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| **APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT**  **IN THE SUMMERTOWN & ST MARGARET’S [SuStM] NEIGHBOURHOOD FORUM AREA**  **2023** | |
| **TITLE**  Short title by which the project will be known | Improved Racking for Library of Things |
| **PROJECT APPLICANT(S) & CONTACT DETAILS**  Name of person (not organisation) who has initiated the project, with email & phone number | Ben Tuppen  [ben@shareoxford.org](mailto:ben@shareoxford.org)  07971 406729 |
| **APPLICANT ORGANISATION**  Name and type of organisation, if applicable, charity number. | SHARE Oxford CIO, charity no 1201082 |
| **STAKEHOLDERS & DETAILS OF CONSULTATION**  (e.g. Council, Highways, site owner or asset holder, community organisation, business or neighbours) | Community Organisation |
| **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) | We will replace inappropriate shelving units in the library of things with high quality racking for improved safety and capacity and to make a better impression for customers, a factor in driving more people in the community to use the library. |
| **RELEVANCE TO THE NEIGHBOURHOOD PLAN**  How does the project enhance or develop our neighbourhood? | The Library of things is growing in popularity as a way for people to live more sustainably and save money in the cost of living crisis. This improvement to physical layout is part of our wider efforts to ensure great service and being scalable for the future. |
| **CONSENTS REQUIRED**  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)? | None. Our landlord, Makespace, is aware of the project and has offered their support. |
| **MAIN TASKS**  A list of the main tasks and if appropriate an initial project plan with timescales. | We have designed an improved layout and have quotes for the relevant racking. The job will be 1-2 days of removing the old shelving and installing the new, then a subsequent re-homing or scrapping of old wooden shop-fit shelves we’ve been using. |
| **FINANCE**  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?  PLEASE INCLUDE COPIES OF COST ESTIMATES | £2060 total budgeted cost for parts and a contribution to first day of labour. We have not sought match funding but will use volunteer time and reclaimed materials to fit out our shed, ensuring this money stretches as far as possible. See excel file with links to equipment that we’ll buy and a summary of total cost. |
| **MAINTENANCE**  How will the outputs of the project be maintained and by whom? Please note that CIL grants cannot be used to cover ongoing costs. | These facilities will support SHARE Oxford’s growth. We have a full, costed plan for promotion and ongoing operation of the library of things and repair cafes for the future. |
| **RISK ASSESSMENT**  Are there any financial or other risks to the completion of this project?  Are there any safety issues associated with the project? | The installation of racking, whilst straightforward, will be subject to the usual manual handling risks. All SHARE Oxford staff and volunteers are trained in safe practice before working with us. This project will improve our operating safety ongoing with better access and less “tricky” manual handling. |
| **MONITORING AND REPORTING**  How will the success of the project be monitored? | We have included some “before” photos in the attached slide deck, and will be be happy to show you “after” to show the extra space this has given us, the improved accessibility, safety and attractiveness of the layout. |
| **OTHER COMMENTS OR INFORMATION**  Please list anything else of relevance you wish the Committee to be aware of. Please submit a photograph of the site/equipment [as relevant]\* | See attached PDF of slides introducing the plans. |
| Completed applications, WITH COPIES OF COST ESTIMATES/QUOTES WHERE APPLICABLE, should be sent with a covering email to [sstmnf.secretary@gmail.com](mailto:sstmnf.secretary@gmail.com) | |

Further notes for applicants:

1. The sections of the 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.
2. Applications will be assessed by the SuStM Steering Committee to include the following criteria and applicants may wish to include additional supporting information where relevant

* Location within or serving the SuStM 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
* Impact of project
* Consideration has been given to health and safety requirements
* Environmental sustainability
* Innovation

\* successful applicants will also be asked to supply photographs of completed work for the Forum’s annual report.