? Tell us how you've designed your project to address any relevant needs for these groups of people.	1.2 Does it contribute to eliminate unlawful discrimination, harassment and victimisation? Say how (see guidance)	1.3 Does it advance equality of opportunity? Say how (see guidance)	1.4 Does it foster good relations between people who share a protected characteristic and others – to improve good relations between different groups in the city? Say how (see guidance)	2.1 Does the proposal have any potentially adverse impacts?	2.2 How can these impacts be mitigated or justified? If so, how?
Older people	This youth club project is not envisaged to deliver any specific benefits to older people. However, we would promote good relations with all in the community.	Yes, by actively raising awareness of barriers and discrimination faced by older people – particularly by potential youth club users.	Not directly.	By ensuring youth club users are engaged with the community – e.g., through local events and specific projects.	None are anticipated, but we would ensure any planned youth club activity does not adversely impact on older people or other community members.	Risk assessment and reflection; engaging with the community; publicise any youth club events that would impact the community in any way.



**Community Infrastructure Levy (CIL) & Section 106 (S106) funding 2025:
Stage 2 Part 2 - Full Project Details Form**

- Please refer to the Guidance document before completing this form available at: [Area committee funding process](#)
- **All applicants will first need to complete the Part 1 form – Eligibility, Finance & Authority to submit.** This is online and can be accessed here: <https://forms.office.com/e/FnxASf9EgB>
- If you have any questions about applying for CIL/S106 funding or completing this form, please contact: communities@bristol.gov.uk

For office use only	ID No:	Eligible: Y / N / Not complete
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Section 1: Project Summary

a. Name of project	
b. Name of your organisation or group	

STAGE 2 PART 2- FULL PROJECT PROPOSAL FORM



Section 1- Project Summary

- Overview of project
- Funding source: CIL or Section 106

Section 2- Funding eligibility

2a) CIL: supports development

2bc) 106: site specific, find criteria for 106 available funds in your area here: [How we allocate planning obligations money](#)

a) Describing Success: upon completion we will monitor the project against these outcomes, please share how you will demonstrate success at the monitoring stage, with defined expectations and impacts.

Section 3- Equalities, Inclusion and Public Sector Equality Duty

- CIL funds are devolved to Area Committees to ensure community voice can shape improvements and place-making and support the impacts of development in their area. This is an opportunity for all to be involved in decision making.
- Bristol's communities are diverse, which is why it is important to ensure project proposals represent a wide community voice.
- This section is an opportunity to demonstrate how your organisation and project has considered local voice and will have a positive impact on Bristol's communities

Section 3- Equalities, Inclusion and Public Sector Equality Duty

- b) Equalities-led refers to the leaders of your group or organisation
- c) All infrastructure projects should be fully accessible for disabled people and not serve to further exclude those with mobility or accessibility requirements.

This section is your chance to show you have considered how all elements of your project will strive to include and serve every member of your community.

- d) Detailing how your project proposal has emerged, and the ways in which residents have been able to shape its development, can help decision makers better serve their communities. Consider:

- Which stakeholders have you involved and if they are representative of your area
- How you are speaking to people
- ABCD approach

Section 4: Project Delivery Details

- a) Landownership: this impacts the permissions needed and ultimate delivery body of the proposal.

By this point in the process, the delivery body of the project should have been determined and landownership clarified. However, if you are unsure if you have the permission or rights to carry out works, check land ownership [here](#).

‘Permission’ often refers to proposals where land is BCC owned but groups have been given permission to lead on a project in partnership with them.

- b) As a public body, it is important we are sure the organisations we fund have the capacity to successfully deliver the projects proposed.

4: Delivery timetable and key events

- c) This will impact our monitoring process and allow decision makers to consider the viability and potential success of proposals.

Please share any expected key milestones or events.

We are aiming to raise awareness of the CIL funding process, opportunities to influence decision making, and the impact this can have.

4: Project Delivery Budget

- d) Break down all expected costs. If proposal allows, it is a good idea to include some contingency
- e) Having match funding secured can help decision makers consider projects that are best placed to succeed.
- f) Area Committee's have set budgets and a large number of proposals. To help this and increase the likelihood of receiving funding, it can be useful to break larger projects down into stages in your budget, clearly detailing what can be achieved at each stage with phased or reduced funding. This could allow you to carry out elements of a project if funds are limited.
- h) If you are delivering the project, it is your responsibility to source adequate quotes and include in your application,
- i) Considering ongoing revenue and maintenance costings demonstrates the sustainability of a project. The Council will not support projects with unfunded maintenance attached.
- j) Schedule: funding over £40,000 will be paid in instalments. Please take this into consideration when planning the project timetable, allowing payments to align with key milestones. Please be aware that payments can some time to be drawn down, so consider this when planning payment schedule.

Final Steps

- Ensure you have got all necessary attachments: EQIA, Quotes etc.
- Send to your relevant Area Committee- find [here](#)

Area Committee 1	areacommittee1@bristol.gov.uk
Area Committee 2	areacommittee2@bristol.gov.uk
Area Committee 3	areacommittee3@bristol.gov.uk
Area Committee 4	areacommittee4@bristol.gov.uk
Area Committee 5	areacommittee5@bristol.gov.uk
Area Committee 6	areacommittee6@bristol.gov.uk
Area Committee 7	areacommittee7@bristol.gov.uk
Area Committee 8	areacommittee8@bristol.gov.uk
Area Committee 9	areacommittee9@bristol.gov.uk

Useful Information and Additional Support

- [Bristol Equality Charter](#)
- [Bristol Quality of Life Survey](#)
- [The population of Bristol - bristol.gov.uk](#)
- [Social Model of Disability](#)
- [Anti-Racism Resources](#)
- [LGBT Inclusivity Toolkit and Resources](#)
- [Bristol Ward Area Data Profiles](#)
- [Protected characteristics | Equality and Human Rights Commission](#)
- [Asset Based Community Development – Engaging with your community](#)
- [Get involved in your community - bristol.gov.uk](#)

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Who to reach out to :

- Local councillor – [find here](#)
- Bristol City Council community development team – [find here](#)
- Community Connector Organisations – [find here](#)
- Contact us at: communities@bristol.gov.uk

Thank you and
Good Luck!

