

**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	Vacuum Cleaner for Wolvercote Monday Lunch Club
PROJECT APPLICANT(S) & CONTACT DETAILS Name of person (not organisation) who has initiated the project, with email & phone number	Teresa Woodbridge
APPLICANT ORGANISATION Name and type of organisation, if applicable, charity number.	Wolvercote Monday Lunch Club Voluntary group
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 Monday Lunch Club provides its guests, mainly pensioners, with a modestly priced 2 course meal and the opportunity to socialise at the Baptist Hall in Lower Wolvercote on a weekly basis. The Lunch Club is run entirely by a team of over 20 volunteers operating on a rota basis. Working with elderly people it is essential that high standards of hygiene should be kept, and that the hall is left clean and tidy after each session. The current vacuum

	cleaner is not fit for purpose as it does not pick up dirt efficiently.
<p>MAIN TASKS</p> <p>A list of the main tasks and if appropriate an initial project plan with timescales.</p>	Sourcing and purchasing an appropriately priced, relatively heavy duty vacuum cleaner.
<p>STAKEHOLDERS & DETAILS OF CONSULTATION</p> <p>(e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)</p>	The Lunch Club steering committee and Treasurer have been consulted over this matter.
<p>RELEVANCE TO THE NEIGHBOURHOOD PLAN</p> <p>How does the project enhance or develop our neighbourhood?</p>	<p>As mentioned above, most Lunch Club guests are elderly and/or live alone, and often express their appreciation of the opportunity to get out and enjoy the company of others. For some it is their only weekly outing. The contact with the volunteers who help with transport, cooking, serving etc is also highly valued.</p> <p>Numbers of guests vary from week to week, but on average about 20 - 24 people sit down to a meal each time. Transport is also offered to those who are unable to travel there independently. We have been pleased to welcome residents from the new Mill Site development over the last year and to see them form friendships with other residents.</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>	N/A
<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>It is anticipated that an appropriately sturdy vacuum cleaner could be purchased for a price in the region of £220-280.</p> <p>No other sources of funding are currently being pursued.</p>

PLEASE INCLUDE COPIES OF COST ESTIMATES	
<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>Funds from the Monday Lunch Club can be made available for any maintenance needed outside the original warranty period.</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</p> <p>No</p>
<p>MONITORING AND REPORTING</p> <p>How will the success of the project be monitored? Over what timescale?</p>	<p>N/A</p>
<p>OTHER COMMENTS OR INFORMATION</p> <p>Please list anything else of relevance you wish the Committee to be aware of.</p>	<p>N/A</p>
<p>Completed applications, WITH COPIES OF COST ESTIMATES/QUOTES WHERE APPLICABLE, should be sent with a covering email to <email address></p>	