

<p align="center"><b>APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT</b></p> <p align="center"><b>FOR A PROJECT IN THE WOLVERCOTE NEIGHBOURHOOD FORUM AREA</b></p> <p align="center"><b>Autumn Round 2025</b></p>	
<ol style="list-style-type: none"> <li>1. Please read the "Guidance Notes for WNF CIL Funding Applications"</li> <li>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.</li> <li>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"> <li>• Location within or serving the WNF Community</li> <li>• The recipient operates as a recognised body with a nominated bank account</li> <li>• The project has agreement in principle from the property or asset owner</li> <li>• Value for money</li> <li>• Consideration has been given to health and safety requirements</li> <li>• Environmental sustainability</li> <li>• Innovation</li> </ul> </li> <li>4. If your application is successful, please <ul style="list-style-type: none"> <li>• Confirm to the Forum receipt of funding from the City Council</li> <li>• Send us photographs of your finished project.</li> </ul> </li> </ol>	
<b>APPLICATION DATE</b>	10 September 2025
<b>REVISION DATE</b> if applicable	N/A
<b>TITLE</b> Short title by which the project will be known	Cutteslowe Light Trail
<b>PROJECT APPLICANT(S)</b> Name of person (not organisation) who has initiated the project. <b>Do not include contact details here: see page 3.</b>	Laura Howells-Green - Following on from previous years led by Abie Walton.
<b>APPLICANT ORGANISATION</b> Name and type of organisation, if applicable, charity number.	The North Wall Trust 1146851
<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)	We would like to partner with The Cutteslowe Community Centre to deliver The Cutteslowe Light Trail.  The Cutteslowe Light Trail will take place in and around Cutteslowe Park and will invite the local community and residents to take part in creating their own art installations, follow a self-led trail map, engage with arts in the park, watch performances, enjoy seasonal

	<p>illuminations and connect with neighbours – creating a stringer connection to the arts and sense of belonging within a community.</p> <p>In the lead up, we will deliver practical visual arts workshops within local schools and groups based at the community centre, for display and involvement at the event, providing all resources.</p> <p>We have been running this event for the past five years and last year welcomed over 3000+ visitors on the day, 2000+ on previous years, in addition to hundreds of people contributing to the event beforehand. The beneficiaries of this event are local community and residents of Cutteslowe.</p>
<p><b>MAIN TASKS</b></p> <p>A list of the main tasks and if appropriate an initial project plan with timescales.</p>	<p>Ahead of the weekend of the Light Trail, we will:</p> <ul style="list-style-type: none"> <li>• Run workshops with Cutteslowe Primary School to create light sculptures.</li> <li>• Run workshops with Cutteslowe Community Centre's Art Club to create lanterns.</li> <li>• Run workshops with public, local businesses and Cutteslowe Food Larder to create window displays/ family window trails.</li> <li>• Create and rehearse performances with The North Wall's weekly community Youth Theatre.</li> </ul> <p>The North Wall will create a digital map which features all the points of interest on the trail, to be distributed through the school, community centre, and local organisations. This will aim to highlight and celebrate the amenities in the park, as well as providing practical information to visitors.</p> <p>The Light Trail will be made up of:</p> <ul style="list-style-type: none"> <li>• Window displays in resident's houses.</li> <li>• Family window trail, connected with / representing local business, community groups/ spaces.</li> <li>• Lantern installations</li> </ul>

	<ul style="list-style-type: none"> <li>• Community/ youth theatre performance opportunities in the park</li> <li>• Window displays in park pavilions.</li> <li>• Light displays in trees in park</li> <li>• Light sculpture/visual art exhibition in the park</li> <li>• Choir and musical performances in the park</li> <li>• Crafts in in the park</li> <li>• Family Dance Party / Pre-school Disco x 2</li> <li>• Train rides</li> <li>• Refreshments</li> </ul> <p>The date of the Cutteslowe Light Trail is set for Saturday 15 November. This date will complement the wider ‘Oxford Christmas Light Festival’ strengthening an even wider sense of community across the city.</p> <p>We plan for this event to continue to be an annual event and the equipment purchased will be used repeatedly and will also be made available for other members of the partnership/community to use for other events at other points in the year.</p>
<b>STAKEHOLDERS &amp; DETAILS OF CONSULTATION</b>  (e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)	<p>We work with Oxford City Council to secure an events license for Cutteslowe Park and any relevant permits. We have been successful in obtaining a number of events licenses and delivering safe and successful events in Cutteslowe Park.</p> <p>Members of the ‘Cutteslowe Community Partnership’ are in strong favour of this community event, which is met with wide enthusiasm and support every year amongst local organisations, businesses and venues/ spaces.</p>
<b>RELEVANCE TO THE NEIGHBOURHOOD PLAN</b>  How does the project enhance or develop our neighbourhood?	<p>We want our local community to feel valued and encourage local residents to engage with local organisations, get to know their neighbours and contribute to their area. We hope that this will strengthen the community in Cutteslowe and Sunnymead, reduce antisocial behaviour and build a culture of inclusion and unity.</p>

