

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 Procurement for new staff member
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)	We have employed a new Bookkeeper to join our dedicated team of Community Centre staff. We are applying to buy a new laptop and computer monitor for our bookkeeper
MAIN TASKS A list of the main tasks and if appropriate an initial project plan with timescales.	Procure new laptop and monitor for the bookkeeper to use when she starts at CCA.

STAKEHOLDERS & DETAILS OF CONSULTATION (e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)	We do not require consultation for this application. We have consulted with a computing specialist who feels the computer we are applying to buy is appropriate for our needs.
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: <i>Provide 'communal facilities that will maintain and enhance social interaction.'</i> 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	1 x Dell 16 Laptop @ £529 Dell 16 Laptop Dell UK 1 x Dell 27 inch monitor @ £123.20 Dell 27 Inch Plus Adjustable Stand Monitor - S2725HS Dell UK 1 x Laptop Case @ £22.99, 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 1 x Computer mouse @ £12.99 acer Wireless Mouse, Computer Mouse Wireless with 2.4GHz USB Receiver, 800/1200/1600 Adjustable DPI Portable Ultra-Slim Mice with 4 Buttons, Lightweight, Compatible with Laptop, MacBook, Desktop, PC: Amazon.co.uk: Computers & Accessories In total we are applying for £688.18
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 are also applying to buy a new laptop case to ensure the laptop is protected when being moved between home working/in person working. When not in use, laptops are 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?	We hope that our new bookkeeper will take a lot of pressure off our Treasurer who has been doing the role of both bookkeeper and Treasurer for more than 5 years. We also hope that our new bookkeeper will be able to make reporting more streamline and efficient with new bookkeeping software.
OTHER COMMENTS OR INFORMATION Please list anything else of relevance you wish the Committee to be aware of.	We are hoping that current laptops for other staff continue to function with Windows 11.
Completed applications, WITH COPIES OF FIRM QUOTATIONS WHERE APPLICABLE should be sent with a covering email to wolvercotenf@gmail.com	

PROJECT APPLICANT(s) CONTACT DETAILS	
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Name of person (not organisation) who has initiated the project, with email & phone number	
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These details are on this separate page, not in the main body of the form, as that makes it easier to redact them prior to web publication.