

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	16/03/26
REVISION DATE if applicable	
TITLE Short title by which the project will be known	Infrastructure of Wolvercote and Wytham Midsummer Festival 2026
PROJECT APPLICANT(S) Name of person (not organisation) who has initiated the project. Do not include contact details here: see page 3.	Teresa Woodbridge
APPLICANT ORGANISATION Name and type of organisation, if applicable, charity number.	Wolvercote and Wytham Midsummer Festival 2026
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)	This application is for the purchase of items and materials to support the infrastructure of the festival and various events and activities over the 10 days of the festival. See Relevance to Neighbourhood Plan below. This year’s theme is ‘Threads’ and action will start from spring to

	<p>encourage children and adults in the community to knit bunting flags which will ultimately be joined together for use at the festival. Materials for this will be available in local pubs, The Wolvercote Mill Community Café, and St Peter’s Church to encourage groups to work together on this. The Fun Fest and children’s parade workshops will feature theme-based stalls and activities as well as crafts available to everyone. The Dog Show is a popular and regular feature of the Fun Fest and attracts adults and children alike.</p>
<p>MAIN TASKS A list of the main tasks and if appropriate an initial project plan with timescales.</p>	<p>Purchase of items and materials in advance of activities in June.</p>
<p>STAKEHOLDERS & DETAILS OF CONSULTATION (e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)</p>	<p>Neighbours having been consulted, the Council has granted permission to close a short section of Wolvercote Green road on June 20th.,</p> <p>We have sought permission from the Wolvercote Commoners for Goose Green and part of Wolvercote Green to be used for this event on the afternoon of June 20th (the Fun Fest) and 27th (children’s parade). This has been granted in all previous years.</p>
<p>RELEVANCE TO THE NEIGHBOURHOOD PLAN How does the project enhance or develop our neighbourhood?</p>	<p>The festival has now become a village tradition and is an important feature of the village calendar for both old and new residents. It includes ten days of varied events which include music, dance, art and craft, guided walks and children’s activities. These are mostly sandwiched between two main events, a Fun Fest event on the first weekend and the Church Fete and, this year, a Wolvercote LitFest on the second weekend. Local representatives of organisations such as the Ranger Guides, the Textile Group, St Peter’s Players, etc are encouraged to have a stall.</p> <p>Most events are free, with the aim of being cost neutral and encouraging all</p>

	<p>sectors of the community to take part. Any surplus proceeds are distributed across the local groups in the community, such as the pre-school groups, Young People’s Club, Warm Spaces etc.</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>As mentioned above, an application has successfully been made to the Council to close a section of Wolvercote Green Road on one day, and consent is being sought from the Wolvercote Commoners to use Goose Green and Wolvercote Green.</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 amount sought is £650 itemised in a separate document appended.</p> <p>Materials and equipment</p> <p>This is to cover the expenses incurred in purchasing materials and items needed for various activities, including but not exclusive to the Fun Fest.</p> <p>We already have four event shelters, thanks to previous CIL grants, but we have found that these alone are not sufficient protection in the case of extreme weather conditions, such as the extended heat wave in 2025. We feel an extra two shelters would allay this problem.</p> <p>Although we recycle and re-use materials as far as we can, there are some things which need to be bought new. Our policy is for spare materials and equipment to be shared or rolled over to future village events, including those run by the school PTA, WYPC and similar.</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>N/A</p> <p>All items will be kept securely under lock and key when not in use.</p>
<p>RISK ASSESSMENT</p> <p>Are there any financial or other risks to the completion of this project?</p>	<p>We have insurance cover for the period of the festival. (19 – 28 June), which requires us to make a risk assessment</p>

<p>Are there any safety issues associated with the project?</p>	<p>for each event. We will have two nominated Safeguarding Leads, a Safety Lead and a First Aid Lead, all with appropriate certificates in place for the Festival.</p>
<p>MONITORING AND REPORTING How will the success of the project be monitored? Over what timescale?</p>	<p>The Chair's report will be presented at the AGM in the Autumn (date tbc).</p>
<p>OTHER COMMENTS OR INFORMATION Please list anything else of relevance you wish the Committee to be aware of.</p>	<p>The prices on the list of items needed is based on current or previous costs, These may vary (usually upward), but a round sum of £650 is requested to allow for a modest increase.</p>
<p>Completed applications, WITH COPIES OF FIRM QUOTATIONS WHERE APPLICABLE should be sent with a covering email to wolvercotenf@gmail.com</p>	