

APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT FOR A PROJECT IN THE WOLVERCOTE NEIGHBOURHOOD FORUM AREA Spring Round 2024	
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	15.04.2024
REVISION DATE if applicable	
TITLE Short title by which the project will be known	Cutteslowe Community Centre Storage and Facility improvements
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.	Cutteslowe Community Association
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)	We are applying for funding to increase internal storage at the Centre. As our provision changes the need for storage has also changed as existing storage is not fit for purpose. We are applying for funding to improve internal storage cupboard with the installation of shelving to replace a metal cupboard that is broken and not fit for purpose.

	<p>We are also applying for a replacement gazebo to increase the opportunity to provide outdoor activities as our existing gazebo is broken in multiple places and is now dangerous to erect. Our current gazebo has been used at multiple outdoor events including the Cutteslowe Light Train in Cutteslowe Park, Sunnymead Minnows Sessions in Cutteslowe Park for children under 5 and their families, the Not Quite Roay Variety show in Cutteslowe Park as well as at multiple activities and events in Sunnymead Park and in the car park neighbouring the Centre.</p> <p>Thirdly, we are applying for disco lights that we will be able to hire out to the public for parties in the Centre. We also hope to be able to use them to provide discos for children and toddlers (for Sunnymead Minnows end of term etc parties). The lights will be mobile meaning that we can also use them at the Cutteslowe Light Trail in Cutteslowe Pavilion to improve the children's disco that has been delivered for the last 2 years' festivals.</p>
<p>MAIN TASKS</p> <p>A list of the main tasks and if appropriate an initial project plan with timescales.</p>	<p>On receipt of funding (if application successful) both the disco lights and the gazebo will be purchases and carpenter will be commissioned to build additional shelving within existing storage room.</p>
<p>STAKEHOLDERS & DETAILS OF CONSULTATION</p> <p>(e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)</p>	<p>We do not require permission from any external body for this to take place. 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>How does the project enhance or develop our neighbourhood?</p>	<p>Though Cutteslowe Community Centre does not sit within Wolvercote Neighbourhood itself the area we serve covers both Cutteslowe (surrounding Cutteslowe Park) and both Upper and Lower Wolvercote. All of our open access activities provided by or collaborated with Cutteslowe 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 delivered at CCA are promoted through Cutteslowe and Wolvercote Primary Schools as they are the main catchment schools for our main target audience; those living in Cutteslowe 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>Disco Lights: 2x tripod mounted lights @ £95 each = £190</p> <p>3mx3m Gazebo @ £180</p> <p>Building of shelving storage to include: 50 x 50mm planed timber frame 1.2m long x 2.35m H 12mm Plywood shelves 5No. 3.6mm Plywood backing to the shelves + labour of carpenter 1st Quote @ £850 2nd Quote to follow</p> <p>TOTAL of application to WNF: £1220</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>Equipment will be stored securely and managed by CCA staff during usage.</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>All of the materials applied for will be used in conjunction with multiple projects, events and activities delivered by CCA.</p>
<p>OTHER COMMENTS OR INFORMATION</p> <p>Please list anything else of relevance you wish the Committee to be aware of.</p>	<p>2nd Quote to follow shortly</p>
<p>Completed applications, WITH COPIES OF COST ESTIMATES/QUOTES WHERE APPLICABLE, should be sent with a covering email to wolvercotenf@gmail.com</p>	