

<b>APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT FOR A PROJECT IN THE WOLVERCOTE NEIGHBOURHOOD FORUM AREA Spring Round 2024</b>	
<p>1. Please read the “Guidance Notes for WNF CIL Funding Applications”</p> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> <li>• Location within or serving the WNF Community</li> <li>• The recipient operates as a recognised body with a nominated bank account</li> <li>• The project has agreement in principle from the property or asset owner</li> <li>• Value for money</li> <li>• Consideration has been given to health and safety requirements</li> <li>• Environmental sustainability</li> <li>• Innovation</li> </ul>	
<b>APPLICATION DATE</b>	15/04/2024
<b>REVISION DATE</b> if applicable	
<b>TITLE</b> Short title by which the project will be known	Cutteslowe Greenhouse
<b>PROJECT APPLICANT(S) &amp; CONTACT DETAILS</b> Name of person (not organisation) who has initiated the project, with email & phone number	Marta Lomza (Chair)
<b>APPLICANT ORGANISATION</b> Name and type of organisation, if applicable, charity number.	Cutteslowe Greenhouse Ltd Community Benefit Society registered with the FCA – no. 9226
<b>OUTLINE PROJECT DESCRIPTION</b> Short description so others not associated with the project can understand its purpose	The Cutteslowe Greenhouse was established in response to the closure of the Cutteslowe Garden project by the charity People In Action in September 2022. The former project was housed in a large complex of glasshouses owned by Oxford City Council.

<p>and scope. Include aims &amp; objectives, and expected beneficiaries (max 150 words)</p>	<p>It had been a much-loved part of the local community for over 7 years providing therapeutic horticulture activities to clients with disabilities.</p> <p>Since the closure the asset has been unused and is falling into disrepair.</p> <p>Members of the local community, former staff and clients, local faith leaders and City Councillors came together with the aim to rescue the facility and relaunch it with a more sustainable model led by the community.</p> <p>The aim is to obtain a lease on the asset and transform the space into a self-sustaining community hub that connects people with the natural world and each other through nature and food-based activities.</p>
<p><b>MAIN TASKS</b></p> <p>A list of the main tasks and if appropriate an initial project plan with timescales.</p>	<p>When the former occupier closed the project, they left all the plants and equipment as they were. The greenhouse site has now been closed for over a year and a half and the surviving plants have become overgrown and some of the equipment has degraded. Due to the fragile nature of the glass, heating and electrical systems, we expect that there will be significant repairs and replacements to do. We are currently working with a surveying company to conduct a full conditions and mechanical and electrical survey to assess the full scope of renovation works needed and costs for the capital project. We expect the surveys and capital budget to be completed by early May 2024.</p> <p>The surveys will provide us with the information we need to prepare a realistic business plan and financial forecasts. We will finalise our business plan by mid-May.</p> <p>By showing a sustainable business plan, we are hoping to secure the lease with Oxford City Council. We have already entered negotiations and the council are finalising the surrender of the lease with the previous lessee and have indicated they would be willing to grant a lease subject to fundraising. The intention is to negotiate a 15 year lease as a minimum, but we hope to get a longer lease on a peppercorn basis. We do not know of any competition for the building. We expect to have agreed a Heads of Terms by early June.</p> <p>We will be fundraising through a mixture of grant funding and community shares to cover the capital costs. We will also fundraise for other start-up revenue costs including salaries for staff members to manage the project. The staff members will include including a Business Manager, Community Coordinator and Communications Coordinator. We will be applying to the Community Ownership Fund in early June and plan to launch our share offer in September.</p> <p>Once the site is acquired, we intend to have a trading model with sufficient income-generating activities in order to sustain the community management of the asset and create volunteer and paid staff opportunities.</p>

