

**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	3 rd March 2026
REVISION DATE if applicable	
TITLE Short title by which the project will be known	Wolvercote Tree Group Orchard Information Board
PROJECT APPLICANT(S) Name of person (not organisation) who has initiated the project. Do not include contact details here: see page 3.	Nick Malden on behalf of the Wolvercote Tree Group (WTG) Committee
APPLICANT ORGANISATION Name and type of organisation, if applicable, charity number.	Wolvercote Tree Group
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)	The existing notice board by the Community Orchard is now rotten and needs to be replaced. In conjunction with the land owner, Oxford Preservation Trust (OPT), we are looking to provide a more informative board with a map, information of interest about the orchard and a lockable section for seasonal notices.
MAIN TASKS A list of the main tasks and if appropriate an initial project plan with timescales.	<ol style="list-style-type: none"> 1. Design and production of the information board 2. Consultation with OPT to approve the design, production and installation of the board. 3. Design of the fixed part of the notice board 4. OPT to obtain quotes for the board, production of the fixed signage and installation. <p>We would like to order and install the board as soon as we receive a grant</p>

<p>STAKEHOLDERS & DETAILS OF CONSULTATION</p> <p>(e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)</p>	<p>Wolvercote Tree group has been in consultation with the Oxford Preservation trust to source an information board with graphic design in keeping with their signage elsewhere. We have asked OPT to approve the wording and approve the overall design. The information board is used by OPT elsewhere and was specified by them.</p>
<p>RELEVANCE TO THE NEIGHBOURHOOD PLAN</p> <p>How does the project enhance or develop our neighbourhood?</p>	<p>The new information board explains the heritage of the orchard, the layout of the orchard and a key to all the varieties currently planted. A separate lockable section will provide space for seasonal notices concerning the Tree Group and its activities.</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>The project is undertaken with the consent of the Oxford Preservation Trust.</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>The total cost of the project is:</p> <p>Signage: £630 Printing, cost of the board (OPT source): £5210.40 Installation: £95</p> <p>Total project cost: £5,935.40</p> <p>We are seeking 50% CIL Funding sought: £2967.70 + 5% Contingency = £3116.09</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 Wolvercote Tree Group will maintain the notice board after an annual inspection. This includes any necessary updates to the orchard map.</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>We do not envisage any financial risks. The orchard will be closed during installation</p>
<p>MONITORING AND REPORTING</p> <p>How will the success of the project be monitored? Over what timescale?</p>	<p>We will provide a questionnaire at our annual Apple Day (October) to ask for feed-back about the information board. We will also announce the installation when completed on social media and ask for responses.</p>
<p>OTHER COMMENTS OR INFORMATION</p> <p>Please list anything else of relevance you wish the Committee to be aware of.</p>	<p>This application will provide an opportunity for all visitors to the orchard to be informed about the orchard, the trees and some of the history of its planting.</p>
<p>Completed applications, WITH COPIES OF FIRM QUOTATIONS WHERE APPLICABLE, should be sent with a covering email to wolvercotenf@gmail.com</p>	