

APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT FOR A PROJECT IN THE WOLVERCOTE NEIGHBOURHOOD FORUM AREA Autumn 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	16.09.2024
REVISION DATE if applicable	
TITLE Short title by which the project will be known	Internal improvements at Cutteslowe Community Centre
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 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)	We plan a number of improvements to Cutteslowe Community Centre: The floor in the entrance corridor of Cutteslowe Community Centre has begun to significantly deteriorate and is becoming a significant trip hazard. Before this gets worse we plan to replace the floor with a commercial grade, highly durable vinyl. The walls of the Main Hall, Lounge and Entrance Corridor have been

	<p>significantly damaged by Sellotape being attached to the walls to hang things like balloons and banners for parties. We are applying to repaint the areas of the Centre effected.</p> <p>The wood floor in the Main Hall has become increasingly scratched over previous years with dirt now settling into the scratches and making it look permanently dirty unless cleaned with industrial cleaning machinery. We would like to have the floor sanded and re-sealed to extend the existing floor's lifespan (replacement would cost between in the region of £15,000) as well as making it easier to clean and maintain. We have started to receive complaints from hirers who use the space for things like dance where children are bare foot as even when extensively mopped there is still dirt where the surface of the floor has been worn down. By resealing it we hope to make the Centre more appealing to new and existing hirers.</p>
<p>MAIN TASKS</p> <p>A list of the main tasks and if appropriate an initial project plan with timescales.</p>	<p>Due to the necessity of Centre closure for this work to take place we will aim cause the least impact as possible by completing it during naturally quieter times (i.e. half term/school holidays). Each of the 3 individual jobs are estimated to last 3-5 days and will be scheduled to ensure that the Larder on a Wednesday afternoon can take place as many families struggling with food poverty are dependent on the provision.</p> <p>As outlined above the main tasks will be (in order of priority):</p> <ol style="list-style-type: none"> 1. Replace floor in entrance corridor with commercial vinyl as it is becoming increasingly dangerous 2. Sand and reseal floor in main hall to ensure maximum lifespan of floor, enable more efficient cleaning and make Centre more

	<p>appealing to new and existing hirers</p> <p>3. Repaint areas of walls damaged by Sellotape etc in previous years</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>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 Community Centre is for the benefit 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</p>	<p>The budget for the work requested is attached separately detailing the 6 quotes (also attached (please note we are not seeking funding to have the Lounge floor replaced which is detailed along with the 2 quotes for the entrance</p>

<p>What will the CIL grant be spent on?</p> <p>PLEASE INCLUDE COPIES OF FIRM QUOTATIONS</p>	<p>hall)) we have obtained for the 3 projects as well as £500 project management and administration time.</p> <p>We are seeking £9,632 broken down as follows:</p> <p>Entrance Hall floor replacement: £3,420</p> <p>Main Hall sand and re-seal: £3,432</p> <p>Painting of hall, lounge and entrance: £2,280</p> <p>Project Management and Administration: £500</p> <p>TOTAL; £9,632</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>Following this work we will fit hooks at regular intervals around the hall for hirers to hang balloons, bunting and banners etc so that adherence with Sellotape or blu-tac is not necessary. We will also implement a strict ‘no Sellotape’ with hirers; removing deposits if damage to paintwork is incurred due to its use. We will also keep a stock of the paint used to enable us to patch if/when required.</p> <p>Both flooring companies who have quoted for the replacement floor in the entrance hall have stated that the floor should last for 10 years without issue. We have requested commercial grade, non-slip flooring to ensure it is fit for purpose and highly durable.</p> <p>The work on the Main Hall floor is to ensure we are able to get as much lifespan of the existing floor as possible as it would be prohibitively expensive to replace. We aim to focus our funds on projects and activities beneficial to the community so would like to ensure we are maintaining what we already have.</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>In order for the work to be undertaken safely we will close the Community Centre for the duration of the work to ensure no risk to the public.</p>
<p>MONITORING AND REPORTING</p> <p>How will the success of the project be monitored? Over what timescale?</p>	<p>A more presentable and safer Community Centre will be the result of the funding making it more readily usable for the Community we serve.</p>
<p>OTHER COMMENTS OR INFORMATION</p> <p>Please list anything else of relevance you wish the Committee to be aware of.</p>	<p>Budget Spreadsheet and 6x quotes attached.</p>
<p>Completed applications, WITH COPIES OF FIRM QUOTATIONS WHERE APPLICABLE should be sent with a covering email to wolvercotenf@gmail.com</p>	