

**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

REVISION DATE if applicable

TITLE

Short title by which the project will be known

Replacement of Wolvercote Primary School PTA shed

PROJECT APPLICANT(S)

Name of person (not organisation) who has initiated the project.

Do not include contact details here: see page 3.

Tom Sealey-Bright

APPLICANT ORGANISATION

Name and type of organisation, if applicable, charity number.

Wolvercote Primary School PTA – Charity – no: 1074566

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)

To replace the old and no longer weathertight PTA storage shed with a new weatherproof metal container to provide storage for PTA equipment for charitable and community events. The shed will allow the PTA to hold resources such as second hand clothing swap, Christmas bazaar toy donations, equipment for summer fair and items for other community events where currently these have to be stored externally through volunteers with available extra space. It will prevent wastage of resources between events due to lack of capacity or a suitable damp-free storage solution. These funds will allow the PTA to continue using its donations and fundraising efforts to provide important resources and improvements to the school environment (and therefore children of

	<p>wolvercote) rather than spending on its own infrastructure.</p>
<p>MAIN TASKS</p> <p>A list of the main tasks and if appropriate an initial project plan with timescales.</p>	<p>Removal of existing wooden shed (Webb's Maintenance - £516 inc VAT)</p> <p>Provision of a new metal container (Qube containers - £2814 inc VAT)</p> <p>The school has identified a number of families in Wolvercote where the cost of living is significantly affecting their ability to take part in school activities; one of these being residential trips. The school already heavily subsidises these trips for children/ families who it has identified qualify for support; however, these children are still at a disadvantage because of the cost of additional clothes/equipment that the residential trips require. In some cases children have been turning up to trips wearing school uniform as they do not have alternative clothes for the trips. This is where a new partnership between St Peter's Church and PTA would like to make a difference in helping provide much-needed clothing and supplies. We plan to host clothing swaps, where people donate their second hand clothes, particularly targeting families in need of good-quality secondhand items. Our aim is for the PTA to collect and store these items, and then hold around 3 events per year where these are made available. While the initial impetus for these events was the shortfall in residential kit, the cost of living for many families means that the regular availability of free, good-quality secondhand clothing would be of wide benefit. A major hurdle in being able to operate this service is storage: we plan to collect donations for the clothing throughout the year, but need damp-free space to hold donations, and neither the church nor the school currently have space onsite, and the current state of the PTA shed is not adequate for holding the large amount of donations we expect for this new initiative.</p> <p>In addition to supporting new initiatives such as the clothing swap, the current shed also holds the two barbecues that are used at the summer fair. The summer fair is the biggest event that the PTA holds each year, which is widely attended by not just the children and families of the school but also by the wider community. It raises a large amount each year for the PTA which goes into important resources for the children. Here as well the PTA shed is essential, as it allows us to keep the barbecues securely on site. This will soon be inadequate, however, as the current shed is not water tight and no longer fit for purpose for storage.</p>

<p>STAKEHOLDERS & DETAILS OF CONSULTATION</p> <p>(e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)</p>	<p>Wolvercote Primary School Wolvercote Primary School PTA</p>
<p>RELEVANCE TO THE NEIGHBOURHOOD PLAN</p> <p>How does the project enhance or develop our neighbourhood?</p>	<p>This project provides an important enhancement to the Parents and Teachers Association ability to provide quality community-based support and events.</p> <p><i>General Principle 1) Facilities should be maintained and enhanced regularly as a matter of course</i></p> <p>This project will directly enhance community facilities that will benefit a wide selection of the community.</p> <p><i>Policy CHC1 - Community, sports and Recreational Facilities</i></p> <p>The new shed will provide important storage space for activities that support the children in school and the wider community. This policy provides that recreational facilities in Annex 6 (including Wolvercote Primary School) will be retained and additional facilities provided as necessary.</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>Wolvercote Primary School head teacher Mandy Hayes has provided her consent and support for this project. No other consents are required.</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>£3,330 project total cost. This includes removal of the old shed and replacement of the new. We are seeking for this to be fully funded by the CIL.</p> <p>We also quoted for a replacement shed to be installed as another option but this came out more expensive and would require more ongoing maintenance.</p> <p>Quotes attached for the various works.</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>The project will be maintained in the long run by the PTA and the school, although that maintenance should be limited by the low-maintenance design of the container. There should be no ongoing costs.</p>
<p>RISK ASSESSMENT</p>	<p>Removal and delivery must avoid times where children are in the playground to prevent risk of accidents. Side</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>access to the school grounds is available for installation of the container.</p>
<p>MONITORING AND REPORTING</p> <p>How will the success of the project be monitored? Over what timescale?</p>	<p>The success of the project will be immediate as the current shed is not fit for use and the new container will provide immediate value. The container is low maintenance and long lasting, and so will provide ongoing value over many years. The PTA will monitor the success of all events including new initiatives such as the clothing swap to which the container will provide invaluable storage capacity.</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>	