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CIL & S106 2023, Full Proposal Part Two: Full Project Proposal Form

V1.00

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FOR OFFICE USE ONLY	ID No:	Eligible: Y / N / Not complete	
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Before completing please complete Part One: Eligibility Form Section 1: Summary of the Proposal

1a. Name of Project:

Refurbishing toilet to improve accessibility

1b. Where do you plan to deliver your proposal: Area Committee (tick box)

AC1	Avonmouth & Lawrence Weston; Clifton, Clifton Down; Hotwells & Harbourside, Stoke Bishop; Westbury-on-Trym & Henleaze	
AC2	Bishopston & Ashley Down; Cotham; Horfield; Henbury & Brentry; Redland; Southmead	
AC3	Eastville; Frome Vale; Hillfields; Lockleaze	
AC4	Ashley; Central; Easton; Lawrence Hill; St George Central; St George Troopers Hill; St George West	
AC5	Bedminster; Brislington East; Brislington West; Knowle; Southville; Windmill Hill	x
AC6	Bishopsworth; Filwood; Hartcliffe & Withywood; Hengrove & Whitchurch; Stockwood	

1c. Ward and site(s):

Brislington West, St Christopher's Church, Hampstead Road, Brislington BS4 3HN

1d. Summarise the project you want to deliver: (50 words maximum)

To adapt the existing toilet to ensure it is accessible to as many church hall users as possible.

1e: Fund Sources	How much are you seeking?	
CIL	£	10,000
S106	£	
Total:	£	10,000

Section 2. Your Project details:

Section 2a. Name of your group or organisation:

St Christopher's Church

Section 2b. Your Organisation:

Briefly describe your organisation's core purpose and activities
(less than 100 words)

St Christopher's is a place of worship, but also acts as a community asset – hosting community groups for all ages and running it's own groups. The main aim of these groups is to reduce isolation by providing a place where people feel safe and supported.

Section 2c. Your Project:

The existing toilet has a heavy sliding door, a standard WC and inadequate grab rails. It is not accessible which adversely impacts the 400 users of the hall each week. The project involves refurbishing the toilet – replacing the WC, sink, flooring, door and rails.

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2d(i): CIL-funded projects

See Guidance (Section 3: CIL Criteria): this is the place to set out how your project meets the **technical criteria** for use of CIL funding (2di & 2dii). Then describe how your project will address the issues you've identified and/or what improvements it will deliver.

**How does your project support development by delivering:
(500 words maximum)**

i. the provision, improvement, replacement, operation or maintenance of infrastructure:

By improving the "accessible" toilet facility, users of the hall and church will be able to toilet independently and with dignity. In recent months, hall bookings have increased from individuals and groups. With no local community centre, St Christopher's provides an ideal venue for hosting groups and improving the sense of community in the area. At present, the poor design of the toilet does not provide a welcoming and accessible space for all.

And/Or:

ii. address the demands that development places on the Area Committee area:

- Describe the demands placed by development that this project is addressing:
- What evidence of these demands is there? (Include any data evidence; local plans, surveys, Neighbourhood Development Plans)

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iii. How will this project address the demands you've identified? What are the chief benefits that the project is designed to deliver?

2d(ii): S106-funded projects

Insert the S106 reference code(s); amount; purpose and expiry date: (this will be used to check that your project meets the terms of the S106 Legal Agreement)

Permission / Site / S106 Code	Current Contribution Value	Date to be Spent / Committed by	Purpose of Contribution

How does your project meet the purpose of the S106 fund(s) and how does it address local needs and priorities?

Section 2e. Describing Success:

How can you demonstrate that your proposed project will address the demands and needs you've identified? How will you measure and demonstrate positive changes to the Area Committee and to local communities?

Propose **at least one** and **up to three** outcomes and associated measurable indicators (up to 3 per Outcome) to describe the improvements your project will make

Write no more than 25 words for each Outcome. Please use SMART Indicators and concrete proposals to evidence achievement. This will be followed up in Project Monitoring			
Outcome	Description	Indicator or Measure	Proposed evidence
Outcome 1	To increase hall usage by those that identify as disabled and their carers.	Increase in hall bookings	Hall booking calendar
Outcome 2			
Outcome 3			

Section 3. Equalities, Inclusion and Public Sector Equality Duty

Both devolved Section 106 and CIL monies are the responsibility of Bristol City Council. Their use is covered by Bristol City Council’s **Equality and Inclusion Policy and Strategy 2018–2023** and the **2010 Equality Act Public Sector Equality Duty** (see [Equalities policy - bristol.gov.uk](http://bristol.gov.uk/equalities-policy)).

