

**APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT
FOR A PROJECT IN THE WOLVERCOTE NEIGHBOURHOOD FORUM AREA
Spring 2023 Round 3**

1. Please read the “Guidance Notes for WNF CIL Funding Applications”
2. The sections of this application form may be used flexibly to provide additional information where necessary. Not all sections will be relevant to all projects, and you may leave these blank.
3. Applications will be assessed by the WNF Steering Committee, taking account of the following criteria; applicants may wish to include supporting information regarding their project’s fit to the criteria.
 - Location within or serving the WNF Community
 - The recipient operates as a recognised body with a nominated bank account
 - The project has agreement in principle from the property or asset owner
 - Value for money
 - Consideration has been given to health and safety requirements
 - Environmental sustainability
 - Innovation

TITLE Short title by which the project will be known	Festival bench for Lower Wolvercote Green
PROJECT APPLICANT(S) & CONTACT DETAILS Name of person (not organisation) who has initiated the project, with email & phone number	Teresa Woodbridge (Chair)
APPLICANT ORGANISATION Name and type of organisation, if applicable, charity number.	Wolvercote and Wytham Midsummer Festival
OUTLINE PROJECT DESCRIPTION Short description so others not associated with the project can understand its purpose and scope. Include aims & objectives, and expected beneficiaries (max 150 words)	The manufacture and erection of a ‘Festival Bench’ to mark the 20 th year of the festival, with specially designed commemorative design carved on it. This would be placed on the green in Lower Wolvercote where it would be of service to all comers, and a tangible year long reminder of the festival which aims to bring all community members together.
MAIN TASKS A list of the main tasks and if appropriate an initial project plan with timescales.	Materials have been sourced and a wood engraver /carver who can carry out this commission has been found. Once completed this will be erected with the help and cooperation of the ODS. Our aim is to have the bench in situ asap, and no later than the end of 2023 (Coronation year as well as 20 th anniversary of festival).
STAKEHOLDERS & DETAILS OF CONSULTATION (e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)	The Festival Committee have voted in favour of the erection of the bench, and the Community Market have also offered their support. We have approval of the siting of the bench in the corner of the green and assurance of cooperation from Julian Cooper of ODS.

<p>RELEVANCE TO THE NEIGHBOURHOOD PLAN</p> <p>How does the project enhance or develop our neighbourhood?</p>	<p>This bench would be an amenity for all but it is expected it would be particularly appreciated by families, children and young people who regularly use the green for social and recreational purposes, as seating is in short supply.</p>
<p>CONSENTS REQUIRED</p> <p>Are any legal consents required before the project can go ahead (e.g. from a Council department such as Highways, Planning, Building Control, or other statutory organisation)?</p>	<p>Julian Cooper of ODS has already given consent and offered support for this venture.</p>
<p>FINANCE</p> <p>How much will this project cost in total? What proportion is being sought from CIL funding? What other sources of finance are being pursued? Are you seeking matched funding? What will the CIL grant be spent on?</p> <p>PLEASE INCLUDE COPIES OF COST ESTIMATES</p>	<p>Some of the material and labour costs have already been absorbed so the main cost now is for the design and engraving. We have been quoted a sum of £1140 including VAT for the actual work of this, plus around £250 to cover the costs of the artwork, art materials, transport, and liaison between designer and carver, The expected total cost of the engraving work is therefore about £1390 - £1500.</p>
<p>MAINTENANCE</p> <p>How will the outputs of the project be maintained and by whom? Please note that CIL grants cannot be used to cover ongoing costs.</p>	<p>It is anticipated that this will be the responsibility of the ODS.</p>
<p>RISK ASSESSMENT</p> <p>Are there any financial or other risks to the completion of this project?</p> <p>Are there any safety issues associated with the project?</p>	<p>No financial risks are anticipated, though it is not really possible to legislate for vandalism to the bench. The safety issues have been discussed with Julian Cooper and he is satisfied that the agreed siting of the bench (where it could not be felt to encourage tree climbing) is safe.</p>
<p>MONITORING AND REPORTING</p> <p>How will the success of the project be monitored? Over what timescale?</p>	<p>The manufacture and erection of the bench and its ongoing use would be the measure of the success of this project.</p>
<p>OTHER COMMENTS OR INFORMATION</p> <p>Please list anything else of relevance you wish the Committee to be aware of.</p>	
<p>Completed applications, WITH COPIES OF COST ESTIMATES/QUOTES WHERE APPLICABLE, should be sent with a covering email to wolvercotenf@gmail.com before : 14th April 2023.</p>	