

**APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT
FOR A PROJECT IN THE WOLVERCOTE NEIGHBOURHOOD FORUM AREA
Spring Round 2026**

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	26/02/2026
REVISION DATE if applicable	
TITLE Short title by which the project will be known	Replacement oven for scout hut
PROJECT APPLICANT(S) Name of person (not organisation) who has initiated the project. Do not include contact details here: see page 3.	Hannah Farley (Girlguiding district commissioner), Mark Coughlan (Scouting district treasurer)
APPLICANT ORGANISATION Name and type of organisation, if applicable, charity number.	North Oxford & Marston District Girlguiding Oxford Spires District Scouts
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 would like to replace the faulty oven currently in the Wolvercote scout hut kitchen with a safe and modern oven that can be used by our young people.
MAIN TASKS A list of the main tasks and if appropriate an initial project plan with timescales.	1] Purchase oven 2] Arrange delivery and installation
STAKEHOLDERS & DETAILS OF CONSULTATION (e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)	Girlguiding volunteers, young members and their families Scouting volunteers and potential members/their families

<p>RELEVANCE TO THE NEIGHBOURHOOD PLAN</p> <p>How does the project enhance or develop our neighbourhood?</p>	<p>Both Girlguiding and Scouting offer non-formal educational programmes which teach young people skills for life. This includes cooking. Whilst we have some “camping” gas stoves for use at the hut, and often cook on fires outside, we have also made use of the oven and electric hobs in the kitchen as a real-life environment, both for cooking activities and for some craft activities too. The current oven is not safe for use; there is an electrical fault which means if it is left turned on at the wall, several of the hobs intermittently turn themselves on and off without anyone touching the controls! This is dangerous and means we keep it switched off and don’t use it at all.</p> <p>Replacing this oven will allow us to re-invigorate our life skills sessions and ensure our young people are confident preparing food independently in a more realistic setting, as well as keeping everyone safe.</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>No consents required.</p> <p>Scout district are currently leaseholders of building and are aware of and consenting to project.</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 funding? What will the CIL grant be spent on?</p> <p>PLEASE INCLUDE COPIES OF FIRM QUOTATIONS</p>	<p>Total project cost £629</p> <p>To include installation fee (£105), collection and recycling of current double oven (£25), delivery fee (£20) and purchase of replacement double oven with ceramic electric hob (estimated £479).</p> <p>Sole financial support being sought via CIL funding.</p> <p>We are not seeking other sources of financial support for this project or other matched funding. The Scout district has recently made a sum available for other safety improvements (including replacing the fire alarm system and updating fire risk assessment) but was not aware of the oven issue at the time and so it was not included.</p> <p>A quotation for a suitable oven that would fit our kitchen and needs are attached.</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>Outputs will be maintained through regular cleaning and adult supervision of use. Previous oven has been in situ for >20 years and only recently required replacing.</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>No risks to completion of project.</p> <p>Regular risk assessment is carried out for all Guiding and Scouting activities. Replacing the oven would actually reduce risk for our members as the current oven is faulty.</p>

<p>MONITORING AND REPORTING</p> <p>How will the success of the project be monitored? Over what timescale?</p>	<p>Success will be monitored through youth engagement with life skills projects and cooking. We would be delighted to do some baking for the CIL Steering Committee and to invite you to see the young people in action!</p>
<p>OTHER COMMENTS OR INFORMATION</p> <p>Please list anything else of relevance you wish the Committee to be aware of.</p>	
<p>Completed applications, WITH COPIES OF FIRM QUOTATIONS WHERE APPLICABLE should be sent with a covering email to wolvercotenf@gmail.com</p>	