

APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT FOR A PROJECT IN THE WOLVERCOTE NEIGHBOURHOOD FORUM AREA Spring Round 2026	
<ol style="list-style-type: none"> 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. <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Confirm to the Forum receipt of funding from the City Council • Send us photographs of your finished project. 	
APPLICATION DATE	16 March 2026
REVISION DATE if applicable	
TITLE Short title by which the project will be known	St Peter’s Church Wolvercote Refurbishment of the Old School Room (a Grade II listed building).
PROJECT APPLICANT(S) Name of person (not organisation) who has initiated the project. Do not include contact details here: see page 3.	Revd Kate Tuckett
APPLICANT ORGANISATION Name and type of organisation, if applicable, charity number.	St Peter’s Church Wolvercote Charity Number: 1138106
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 Old School Room (OSR) at St Peter’s Church is a mixed-use space available for both church programmes and wider community use. St Peter’s Church welcomes up to 160 primary school children and parents/carers per week for the After-School Drop-In, Lego Club, and Messy Church. The OSR hosts St Peter’s Players, the

	<p>Wolvercote Textiles Group, and Okinawan Goju Ryu Karate-Do Kyokai on a weekly basis, as well as NASUWT (Teacher's Union) on a monthly basis.</p> <p>It is also a popular venue for coffee mornings, meetings/AGMs, workshops, photoshoots, music rehearsals, elections, children's parties, wedding receptions, funeral/memorial receptions, birthday and anniversary dinners and the Wolvercote Primary School's annual Christmas Children's Bazaar.</p> <p>The aim is a safe and welcoming space suitable for current/future usage.</p>
<p>MAIN TASKS</p> <p>A list of the main tasks and if appropriate an initial project plan with timescales.</p>	<p>Feedback from various stakeholders has revealed that the current furnishings do not meet the Fire Safety Code, the vinyl in the kitchen area needs replacing, there is insufficient crockery, etc. for parties, there are no suitable tables/chairs for primary school aged children, and there is a need to replace old preschool sized tables with foldable tables that can be easily stored.</p> <p>We have determined that the following updates/purchases are required:</p> <ul style="list-style-type: none"> (a) replacement of all upholstered furnishings and curtains/tracks); (b) replacement of the aging vinyl in the kitchen area; (c) purchase of 12 foldable tables and 72 chairs suitable for primary school children and 5 foldable tables (no chairs) suitable for preschool children; and (d) purchase of a 48-piece set of crockery, glasses/mugs, cutlery. <p>We anticipate that all items will be in place by September 2026.</p>
<p>STAKEHOLDERS & DETAILS OF CONSULTATION</p> <p>(e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)</p>	<p>Consultation has already taken place with internal and external stakeholders (ie. those who use the space).</p> <p>No further consultation is required, as the refurbishment is all cosmetic.</p>
<p>RELEVANCE TO THE NEIGHBOURHOOD PLAN</p> <p>How does the project enhance or develop our neighbourhood?</p>	<p><u>#8 Principle of Community</u></p> <p>The proposed refurbishment will enhance our ability to provide a suitable community space for the Wolvercote Neighbourhood. The OSR is regularly used by all age groups, from the</p>

	<p>young to the elderly (as detailed above). Although the space has been carefully maintained, there is a recognised need for refurbishment after 15 years of regular use.</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>None required, as the refurbishment is all cosmetic and will not impact the building's Victorian features.</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>Upholstered furniture from Dunelm = £1200</p> <p>Curtains (£600) + curtain tracks (£54) from Dunelm = £654</p> <p>Primary school tables (£1987) + chairs (£2506) from Furniture@Work = £4493</p> <p>Preschool tables from Furniture@Work = £1008</p> <p>48-piece tableware set from Ikea = £800.</p> <p>Replacement flooring for the kitchen area from Oxford City Flooring: £1397.69.</p> <p>Total: £9552.69</p> <p>We are seeking 100% of the needed funding.</p> <p>In the coming year, St Peter's Church will be undertaking a Major Donor Campaign to fund a 3-year term for a Children & Families Ministry Leader (£50,000), as our current 3-year grant ends in November 2026.</p> <p>The church will also be undertaking a Capital Campaign for repairs to the church roof. Discussions are underway with an architect and while cost estimations have not yet been determined, it is anticipated that repairs could extend into the tens of thousands of pounds.</p> <p>The church does not have the capacity to sustain a third major fundraising campaign for the refurbishment of the OSR.</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>All maintenance will be conducted by St Peter's Church Wolvercote.</p>
<p>RISK ASSESSMENT</p> <p>Are there any financial or other risks to the completion of this project?</p>	<p>None needed.</p>

<p>Are there any safety issues associated with the project?</p>	
<p>MONITORING AND REPORTING How will the success of the project be monitored? Over what timescale?</p>	<p>No ongoing monitoring will be required, as the success of the project will be evident once items are in place.</p>
<p>OTHER COMMENTS OR INFORMATION Please list anything else of relevance you wish the Committee to be aware of.</p>	<p>The OSR was last refurbished in 2010, as part of a major building project.</p>
<p>Completed applications, WITH COPIES OF FIRM QUOTATIONS WHERE APPLICABLE should be sent with a covering email to wolvercotenf@gmail.com</p>	