

**APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT  
FOR A PROJECT IN THE WOLVERCOTE NEIGHBOURHOOD FORUM AREA  
Spring Round 2025**

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
4. If your application is successful, please
  - Confirm to the Forum receipt of funding from the City Council
  - Send us photographs of your finished project.

<b>APPLICATION DATE</b>	07/03/2025
<b>REVISION DATE</b> if applicable	
<b>TITLE</b> Short title by which the project will be known	Cotteslowe School Friends: Audio Visual and Projector Equipment
<b>PROJECT APPLICANT(S) &amp; CONTACT DETAILS</b> Name of person (not organisation) who has initiated the project, with email & phone number	Judith Haverty friends@csf.wolvercote.gov.uk 0976412108 XXXXXXXXXXXXXXXXXXXX
<b>APPLICANT ORGANISATION</b> Name and type of organisation, if applicable, charity number.	Cotteslowe School Friends Charity 1176411
<b>OUTLINE PROJECT DESCRIPTION</b> Short description so others not associated with the project can understand its purpose and scope. Include aims & objectives, and expected beneficiaries (max 150 words)	<p>The aim is to provide new audio-visual equipment for the school hall, including a projector, widescreen electric screen, lapel microphone and speakers with full installation.</p> <p>The audience will benefit by being able to hear the presenters more clearly, and the clarity of presentations will be greatly improved through the new projector screen.</p> <p>The hall, and the current limited, outdated AV equipment, is utilised weekly by teachers and pupils and plays host to parents visiting for numerous performances and presentations each term.</p>

<b>MAIN TASKS</b> A list of the main tasks and if appropriate an initial project plan with timescales.	
<b>STAKEHOLDERS &amp; DETAILS OF CONSULTATION</b> (e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)	
<b>RELEVANCE TO THE NEIGHBOURHOOD PLAN</b> How does the project enhance or develop our neighbourhood?	By having better AV equipment the School may then have an opportunity to rent out the School Hall, thus being able to generate some additional income.
<b>CONSENTS REQUIRED</b> 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)?	
<b>FINANCE</b> 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? <b>PLEASE INCLUDE COPIES OF FIRM QUOTATIONS</b>	The Friends is requesting support for an upgraded AV system, and we would look to raise additional money for additional lapel microphones from current funding  Quotes have been provided through the River Learning Trust Procurement process
<b>MAINTENANCE</b> How will the outputs of the project be maintained and by whom? Please note that CIL grants cannot be used to cover ongoing costs.	The school would ensure that the equipment is maintained properly
<b>RISK ASSESSMENT</b> Are there any financial or other risks to the completion of this project? Are there any safety issues associated with the project?	no
<b>MONITORING AND REPORTING</b> How will the success of the project be monitored? Over what timescale?	Feedback from the audiences.
<b>OTHER COMMENTS OR INFORMATION</b> Please list anything else of relevance you wish the Committee to be aware of.	
Completed applications, WITH COPIES OF FIRM QUOTATIONS WHERE APPLICABLE should be sent with a covering email to <a href="mailto:wolvercotenf@gmail.com">wolvercotenf@gmail.com</a>	