	<p>The activities will include:</p> <ol style="list-style-type: none"> <li>1) A primary focus on healthy and affordable food production: A space to grow, process and sell fruit, vegetables and salads to the local community and beyond. We intend to devote a considerable portion of the greenhouse to food production which will be sold commercially via local supply chains. We are developing a partnership with local food network Good Food Oxford who have set up a tried and tested route to market to the Oxford University College catering suppliers.</li> <li>2) An inclusive community hub and cafe: a magnet for daily interactions for all members of our community, selling healthy food. We expect to generate income from sales from the cafe and venue hire.</li> <li>3) Community garden centre: Sell edible and non-edible plants to the local community, grown on site by staff and volunteers.</li> <li>4) Training, well-being activities &amp; nature-based learning: Providing space for therapeutic groups. We are also working with Good Food Oxford to explore providing training and qualifications in horticulture and market gardening for self-funding students or those accessing PIP and other funded support.</li> </ol>
<p><b>STAKEHOLDERS &amp; DETAILS OF CONSULTATION</b> (e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)</p>	<p>Since starting the project, two community engagement events were held, attended by 50 people and a community consultation questionnaire collected 200 responses. The consultation showed wide community support for the project. A series of focused visioning and action-planning workshops were attended by 20 people in the committee and the wider community.</p> <p>There is a wider list of around 150 supporters and volunteers. A fundraising event raised in excess of £500 in donations and pledges and there are now over 200 followers on social media. There is also strong support from local Councillors and City Council officers.</p> <p>The group obtained funding with support from another local community organisation, to employ a Community Coordinator. Between July 2023 and February 2024, they organised and supported 23 events and sessions, such as nature walks, family art activities and allotment &amp; orchard work parties which engaged 478 people of all ages. This included 7 free community lunches cooked by volunteers using surplus food. They were attended by 300 people.</p> <p>These activities were used to generate opportunities for volunteering, sharing skills, and developing a more community-</p>

	<p>owned sense of place. There are currently 10 core volunteers (session leaders, board of directors, and a comms coordinator) and around 20 regular events volunteers.</p>
<p><b>RELEVANCE TO THE NEIGHBOURHOOD PLAN</b></p> <p>How does the project enhance or develop our neighbourhood?</p>	<p>By bringing the space back in to use we also hope to save a valuable community asset from dereliction.</p> <p>While the Cutteslowe Park (where the greenhouse is located) is a wonderful natural resource, there are many local people who don't access it on a regular basis. Since the previous project closed, it's lacking a publicly-accessible drop-in space for the community. A welcoming hub is much needed locally.</p> <p>The project will therefore particularly benefit those local residents of Cutteslowe who are at risk of loneliness, through creating an accessible, inclusive space where they can reliably find others to connect with. This includes: older people, new parents, stay-at-home parents, immigrants and refugees, disabled people, young people not in work or education, people with chronic health conditions.</p>
<p><b>CONSENTS REQUIRED</b></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>Before the capital project can go ahead, we will need to secure the lease on the site.</p> <p>As there will not be a change of use or any new construction planned, there will not be any planning consents required.</p>
<p><b>FINANCE</b></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><b>PLEASE INCLUDE COPIES OF COST ESTIMATES</b></p>	<p>Our total start-up budget is £36,662.00.</p> <p>The full budget is attached for reference, but this includes: 1) legal fees and advice from a solicitor; 2) Additional surveys; 3) Salaries for Project Manager, Community Coordinator &amp; Communications Coordinator; 4) Consultancy for the preparation of a share offer; 5) Materials for events.</p> <p>We've already been successful in securing £11,250 from Oxford Community Foundation and Hubbub. We also have an application pending for £11,120 from the Booster fund that we expect to receive before the end of May.</p> <p>We've been able to secure pro bono support from AtkinsRéalis to complete a full conditions survey and give advice on the capital budget. However, there are some remaining surveying activities which they were not able to provide pro bono. These activities are essential to determining the capital renovations needed. The following surveys are needed:</p>

