

## Quick Guide: Applications to CIF 2024-25

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 Thursday 31 August 2023  
Email your application/s and any supporting documents to: [highways.liaison@milton-keynes.gov.uk](mailto:highways.liaison@milton-keynes.gov.uk)

- Is on either MKCC or parish owned land\*. Long lease property may also be included if the lease allows.
- Does not incur ongoing maintenance costs to MK City 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.
- You can submit up to 3 applications funding. Please show your priority choice order (1st, 2nd, 3rd).
- Can be delivered within the financial year between 1 April 2024 and 31 March 2025.

\*If the location or equipment is on leased or MKCC owned land, you will need to written permission before submitting your application. Changes to leases or legal conditions can take several months to complete.

### Before you send your application to us, have you?:

- Filled in each box including Objectives, Benefits, Consultations, Costs and Timescales.
- Entered the exact amounts £ applied for (MK City Council Contribution, Parish Contribution and Overall Total).
- 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](mailto:highways.liaison@milton-keynes.gov.uk)