

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

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	Wolvercote Primary SEND Shepherds Hut
PROJECT APPLICANT(S) & CONTACT DETAILS Name of person (not organisation) who has initiated the project, with email & phone number	Amanda Hook
APPLICANT ORGANISATION Name and type of organisation, if applicable, charity number.	Wolvercote Primary School
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)	<p>Aims:</p> <p>To create space for the provision of SEND pupils and a therapy space.</p> <p>In recent years due to the lack of specialist provision in Oxfordshire the school has seen a big increase in the number of children in school with very high levels of Special Educational Needs and Disabilities. Some of these children are unable to spend their full time in the classroom and are therefore taught in alternative spaces around the school restricting the available space</p>

	<p>for academic and social support. Purchasing a shepherds hut would provide a dedicated space that would allow us to free up existing space in the main building. It does not require planning permission and it will have a big impact on the support for wellbeing and educational support for both staff and children.</p>
<p>MAIN TASKS</p> <p>A list of the main tasks and if appropriate an initial project plan with timescales.</p>	<p>Governor approval for use of school funds for majority of cost obtained June 2023</p> <p>Obtain 3 quotes by end of July 2023</p> <p>Get approval from the Trust to access reserves</p> <p>Pay deposit and confirm design with company</p> <p>Three further payments – on completion of chassis, completion of hut, delivery.</p> <p>Delivery for December 2023</p>
<p>STAKEHOLDERS & DETAILS OF CONSULTATION</p> <p>(e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)</p>	<p>Stakeholders:</p> <p>Children, staff and parents of Wolvercote Primary School</p> <p>River Learning Trust</p> <p>Neighbours of the school.</p> <p>Consultation to parents and neighbours at end of July following approval from Governors and the Trust.</p>
<p>RELEVANCE TO THE NEIGHBOURHOOD PLAN</p> <p>How does the project enhance or develop our neighbourhood?</p>	<p>It will support schooling in response to the growing numbers of children.</p> <p>The Shepherds Hut is designed using sustainable materials and has high levels of insulation requiring minimum energy to run.</p> <p>It is in keeping with the rural feel of the village and would be a more pleasing alternative to a block built pre-fabricated building.</p>

	It is moveable and can be placed in an area that limits impact on the local community.
<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>	No
<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>The total cost of the project will be around £40,000 exclusive of VAT which the school can claim back.</p> <p>We are asking for a contribution of 25% towards the cost (£10,000).</p> <p>The school has good reserves and we are able to fund %75 of the cost without restricting the school budget for the coming years.</p> <p>Funding for internal fittings and resources will be raised by the school PTA</p> <p>The CIL funding will be specifically spent on the purchase of the structure.</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>	Ongoing costs will be covered by the school and is part of the contract between the company providing the Hut and the school.
<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>The only safety consideration is during delivery of the Shepherds Hut which will need to be craned from the main road into position. This will likely be in front of the school opposite the church and may require a short road closure.</p> <p>There are no ongoing safety issues.</p> <p>The financial risks to the project are linked to the changing nature of education at the moment. However the money is already there and reserved for this project so it is unlikely there will be a change to that.</p>

<p>MONITORING AND REPORTING</p> <p>How will the success of the project be monitored? Over what timescale?</p>	<p>The school will provide data to measure the success of the project in terms of the impact on the children and staff in the school.</p>
<p>OTHER COMMENTS OR INFORMATION</p> <p>Please list anything else of relevance you wish the Committee to be aware of.</p>	<p>The placing of the hut will not restrict the children's access to outdoor space due to it's planned placement.</p>
<p>Completed applications, WITH COPIES OF COST ESTIMATES/QUOTES WHERE APPLICABLE, should be sent with a covering email to <email address></p>	