	<p>a) A measured survey – to give an accurate floorplan in order to calculate size of growing space to obtain yield figures for the growing operation.</p> <p>b) Septic tank &amp; drainage survey – we understand that the site is not mains connected and so need a survey to determine if any significant works are needed to restore the septic tank and drainage system.</p> <p>c) Soil quality and contamination survey – due to the intention to grow food for sale, it will be essential to have certainty about the soil condition. We understand from staff from the previous project that they were limited to growing in certain places due to soil contamination from old oil heating systems.</p> <p>Therefore, we are seeking this additional funding from the Wolvercote Neighbourhood Forum. We've obtained quotes from recommended suppliers for these items. The budget is as follows:</p> <ul style="list-style-type: none"> <li>• Measured survey (MIC Surveys): £1,740.00</li> <li>• Septic Tank survey (OPC Drainage): £762.00</li> <li>• Soil quality / contamination survey (EMS): £2,220.00</li> </ul> <p>Total requested: £4,722.00</p> <p>The quotes are attached for reference from MIC &amp; EMS. OPC gave a verbal quotation over the phone. Additional quotations can be obtained to ensure best value for money.</p>								
<p><b>MAINTENANCE</b></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>We are in the process of recruiting a Project Manager and a Community Coordinator who will manage and maintain the project, supported by the Board of Directors. Once the site is open, we intend to have a professional grower and other staff to oversee the general maintenance.</p>								
<p><b>RISK ASSESSMENT</b></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 following are potential risks and mitigating factors:</p> <table border="1" data-bbox="576 1615 1337 2018"> <thead> <tr> <th data-bbox="576 1615 847 1715">Risk</th> <th data-bbox="847 1615 940 1715">Risk level</th> <th data-bbox="940 1615 1246 1715">Mitigating factors</th> <th data-bbox="1246 1615 1337 1715">Risk level</th> </tr> </thead> <tbody> <tr> <td data-bbox="576 1715 847 2018">Not able to raise funds for surveys – causing a delay to project and not being able to submit to the Community Ownership Fund in time.</td> <td data-bbox="847 1715 940 2018">Med.</td> <td data-bbox="940 1715 1246 2018">Researching at other grant funding.</td> <td data-bbox="1246 1715 1337 2018">Med.</td> </tr> </tbody> </table>	Risk	Risk level	Mitigating factors	Risk level	Not able to raise funds for surveys – causing a delay to project and not being able to submit to the Community Ownership Fund in time.	Med.	Researching at other grant funding.	Med.
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	Not able to obtain the lease.	Med	Have maintained good communication with Oxford City Council. No other competition for the space.	Low
	Not successful with Community Ownership Funding.	High	Researching alternative grants. Can increase value of share offer.	Med
	Surveys show capital costs are higher than expected.	Med	Look at phasing capital project.	Low
<p><b>MONITORING AND REPORTING</b></p> <p>How will the success of the project be monitored? Over what timescale?</p>	<p>The success of the project will be monitored through the following means:</p> <ul style="list-style-type: none"> <li>Regular reports by the Project Manager to the Board of Directors on progress.</li> <li>Community feedback surveys to gauge the satisfaction and participation by the community in activities organised.</li> </ul> <p>Cotteslowe Greenhouse will provide a report to the Wolvercote Neighbourhood Forum once the capital budget has been prepared showing how the objectives have been achieved.</p>			
<p><b>OTHER COMMENTS OR INFORMATION</b></p> <p>Please list anything else of relevance you wish the Committee to be aware of.</p>	<p>Cotteslowe Greenhouse had expected to have been able to obtain the funding for the surveys from the Community Ownership Fund revenue support grant. Due to changes in the Government's timeline for the programme, the funding was closed early, before we'd had been able to apply. This has left the project as risk as without the information from all of the surveys, it will not be possible to create an accurate capital budget and business plan. This may delay the whole timeline, meaning that we may not be able to submit the full capital Community Ownership Fund application for when the fund closes in early June.</p> <p>Please see also attached is the report compiled in February 2024 detailing the success of the community engagement work done to date.</p>			
<p>Completed applications, WITH COPIES OF COST ESTIMATES/QUOTES WHERE APPLICABLE, should be sent with a covering email to <a href="mailto:wolvercotenf@gmail.com">wolvercotenf@gmail.com</a></p>				