

**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	09/03/26
REVISION DATE if applicable	
TITLE Short title by which the project will be known	Sound and lighting desk for Summertown Arts
PROJECT APPLICANT(S) Name of person (not organisation) who has initiated the project. Do not include contact details here: see page 3.	Darshan Sanghrajka darshan@summertownarts.co.uk 07738 004 820
APPLICANT ORGANISATION Name and type of organisation, if applicable, charity number.	Summertown Arts Community Registered Charity Number: 1213117
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)	Over the last year, we have successfully fundraised to save the former Summertown United Reformed Church building, and now Summertown Arts is taking shape as an accessible, inclusive, and affordable community arts centre for everyone far beyond Summertown. Alongside fundraising for general capital works, we need to fundraise for items that will help us operate day to day. Specifically, we need to equip the main former Church hall with audio-visual equipment. Right now we’re using old and borrowed equipment which is unreliable and not usable for much longer. Replacing the sound and lighting desks will open up the space for so many new possibilities for so many different arts forms and

	<p>community events.</p> <p>If we don't have this equipment, not only does it become harder for people to use the space but then they'll end up having to hire equipment - which just adds a cost burden to them.</p>
<p>MAIN TASKS</p> <p>A list of the main tasks and if appropriate an initial project plan with timescales.</p>	<p>We need to raise the funds, buy the equipment, and to have it set up by the specialist volunteers we have. We would like to do this during summer this year.</p>
<p>STAKEHOLDERS & DETAILS OF CONSULTATION</p> <p>(e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)</p>	<p>Summertown Arts Community is a small charity that has saved the former Summertown United Reformed Church so that it can continue as a community arts space that is fully accessible, inclusive, and affordable for a wide range of people across Oxford. The arts should be for everyone, and we're making it so.</p>
<p>RELEVANCE TO THE NEIGHBOURHOOD PLAN</p> <p>How does the project enhance or develop our neighbourhood?</p>	<p>Though Summertown Arts does not sit within the Wolvercote Neighbourhood itself, we serve people within the entire area boundary, especially Cutteslowe, Upper and Lower Wolvercote.</p> <ul style="list-style-type: none"> - Our goal has always been to provide a space that is here for everyone far beyond Summertown, but especially the surrounding areas - a large part of which falls within the WNF's area. - We also fall under the WNF Neighbourhood Plan's goal to provide communal facilities that will maintain and enhance social interaction. We have had countless activities, performances, and bookings where residents from the WNF area experience the joy of so many art forms, friendship, and community. We want to keep growing that and making this space for the people by the people. - We also want to offer free space for those wishing to rehearse, practice, or perform within your area - especially pupils from Cuttlesowe and Wolvercote primary schools, and those living in areas that often get forgotten - for example, the Cuttlesowe Estate and Templar Road Estate (which is part of the WNF). - The equipment the CIL funding will help us buy will benefit the residents within the WNF area - not just current users of our space but future ones too.
<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>There are no consents required.</p>
<p>FINANCE</p>	<p>We are seeking CIL funding up to £2117.00 for two</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>pieces of essential equipment - a lighting control desk and sound control desk.</p> <ol style="list-style-type: none"> 1. The sound control desk from JB Systems (which we've looked at prices for and is sold for £308.17 inclusive of VAT with the right warranties and guarantees from Stage Electrics. 2. The ETC ColorSource 20 lighting control desk which is sold for £1809 inclusive of VAT from Stage Supply. <p>We are also open to a match-funding conversation if the full amount above cannot be granted. We know you are funding a lot of vital community projects, so we would love to work with you in a way that is empathetic of that.</p> <p>Also please note, that any other equipment will be fundraised for over the year through events but by having the above items, it will mean people can start using it and it will make so much more possible.</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>- We will maintain and insure the equipment.</p> <p>- We currently have 3 volunteers who are theatre tech experts, and they would ensure it is well looked after and maintained.</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>- There are no financial or other risks to the completion of this project.</p> <p>- There are no safety issues associated with the project.</p>
<p>MONITORING AND REPORTING</p> <p>How will the success of the project be monitored? Over what timescale?</p>	<p>We will produce a report of all the audiences, artists, and performers who benefited from this equipment, and that will include reporting back numbers of residents within the WNF area.</p> <p>We will also publish a learning document in 2027 which transparently shows what we learnt about equipping the space, and also share what could be useful learnings for other community organisations seeking to do the same thing.</p>
<p>OTHER COMMENTS OR INFORMATION</p> <p>Please list anything else of relevance you wish the Committee to be aware of.</p>	<p>We have lots to fundraise for, and because we had to fundraise such a large amount to save the space, we need to look elsewhere for funding this year. Whilst we know we are not in the WNF area, we are neighbours and the equipment listed above will be used to benefit residents within your Neighbourhood Plan.</p> <p>We can work together to create a much needed community arts space that is accessible, inclusive, affordable (even free where possible) to everyone that wants to express themselves or to feel something through the arts.</p> <p>We would love for the WNF to come and see the space,</p>

and you can see how all of it will be used. This space is very much a space for residents of those within the WNF boundary - we want to work with you to get that word out there and make sure that is known.

Thank you so much for your time on this.

Completed applications, WITH COPIES OF FIRM QUOTATIONS WHERE APPLICABLE should be sent with a covering email to wolvercotenf@gmail.com