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Dundee Partnership Community Regeneration Fund

Grant Application 2023/24

Applicant Information	
Name of Applicant Group	Douglas Food Cupboard
Activity Title	Admin Support
Grant Requested (£)	£546

- The Physical & Environmental Improvement Fund is to provide financial assistance for community initiatives aimed at improving the local area through Capital expenditure. Capital expenditure is something of a physical nature including the acquisition, improvement or structural enhancement of an asset valued at £6,000 or more.

- The Youth Inclusion Fund is to provide financial assistance for community initiatives aimed at working with Children and Young People. Applications should be for an activity (or activities) focused on including children & young people in activities, diverting young people from an existing undesirable activity or preventing them joining in with such activity. This should reflect a need that children and young people have been consulted on.

- The Small Grants Fund is for other applications that contribute towards achievement of the Dundee City Plan / Local Community Plan, usually up to £5,000, but there may be lower local restrictions on the amount. Therefore, it is important to check with the relevant Community Worker as listed on page 8 for any local restrictions or other requirements.

This application should address needs in one of the below Wards within which the Dundee Partnership supports activity. If an activity covers more than one Ward then an application is required for each Forum, but it is essential that each application can stand on its own if agreed and that the application is not for a city-wide activity, but a local activity that is to take place in more than one Ward.

TICK THE WARD WHERE YOUR PROJECT WILL OPERATE	
Coldside	<input type="checkbox"/>
East End	X
Lochee	<input type="checkbox"/>
Maryfield	<input type="checkbox"/>
North East	<input type="checkbox"/>
Strathmartine	<input type="checkbox"/>

PLEASE INDICATE WHICH TYPE OF GRANT YOU ARE APPLYING FOR	
Small Grant	X
Physical & Environmental Improvement	<input type="checkbox"/>
Youth Inclusion	<input type="checkbox"/>

Please note that communications regarding this application will be sent to you via email unless you indicate otherwise

Checklist for the DP Community Regeneration Fund Application Form

Before submitting your application form to the Dundee Partnership Team, please use the below checklist to ensure that your form is as fully completed as possible. Please also note that submitting an incomplete form can cause delays in processing or rejection of your application.

Have you:

- | | |
|--|-------------------------------------|
| Read the guidance sections of the form | <input checked="" type="checkbox"/> |
| Fully completed the information on the front of the form | <input checked="" type="checkbox"/> |
| Provided a response to all sections of the application form (including indicating a section as 'N/A' where relevant) | <input checked="" type="checkbox"/> |
| Checked that your budget adds up properly? | <input checked="" type="checkbox"/> |
| Checked that your start date is after the date at which funds could be available, (see page 6) and that your end date is within the financial year? | <input checked="" type="checkbox"/> |
| Included appropriate, measurable outputs & outcomes? | <input checked="" type="checkbox"/> |
| Provided your groups accounts, or other appropriate financial information? | <input checked="" type="checkbox"/> |
| Sourced and attached all relevant quotes?
(multiple quotes are required where >£5,000 is being applied for to ensure value for money is being considered) | <input checked="" type="checkbox"/> |
| Checked that the bank details or financial code are correct / complete? | <input checked="" type="checkbox"/> |
| Signed the form and given accurate contact details? | <input checked="" type="checkbox"/> |

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Who is the grant for? (Name of Applicant Group / Department)	Douglas Food Cupboard		
Did you receive a Dundee Partnership grant during 2022-23? (If yes, list all grants below)			YES
Title of project funded	Amount granted	When	Was it fully spent?
Infrastructure Costs	£4630	26/10/22	Yes

Please give a description of what you want this grant for - (please limit your answer to 500 words or less)

We would like the grant to allow us to purchase a laptop, Microsoft licenses including excel and a storage bag to be used by Douglas Food Cupboard committee.

Which City Plan / Local Community Plan Outcome(s) will it address?

Building Stronger communities – Increase empowerment of local people

How many people will benefit from this project?	276
Will any specific groups benefit from this project? (male, female, age range or protected characteristic) No	
6 committee members + 270 members	

Please say why the project is needed (please limit your answer to 500 words or less)

At present the secretary and other members of the committee have to use either a computer at home or the computers in the library if there is no vacant office space in the building. As the centre is really busy on the days they are in they often do use their own computers at home to carry out the business of the group.

