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| **APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT**  **IN THE SUMMERTOWN & ST MARGARET’S [SuStM] NEIGHBOURHOOD FORUM AREA**  **2024** | |
| **TITLE**  Short title by which the project will be known | Allotment Project: seating |
| **PROJECT APPLICANT(S) & CONTACT DETAILS**  Name of person (not organisation) who has initiated the project, with email & phone number | Philippa O’Connor  [Philippa.oconnor@gmx.com](mailto:Philippa.oconnor@gmx.com)  07969 033862 |
| **APPLICANT ORGANISATION**  Name and type of organisation, if applicable, charity number. | “Cutteslowe Community Larder” (based at Cutteslowe Community Centre, with their finances run through St. Andrew’s Church, Linton Road, Oxford OX2 8N.) St. Andrew’s is a registered charity number: 1129280 |
| **STAKEHOLDERS & DETAILS OF CONSULTATION**  (e.g. Council, Highways, site owner or asset holder, community organisation, business or neighbours) | Cutteslowe Allotment Association is the key stakeholder in this regard – the project leads discussed issues around the location of the bench with the Association and a decision is pending on exact location of the bench, but a fallback position is that it will be on the plot itself. |
| **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 Allotment Project has been initiated with an allotment plot being made available to Cutteslowe Community Larder. The purpose of the project is to grow fresh produce that will be distributed at the Larder, augmenting the regular supermarket and public donations of food. It is a community project involving members (clients) of the Larder and the general public who are invited to get involved in our weekly growing sessions. We want to make the plot welcoming and sociable and suitable for all ages. A durable bench will be the focus of the social area. |
| **RELEVANCE TO THE NEIGHBOURHOOD PLAN**  How does the project enhance or develop our neighbourhood? | The Larder’s Allotment Project directly speaks to Policy HCC3 Promoting Healthy Living and Community Cohesion |
| **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)? | We have sought the permission of The Allotment Association to position the bench in a common area with shade of a tree. If this is not possible, the bench will be positioned on the plot itself. |
| **MAIN TASKS**  A list of the main tasks and if appropriate an initial project plan with timescales. | Sourcing and buying the bench. Clearing and levelling the area before installing it.  2 – 3 weeks. |
| **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 | Most of the project funds have and will come from the Larder itself: equipment and consumables such as compost, seeds, construction materials for repair of shed, polytunnel, and fruit cages. The amount of funding sought from CIL funding is £1.5k, which is around 10% of the budget for the Larder this year. |
| **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. | Maintaining the bench and surrounding area will be the responsibility of the team leading the Allotment project. |
| **RISK ASSESSMENT**  Are there any financial or other risks to the completion of this project?  Are there any safety issues associated with the project? | There are no financial risks associated with the Allotment Project. Safety issues are assessed and mitigated by the project team before activities commence at each public session. |
| **MONITORING AND REPORTING**  How will the success of the project be monitored? | Success of the project can be determined through regular usage by both the project members, but also other allotment users who are part of the community. Regular photos are taken of the group at work and placed on social media. The bench will help promote this community feel and therefore its success. |
| **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]\* | An example of the type of bench and likely cost is at [⁣Larbreck™ Seat with Free Delivery - Glasdon UK](https://uk.glasdon.com/seating/hardwood-benches-seating/larbreck-tm-hardwood-seat) |
| 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.