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## Dundee Partnership Community Regeneration Fund

### Grant Application 2023/24

Applicant Information	
Name of Applicant Group	Douglas Festival Association
Activity Title	Douglas Festival 2023
Grant Requested (£)	£3084

- 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	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
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?<br>(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

<b>Who is the grant for?</b> (Name of Applicant Group / Department)	Douglas Festival Association		
<b>Did you receive a Dundee Partnership grant during 2022-23?</b> (If yes, list all grants below)			<b>NO</b>
<b>Title of project funded</b>	<b>Amount granted</b>	<b>When</b>	<b>Was it fully spent?</b>

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

To contribute toward the overall costs of holding Douglas Festival in 2023. The grant would cover the cost of the rides, van hire, first aid cover, PA system/DJ and a photographer. All other costs i.e Insurance, face painter and other activities etc will be picked up by the group.

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

Building Stronger Communities – Improve access to healthy green and open spaces

<b>How many people will benefit from this project?</b>	400+
Will any specific groups benefit from this project? (male, female, age range or protected characteristic) It is hard to gauge how many people will attend on the day but we estimate approx. 400+. Extensive leafleting and promotion will happen on the run up to the event  Local groups/projects will also benefit by promoting their project and hopefully have an increased attendance at other local initiatives as a result of attending the festival.	

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

This event will help raise community spirit post lockdown by providing an affordable, low cost community event that everyone in the local area can access.

The Douglas Festival Association has in past years hosted several community / family events within the area including an Easter family event, Douglas Festival, Halloween family party and the Christmas tree lighting event.

The Douglas festival is a local affordable community event now to be held annually within the newly developed Douglas Park. This event allows local

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

projects & groups the opportunity to raise awareness of the services they provide and encourage/recruit new users & volunteers.

It also creates a family / community event where local people can access a newly developed local green space and fun activities at a reduced and affordable cost.

All funds raised from the festival go back in to support future event costs.

### **What local consultation has taken place regarding this application?**

(Please attach evidence summarising the results of any consultation)

Feedback from previous events and discussions within the festival association all of whom are local residents The festival group ask people to complete feedback sheets at the event to find out what they want for the following year and to find out what could be done better.

### **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?)

It is evident that the local community support this application as already 16 local groups/projects have expressed an interest in attending and taking a table to promote their group or current initiative. This shows the desire by local groups and people to hold an event that brings the community together post lockdown.

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

(Refer to Section 1 of the Guidance Notes)

Funding will allow the festival committee to subsidise the costs of rides and activities provided and allow them to keep the ride fee to a minimum affordable amount. Therefore removing any barriers related to income.

**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)

**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)

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<p><b>What other sources of funding have you secured / tried to secure for this project?</b></p> <ul style="list-style-type: none"> <li><b>If none, please state why this is the case</b></li> </ul> <p>(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)</p>	
Source of Funding (detail if this funding is for more than 1 year, if applicable)	£
None	

<p><b>What are the costs of your activity and how much money is required?</b> Please give specific details (expand list / use an additional sheet if required) and provide <u>all</u> 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).</p>		
Cost Heading	Full Costs (£)	DP Aid (£)
Carnival rides	£2500	£2500
PA system & DJ	£150	£150
F1 First Aid	£144	£144
Van Hire	£190	£190
Photographer	£100	£100
<b>Totals</b>	<b>£3084</b>	<b>£3084</b>

<ul style="list-style-type: none"> <li><b>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</b></li> <li><b>If reserves held are less than three months operating expenses please confirm this below</b></li> </ul> <p>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</p>
<p><b>What other documents are you attaching to evidence the budget costs for this application?</b> (e.g. quotes, estimates, projected income and expenditure)</p> <p>Quotes for costs</p>

<p><b>How do you intend to monitor the project Outputs and Outcomes?</b></p> <p>Attendance numbers and feedback gathered from participants and stall holders on the day.</p>
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<p><b>What is the planned start date of the event/activity?</b></p> <p>Please note turn around on applications is 6 - 10 weeks and funding cannot be retrospective (<i>see section 2 of the guidance notes</i>)</p>	25 <sup>th</sup> June 23
<p><b>What is the planned end date of the event/activity?</b></p>	25 <sup>th</sup> June 23

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### Outputs & Outcomes

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.

<b>City Plan / Local Community Plan Outcome:</b>	
<b>Building stronger communities</b>	
<b>Purpose of activity / project within this Outcome:</b>	
Promote community spirit within the area and increase community involvement	
	<b>Target 2023-24</b>
<b>Outputs</b>	
To deliver a good quality event for all in the local community	400 people to attend
Local project attending	15 local groups attend
<b>Outcomes / Indicators:</b>	
Improve information and access to local services	
Local residents will be more informed and have access to affordable activities	

<b>City Plan / Local Community Plan Outcome:</b>	
<b>Purpose of activity / project within this Outcome:</b>	
	<b>Target 2018-19</b>
<b>Outputs</b>	
<b>Outcomes / Indicators:</b>	