All project proposals completing this proposal MUST attach a completed **Public Sector Equality Duty and Equalities Impact Assessment** to demonstrate how your project supports relevant elements of these policies.

Please tell us how your project has been designed to deliver positive impacts and mitigate any negative impacts on people with protected characteristics as set out in the 2010 Public Sector Equality Duty and identified Equalities communities within those protected characteristic categories.

See **Appendix 1** for the table template and see the Guidance for information about how to complete it.

Your Full Proposal will not be considered for funding without a completed Public Sector Equality Duty and Equalities Impact Assessment.

Section 3a. Public Sector Equality Duty and Equalities Impact Assessment	Tick to confirm
completed and attached	

Section 3b. **Equalities-led organisations:**

Tell us if at least half your organisation’s board (trustees or directors) are:

	Y/N
Black, Asian and minority ethnic people	N

LGBT people	N
Disabled people	N

Section 3c. Disabled Access to Capital Projects:

Please explain below how you will ensure that high quality access for Disabled people will be delivered by your project? Please note: your project will not be funded unless you can demonstrate how it will be fully accessible.

200 words maximum

The majority of the hall and church are currently accessible for those with mobility difficulties. The refurbishment of the toilet will ensure that the toileting facilities are also accessible.

Section 3d. Involving the community

How have you already, and how will you, involve the wider community with your project, including Equalities communities and groups with Protected Characteristics under the 2010 Equality Act?

100 words maximum

We engage with the community through those that hire the hall and wider via community newsletters. We are involving those with lived experience of protected characteristics to help design the toilet area. This has already been done with residents of the next door care home and those living with a dementia.

Section 4. Project Delivery Details

Section 4a. Land/Resource ownership. Please demonstrate your Project has permission to be delivered from any third-party owner of the land or resources it will impact on:

Land/Resource ownership			
Who owns the land or resources your project will impact on?	Church of England		
Have you got their permission to deliver this project?	Yes	<input checked="" type="checkbox"/>	No
If "yes" please provide contact details	Name: Andrew Schuman Tel: 0117 9094235 Email: andrewschuman@me.com		
If "no" please state when you will know .			
	Written confirmation of permission – please attach		

Section 4b. Delivery Track record: what resources, skills, experience, knowledge, quality assurance processes and networks will your organisation use to successfully deliver the project? How will you deliver this project?

200 words maximum

Use the experience of knowledge of users of the hall and those with lived experience of a variety of impairments to ensure that the design of the toilet meets the needs of as many as possible.

Communicate with hall users the timings of the work so they are aware of when the toilet will be out of use.

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Section 4c. Delivery timetable and key events/activities:

Please complete the table below to set out the key actions and events which you will deliver to complete your project and the anticipated time scales.

Month/Period/ Year:	April 2024	April 2024							
Key Milestones:	Removal of existing facility	Installation of new facility							

Section 4d. Project Delivery Budget

Capital costs		Funding sources							
Item of Expenditure	Full Cost	Amount of CIL requested	Amount of S106 requested	Other funding – secured	Source of funding	Other funding – not secured	Source of Funding	When will this funding be secured?	Total Income
A. Total Project Capital Totals									
Revenue Costs		Funding sources							
Item of Expenditure	Full Cost	Amount of CIL requested	Amount of S106 requested*	Other funding – secured	Source of funding	Other funding – not secured	Source of Funding	When will this funding be secured?	Total Income
B. Total Revenue Costs									
Combined Capital and Revenue Costs (A + B)									

* Bristol City Council has already retained 33% of all relevant S106 contributions to support revenue costs

Section 4e. How would you manage delivery of your project if the Area Committee offers you less funding than you are requesting?

% reduction	Management of project
10%	Fundraising events.
30%	Fundraising events and delay in timetable
50%	Postponement of project until alternative funds found.

Section 4f. How have you arrived at your project costs?

Have you:

	Describe your approach
Obtained a range of quotes?	
How did you choose your final quote?	Expertise of design/installation of accessible toilets.
How have you calculated your revenue/ maintenance costings?	Not included as part of the existing maintenance schedule.
Please provide evidence of the quotes you've obtained	

Section 4g. CIL/S106 Payment release schedule

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If your Full Proposal is approved, how would you like to have your funding released? BCC departments will arrange this with the Planning Obligations Officer.

Voluntary and Community Organisations: please complete the table below, fitting your payment requests with your project timetable.

	Funding request 1 (Month & year)	Funding request 2 (Month & year)	Funding request 3 (Month & year)
Amount requested:	April 2024 £10,000		
Total CIL/S106 funding:			

Please return the completed form by email to: communities@bristol.gov.uk

By the deadline communicated to you by email.

We can no longer accept hand delivered application forms

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