APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT

FOR A PROJECT IN THE WOLVERCOTE NEIGHBOURHOOD FORUM AREA

Autumn 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.

APPLICATION DATE	08.09.2025
REVISION DATE if applicable	
TITLE Short title by which the project will be known	Computer Upgrades
PROJECT APPLICANT(S) Name of person (not organisation) who has initiated the project. **Do not include contact details here: see page 3.**	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)	Current computers used by staff at the Centre are running Windows 10 which goes end of life (end of support) on October 14th 2025. Current laptops are unable to support Windows 11 long-term and essential security updates will no longer be delivered leaving us vulnerable. We are applying to replace the 3 existing laptops used by 2 staff members and our Treasurer as well as

	procuring a 4th laptop for our new Bookkeeper.
MAIN TASKS A list of the main tasks and if appropriate an initial project plan with timescales.	Procure 4 new laptops for 3 staff members and our Treasurer as well as new laptop cases, computer mice and 2 additional monitors to make transcription from email/word document to spreadsheets etc more efficient, something that will be particularly useful for our Administrator and Bookkeeper. We would procure computers and all associated products directly from Dell to ensure that any faults are easily reportable in the unlikely event of issues. An independent technical specialist has taken our needs into account and having looked into the market and what we currently use has advised that buying the Dell Inspiron 16 directly from Dell would be the best choice for us.
STAKEHOLDERS & DETAILS OF CONSULTATION (e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)	The only Stakeholders are the 3 staff members and one Treasurer in this instance as users. Following consultations with a computing expert we have decided to upgrade our now end of life computers with newer models of Dell laptops to ensure for as smoother transition as possible. Staff and Treasurer have been using Dell laptops for the past 5 years and they have performed well during this time. Having undertaken a review of options this has been deemed to be the most appropriate and affordable model on the market at present.
RELEVANCE TO THE NEIGHBOURHOOD PLAN How does the project enhance or develop our neighbourhood?	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.

	The project falls under the WNF Neighbourhood Plan's goal: Provide *'communal facilities that will maintain and enhance social interaction.'*
	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).
CONSENTS REQUIRED 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)?	None
FINANCE 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? PLEASE INCLUDE COPIES OF FIRM QUOTATIONS	4x Dell Inspiron Laptops @ £479 each (currently reduced from £599), £1,916 in total Dell Inspiron 16 Laptop with AMD Ryzen 5 | Dell UK 2 x Dell 27 inch monitors @ £123.20 each, £246.40 total Dell 27 Inch Plus Adjustable Stand Monitor - S2725HS | Dell UK 4 x Laptop Cases @ £22.99 each, £91.96 total Ferkurn Laptop Bag Case 17 17.3 inch for Women Men, Messenger Briefcase Compatible with Alienware Nitro 5 XPS 17 ThinkPad Legion 5 Inspiron HP Pavilion Asus Acer, Slim Strap Computer Bag, Black: Amazon.co.uk: Fashion 4 x Computer mice @ £12.99, 51.96 total acer Wireless Mouse, Computer Mouse Wireless with 2.4GHz USB Receiver, 800/1200/1600 Adjustable DPI Portable Ultra-Slim Mice with 4 Buttons, Lightwight, Compatible with Laptop, MacBook, Desktop, PC:

	Amazon.co.uk: Computers & Accessories **In total we are applying for £2,306.52**
MAINTENANCE How will the outputs of the project be maintained and by whom? Please note that CIL grants cannot be used to cover ongoing costs.	We will be buying new laptop cases for all computers to ensure they are protected when being moved between home working/in person working. When not in use, laptops will be stored in a secure, locked cupboard that only staff have access to.
RISK ASSESSMENT Are there any financial or other risks to the completion of this project? Are there any safety issues associated with the project?	None
MONITORING AND REPORTING How will the success of the project be monitored? Over what timescale?	Procurement of new laptops will mean more efficient working as computer processes will be quicker than on old machines. Community Centre data/work will also be more secure with up to date security software and processing. This is particularly important in the age of GDPR and with financial records stored and used on a daily basis by our Treasurer and Bookkeeper.
OTHER COMMENTS OR INFORMATION Please list anything else of relevance you wish the Committee to be aware of.	The current computers in use are also Dell laptops which are becoming slower and the operating system is coming to end of life. New laptops are a newer model of existing systems meaning transition onto new systems should be relatively easy.
Completed applications, WITH COPIES OF FIRM QUOTATIONS WHERE APPLICABLE should be sent with a covering email to wolvercotenf@gmail.com	