

Quick Guide to CIF Applications 2023-24

To help you put your application/s together quickly, here's a summary of the main criteria you need to check that your proposal meets. The deadline for applications to be submitted to us is [Friday 26 August 2022](#).

Email your application/s and any supporting documents to: highways.liaison@milton-keynes.gov.uk

Your CIF project application:

- Is on either MKC or parish owned land. Long lease property may also be included if the lease allows.
- Does not incur ongoing maintenance costs to MK Council.
- Any relevant planning permission or licences are sorted beforehand.
- Includes 3 in date quotes if using an outside contractor.
- Permanently benefits the local community.
- Is in the Public Realm i.e. something that is provided for the use of the community.
- Does not exceed the maximum £20,000 MKC contribution.
- Includes details of how this proposal was chosen e.g. public consultation.
- Parish contribution is not from other MKC funding stream e.g. Section 106, ward budget.
- If submitting 3 applications, these are listed in priority choice order (1st, 2nd, 3rd).
- Fits under one of the Council Plan's themes: Getting the Basics Right, stronger communities, action on climate change and sustainability and sustainable transport.
- Can be delivered within the financial year between 1 April 2023 and 31 March 2024.

Checklist before submitting your application:

- Filled in each box including Objectives, Benefits, Consultations, Costs and Timescales.
- Entered the exact amounts £ applied for (MK Contribution, Parish Contribution and Overall Total).
- Included a copy of your Public Liability Insurance.
- Indicated your preference for project if submitting multiple applications.
- Included any supporting evidence including photos, exact location information, details of equipment.
- Proof of landownership is included.
- Any planning permission granted is submitted with the application.

If you have a question or need help completing the CIF application, email the Highways Liaison Team at highways.liaison@milton-keynes.gov.uk