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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 | Children’s Provision in Cutteslowe |
| **PROJECT APPLICANT(S) & CONTACT DETAILS**  Name of person (not organisation) who has initiated the project, with email & phone number | Stephanie Jankovic  [Stephjankovic.cca@gmail.com](mailto:Stephjankovic.cca@gmail.com)  07771 897986 |
| **APPLICANT ORGANISATION**  Name and type of organisation, if applicable, charity number. | Cutteslowe and District Community Association  1154860 |
| **STAKEHOLDERS & DETAILS OF CONSULTATION**  (e.g. Council, Highways, site owner or asset holder, community organisation, business or neighbours) | No consultation required, will support an existing provision/project delivered by Cutteslowe Community Centre and Cutteslowe Primary School |
| **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 funding will provide money for materials t support 3 different provisions for children based in and around the Cutteslowe area as follows:   1. Sunnymead Minnows was set up in 2017 following the closure of North Oxford Children’s Centre by Cutteslowe Community Centre and Cutteslowe Primary School. It provides 4 weekly termtime groups for children under 5 and their families as well as additional provision during school holidays. It is delivered absolutely free of charge and is centred around early year development and enabling school readiness. 2. Art Club has been running at Cutteslowe Community Centre for children and families to join for over 20 years and is a staple of what we do. In an area of exceptionally high inequality it enables children from low income families to access high-quality art provision without putting any financial burden on their families. 3. Summer Provision for children. We will be running a 3+ week (plans not yet confirmed) open access summer provision for children and families in Cutteslowe. |
| **RELEVANCE TO THE NEIGHBOURHOOD PLAN**  How does the project enhance or develop our neighbourhood? | This project works to promote Healthy Living and Community Cohesion and (Sunnymead Minnows) directly works to deliver the activities and provision formerly delivered by North Oxford Children’s Centre. |
| **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 |
| **MAIN TASKS**  A list of the main tasks and if appropriate an initial project plan with timescales. | Each year Sunnymead Minnows uses £2,000 in materials and equipment. This covers the provision and replacement of toys, materials and equipment each year as well as food provision for free snacks/drinks throughout the year as well as a weekly lunch for children. This lunch is often the only experience the children attending our session have of eating with their peers before starting at school. We are applying for the toys/equipment/materials portion of the £2,500. Since Sunnymead Minnows creation in 2017 we have run using mostly gifted toys and equipment (from various Children’s Centres and Schools) a lot of which are now a minimum of 7 years old and have reached/are reaching the end of their lives and need replacing. Our Minnows leader Leanne has built up quite a large wishlist in recent years of equipment and toys that would make Sunnymead Minnows more engaging and offer greater developmental opportunities across a number of the groups and the 3 sites we deliver groups in so we are applying for slightly more money than our average annual cost of £2,000.  Art Club runs each Monday during Term Time and we are hoping to continue the provision through the Summer Holidays this year. We are applying for £500 to cover the art materials associated with the club which on average has between 20-30 children attend each week.  We are applying for £500 to cover the provision of goods and materials for our summer programme of activities for children. This will include food, art materials and sporting equipment. |
| **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 | Sunnymead Minnows has an annual cost of £20,000. We are applying for £2,500 of this amount.  Art Club has an annual cost of £2,500, we are applying for £500 for the materials associated with the club.  Our Summer Programme varies in cost but on average requires approximately £6-8,000 to run each year. We are applying for £500 to cover the materials associated with the provision. |
| **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. | All of the toys and equipment for Sunnymead Minnows, Art Club and the Summer Provision are kept in locked cupboards and only used for CCA groups meaning that they are only used in managed settings and rarely damaged; merely worn out over time. |
| **RISK ASSESSMENT**  Are there any financial or other risks to the completion of this project?  Are there any safety issues associated with the project? | All of the provision at CCA is thoroughly risk assessed and any associated risks are managed and reduced to an acceptable level. |
| **MONITORING AND REPORTING**  How will the success of the project be monitored? | All of our provision is monitored and evaluated on an ongoing basis and improvements made when required. |
| **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]\* | We work hard to provide a welcoming, nurturing environment to the families that come to Sunnymead Minnows. Over 80% of the children attending our sessions currently do not attend any other setting where they are able to interact and engage with their peers (nursery etc). Following the closure of the Children’s Centre Sunnymead Minnows is a lifeline for many local families.  Cutteslowe and District Community Association receives no direct funding and all of the activities and provision we provide for children, families and seniors is funded through grant funding and donations/income generated from hire of the Centre.  We are unlikely to be able to provide quotes for the funding we have applied for as it is paid for throughout the year when materials break/run out. We do have a large Amazon Wishlist for Sunnymead Minnows however that we would be happy to share for information. |
| 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.