	<p>Using the Office for National Statistics' census map data, 39% of households in Cutteslowe and Sunnymead are deprived in at least one dimension, which is amongst the highest in Oxford. This event is free and open access, allowing everyone to participate and engage regardless of background or means.</p> <p>We received qualitative feedback from previous years' Cutteslowe Light Trail, including:</p> <p>“It was amazing that it was available within our community; it took me back to when I was a child growing up in Cutteslowe and Santa would come round the estate on his sleigh! It was a magical moment. I cried seeing so many children there with additional needs enjoying themselves taking in all the lights. It felt like a safe environment for everyone regardless of their background or needs. For me it was better than Winter Wonderland and more accessible than Blenheim. Catered for real life people from every background coming together to enjoy the start of Christmas – magical!”</p> <p>“Such a lovely event. Thank you so much for doing this and bringing some light into the community”.</p> <p>“Fun to come to the park in the dark, family bonding.”</p> <p>“It is very fun and busy.”</p> <p>“Very lovely for the kids.”</p> <p>“I am happy.”</p> <p>“I love my community.”</p>
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	<p>“Cutteslowe is the best!”</p> <p>“My three-year-old daughter said how fun was my day”.</p> <p>“This is brilliant, thank you so much! Please repeat!!!!”</p>
<p><b>CONSENTS REQUIRED</b></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 require an event licence before this can go ahead. We have a positive relationship with the relevant authorities and have been successful in obtaining a number of events licenses previously and delivering safe and successful events in Cutteslowe Park.</p>
<p><b>FINANCE</b></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 FIRM QUOTATIONS</p>	<p>Total Project Cost = £9,773.92</p> <p><b>Grant Sought from CIL Fund = £5,773.92</b></p> <p>Remainder funded from other grant source and The North Wall internal budgets.</p> <p>To enhance the experience, respond to feedback / growing need and develop a sustainable future for the Light Trail, the CIL grant will be spent on:</p> <p>80 Shepherds Crooks £223.92</p> <p>80m Festoon lighting £400</p> <p>EPS Production Services £2000</p> <p>Event Management Costs £1500</p> <p>Event License Costs £250</p> <p>Marketing Costs £300</p> <p>Snow Machines x 2 - £350</p> <p>Generator Hire - £150</p> <p>Hot Water Urn - £100</p> <p>Large Marquee - £500</p>
<p><b>MAINTENANCE</b></p> <p>How will the outputs of the project be maintained and by whom? Please note that</p>	<p>The equipment purchased will be securely stored by the Cutteslowe Partnership and annually PAT tested.</p>

<p>CIL grants cannot be used to cover ongoing costs.</p>	<p>Please note that all equipment purchased is battery powered with re-chargeable batteries – minimising and environmental impact.</p> <p>Generators under consideration are eco-friendly.</p> <p>All products are durable, high quality.</p>
<p><b>RISK ASSESSMENT</b></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>No financial risks.</p> <p>There are safety issues, however we have rigorous PLI insurance, Health and Safety policies and Risk Assessments in place to mitigate against safety issues.</p>
<p><b>MONITORING AND REPORTING</b></p> <p>How will the success of the project be monitored? Over what timescale?</p>	<ul style="list-style-type: none"> <li>• During workshops we will implement practical self-reflection exercises for participants to consider their skills and feedback on the workshop.</li> <li>• We will send out a Google Feedback Form to everyone who receives a creative pack in the post.</li> <li>• We will have a feedback station during the event to collect qualitative data.</li> <li>• We will have stewards collecting audio feedback via Dictaphones from visitors to the event.</li> <li>• We will have stewards tracking numbers of attendees for quantitative data.</li> </ul> <p>This will take place over 6 – 8 weeks.</p> <p>Following the event, we will have collective reflective discussion with all involved organisations/ volunteers about successes and areas of improvement, draw up a report and work together to set out plans, timelines and requirements for optimal future events.</p>
<p><b>OTHER COMMENTS OR INFORMATION</b></p> <p>Please list anything else of relevance you wish the Committee to be aware of.</p>	<p>Please note that although our building is in Summertown, we are part of the Cutteslowe Community Partnership, and a significant part of our participation and outreach offering is creating and delivering work specifically for</p>

	Cutteslowe. The funding requested in this application will be used to directly benefit the residents and community of Cutteslowe and The Wolvercote Neighbourhood Forum.
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>	

**PROJECT APPLICANT(s) CONTACT  
DETAILS**

Name of person (not organisation) who has  
initiated the project, with email & phone  
number

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]