

APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT FOR A PROJECT IN THE WOLVERCOTE NEIGHBOURHOOD FORUM AREA Autumn Round 2023	
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. <ul style="list-style-type: none"> • 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 	
APPLICATION DATE	18.09.2023
REVISION DATE if applicable	
TITLE Short title by which the project will be known	Cuttleslowe Community Centre Cinema
PROJECT APPLICANT(S) & CONTACT DETAILS Name of person (not organisation) who has initiated the project, with email & phone number	Stephanie Jankovic
APPLICANT ORGANISATION Name and type of organisation, if applicable, charity number.	Cuttleslowe Community Centre, Charity Number: 1154860
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)	Prior to COVID 19 Cuttleslowe Community Centre delivered a monthly Cinema ‘Cutteshowe Cinema’. This was available free of charge to the local community and enabled low-income families to have a cinema experience without costing them any money. It was hugely popular and something we are regularly asked to resume. Currently, we are unable to resume this provision as we ran the Cinema evenings for families by hiring cinema

	<p>equipment from the company ‘Film Oxford’ and it would cost us £500 per cinema for the equipment which was not sustainable long term. We are therefore applying for funding to install a retractable, fixed projector screen, a ceiling mounted, fixed projector and wall mounted Bluetooth speakers. This will enable us to resume delivering monthly cinema screenings for families and make the Centre a more attractive, multi-use space in terms of having audio-visual equipment.</p>
<p>MAIN TASKS</p> <p>A list of the main tasks and if appropriate an initial project plan with timescales.</p>	<p>Currently we have secured a quote from an Oxford based company to install the audio-visual equipment. They have informed me that once we know that we have secured funding they will be able to install the equipment within a matter of weeks. We, at the Community Centre were hoping to start an Autumn programme of films as the nights get longer, ideally showing a Halloween and Christmas film in the lead up to Christmas though we know this may not be possible due to funding timelines. We would hope to be able to install it ASAP, ideally by Christmas!</p> <p>We are also hoping to deliver a Christmas disco, which the speakers would also enable us to do more effectively and successfully.</p>
<p>STAKEHOLDERS & DETAILS OF CONSULTATION</p> <p>(e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)</p>	<p>The Centre is owned by Oxford City Council but we have full control in terms of internal fixtures, fittings and alterations.</p> <p>Our Stakeholders are the families and individuals living in Cutteslowe, Sunnymead and Wolvercote.</p>
<p>RELEVANCE TO THE NEIGHBOURHOOD PLAN</p>	<p>Though Cutteslowe Community Centre does not sit within Wolvercote Neighbourhood itself the area we serve covers both Cutteslowe (surrounding</p>

<p>How does the project enhance or develop our neighbourhood?</p>	<p>Cotteslowe Park) and both Upper and Lower Wolvercote. All of our open access activities provided by or collaborated with Cotteslowe Community Centre.</p> <p>The project falls under the WNF Neighbourhood Plan's goal: Provide '<i>communal facilities that will maintain and enhance social interaction.</i>'</p> <p>The activities we propose to deliver (cinema/disco/quiz evenings) would be promoted through Cotteslowe and Wolvercote Primary Schools as they are the main catchment schools for our main target audience; those living in Cotteslowe Estate (south of Ring Road) and Templar Road Estate (north of Ring Road, part of WNF).</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>We always inform OCC as owners of any work undertaken to the Centre, but this refit would not require formal planning permission, and no structural alterations to the building (other than a new exit through the outside wall for the enhanced extractor unit).</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>We have currently received one quote from an Oxford based company which is attached to this application. We are in the process of obtaining a 2nd quote and will provide WNF with this when we receive it. If subsequent quotes are lower than the first we will modify our funding ask from WNF accordingly.</p> <p>The quote we have received is for £8,704 +VAT (£10,088 total). This figure has already been subject to a nearly 25% reduction from £11,000 +VAT. This is for the supply and installation of a retractable, wall mounted projector screen, a ceiling mounted projector and wall mounted Bluetooth speakers.</p>

	<p>We are applying for £7,500 in funding from WNF and plan to fundraise the remaining £2,588 from a combination of localised fundraising through things like bake sales as well as applying to Oxfordshire Community Foundation for additional grant funding.</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>CCA will maintain the equipment and in the event that it is damaged we would either pay ourselves for it to be fixed or claim through our insurance.</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>There are no financial risks. We thoroughly risk assess all of the activities delivered by CCA.</p>
<p>MONITORING AND REPORTING</p> <p>How will the success of the project be monitored? Over what timescale?</p>	<p>We will ‘sell’ tickets in advance of cinema/disco/quiz nights even though they will be delivered for free/at minimal cost (i.e. suggested voluntary donation) which will allow us to both monitor uptake easily but also ensure that activities/events are delivered safely in terms of fire regulation numbers etc.</p>
<p>OTHER COMMENTS OR INFORMATION</p> <p>Please list anything else of relevance you wish the Committee to be aware of.</p>	<p>City Council data shows us that 20% of children aged 0-15 on Templar Road Estate (WNF area) are growing up under the poverty line (21.9% in Cutteslowe Estate South of the Ring Road). Between Templar Road Estate and Cutteslowe Estate there is also a higher than national average % of households living with 1 (35.4%), 2 (16.5%) and 3 (4.4%) dimensions of deprivation. Oxford City has the second highest level of inequality in the Country and we believe Cutteslowe (N&S of the Ring Road) may have some of the highest levels of inequality in the City. Our aim with the installation of this cinema/AV equipment is to be able to provide regular, long-term, sustainable opportunities for the whole community</p>

	but specifically those struggling with escalating costs to regularly come together and enjoy an evening activity with the family that will not cause them financial stress or additional hardship.
Completed applications, WITH COPIES OF COST ESTIMATES/QUOTES WHERE APPLICABLE, should be sent with a covering email to wolvercotenf@gmail.com	