By having their own laptop this will allow them to store information and have access to all their own documents and financial information instead of each office bearer holding different pieces of information on their own equipment or personal emails. It will also allow the committee to access the group email and share knowledge at each committee meeting.

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

What local consultation has taken place regarding this application?

(Please attach evidence summarising the results of any consultation)

Douglas Food Cupboard regularly consult with its membership on issues relating to the food cupboard and this equipment would allow us to do this far more effectively. This then allows our membership the opportunity to influence our decision making at the committee meetings.

CET staff who support us has agreed that this purchase is in the interests of good governance.

What evidence do you hold that the local community supports this application?

(For example, was it proposed by members of a particular group? Does it directly address need identified by community members?)

The need for this project was identified by the Food Cupboard committee and was proposed by other local groups who have loaned their own groups laptop to the Food Cupboard committee on a couple of occasions.

How will the project / activity tackle deprivation or benefit those experiencing deprivation?

(Refer to Section 1 of the Guidance Notes)

Douglas Food Cupboard activities are designed to tackle deprivation in the local area and to try and mitigate the hardship experienced by some local people by providing them dignified access to very low-cost food items and toiletries.

For Physical & Environmental Improvements (which must be Capital worth at least £6,000 in value) the following questions must be answered:

Have all relevant permissions been agreed? (please state what these are)

N/A

How will the planned project be maintained? (please state who will be responsible for this)

What is the expected 'life' of the improvement? (e.g. before it will require replacement)

Could a plaque indicating the Community Regeneration Fund as a source be added on location for this award? (If there would be additional costs for this, please indicate this in the budget section)

What other sources of funding have you secured / tried to secure for this project?

- **If none, please state why this is the case**

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

(Detail below, including applications that are pending or that have been turned down. We may ask for further evidence of an application for other funding)

Source of Funding (detail if this funding is for more than 1 year, if applicable)	£
None	

What are the costs of your activity and how much money is required? Please give specific details (expand list / use an additional sheet if required) and provide all quotes (good practice for applications for over £5,000 is to provide three quotes to ensure value for money is received, and we will require to see these where relevant).

Cost Heading	Full Costs (£)	DP Aid (£)
Laptop	£399	£399
Microsoft Licenses	£119.99	£119.99
Laptop Storage Bag & Mouse	£26.99	£26.99
Totals	£545.98	£545.98

- **All applicants are required to submit a copy of the group's most recent annual accounts with this application. These will be used to help determine eligibility for funding, and WITHOUT THEM AN APPLICATION WILL NOT PROCEED**
 - **If reserves held are less than three months operating expenses please confirm this below**
- Note that if you have already submitted your accounts within this financial year, further copies may not be needed - please check with the Dundee Partnership Team if unsure

What other documents are you attaching to evidence the budget costs for this application? (e.g. quotes, estimates, projected income and expenditure)
 Quotes

How do you intend to monitor the project Outputs and Outcomes?

Feedback forms/Questionnaires

What is the planned start date of the event/activity?
 Please note turn around on applications is 6 - 10 weeks and funding cannot be retrospective (see section 2 of the guidance notes)

As soon as funding is available

What is the planned end date of the event/activity?

31/07/23

Outputs & Outcomes

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

It is expected that applicants will have evidence to support performance information when completing returns on the performance against target. Consideration of this should be given when outputs and outcomes are set out.

Applicants will usually refer to one [City Plan](#) / [Local Community Plan](#) Outcome, but the opportunity is given for up to two, if required. **Please refer to section 3 of the Guidance Notes** for examples of outputs and outcomes / indicators.

City Plan / Local Community Plan Outcome: Building Stronger Communities – Increase empowerment of local people	
Purpose of activity / project within this Outcome: Purchase equipment to allow the operational business of the group to be conducted more efficiently	
	Target 2023-24
Outputs	
Minutes of committee meetings, correspondence, financial accounts, social media posts and information sharing among committee members and the food cupboard members.	1
Outcomes / Indicators:	
Committee members more confident in the role they play	6
Membership more engaged with the business of the group	50