

Dundee Partnership Community Regeneration Fund

Grant Application 2024/25

Applicant Information	
Name of Applicant Group	Happy Hours out of school Club
Activity Title	Activity equipment
Grant Requested (£)	

- 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
East End

PLEASE INDICATE WHICH TYPE OF GRANT YOU ARE APPLYING FOR
Small Grant
Physical & Environmental Improvement

<p>Lochee</p> <p>Maryfield</p> <p>North East</p> <p>Strathmartine</p>	<p>Youth Inclusion</p> <p>Please note that communications regarding this application will be sent to you via email unless you indicate otherwise. All communication for this application should be made to dundee.partnership@dundeecity.gov.uk</p>
--	---

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
- Fully completed the information on the front of the form
- Provided a response to all sections of the application form (including indicating a section as 'N/A' where relevant)
- Checked that your budget adds up properly?
- 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?
- Included appropriate, measurable outputs & outcomes?
- Provided your groups accounts, or other appropriate financial information?**
- 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)
- Checked that the bank details or financial code are correct / complete?

Signed the form, given accurate contact details and ticked the GDPR box?

Who is the grant for? (Name of Applicant Group / Department)	Happy Hours out of school club		
Did you receive a Dundee Partnership grant during 2023-24? (If yes, list all grants below)			YES / NO
Title of project funded	Amount granted	When	Was it fully spent?

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

We moved to new premises in July 2023 and due to moving we had to limit our resources due to space. We have now settled into our new environment and have increased our numbers and supporting more families in our community as they are getting back into education or work after COVID. We are in a deprived area and want to keep our fees low so we can support our families but because of this we have no money to buy new equipment for our children.

The funds would be used to purchase toys and equipment to replace items that are no longer fit for purpose within the out of school club. We also plan to buy outdoor equipment to give our children better outcomes.

Fees from our service users pay towards staff wages, snacks insurance etc

--

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

Children & families - improve health and wellbeing outcomes for children and young people who experience inequalities.

How many people will benefit from this project?	65
Will any specific groups benefit from this project? (male, female, age range or protected characteristic)	
We offer a service to 65 families in our community. Our children range from 4 to 12 years old	

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

The club is totally funded through fees, which cover the staffing costs, snacks and insurance. We do not receive any funding through our local council or Scottish Government. We offer a service to parents who work or want to return to full time education, which will give better outcomes to their families.

Replacing toys and equipment is difficult as we do not have sufficient funds to cover the costs, many of the toys and activities are old and are no longer fit for purpose, and they also do not hold the children's attention as they have been using them for so long. During COVID we suffered as we were closed from March 2020 to August 2020 and January 2021- March 2021. This has had a huge impact

on us as we lost a lot of families due to them working from home or losing their job. Our numbers have now increased but we are trying to keep our fees down to help support our families due to the living crisis.

What local consultation has taken place regarding this application?

(Please attach evidence summarising the results of any consultation)

We have consulted with parents, children and staff
Our children have asked for new equipment (Children's Committee)

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 four local schools in our community use our service.
During Holiday Care we offer childcare and we also get referrals from Social Work and Family Workers from local schools

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

(Refer to Section 1 of the Guidance Notes)

The club is essential in the local area for parents, many of which are on low incomes and struggle within work poverty. Hence the reason why we are applying for funding.

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)

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

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

(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 Looking into different sources of funding	
---	--

<p>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 <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 (£)
See attached sheet	869.91	
Totals	869.91	

- **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)

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

Feedback from children, parents and staff

--

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)	August 2024
What is the planned end date of the event/activity?	January 2025

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.

City Plan / Local Community Plan Outcome:	
Purpose of activity / project within this Outcome: To provide additional resources which will enhance our outdoor and indoor space creating a rich environment for our children to thrive and develop a range of important life skills	
	Target 2024-25
Outputs	
Purchase toys and equipment for the after-school club	
Outcomes / Indicators:	
Increased activity & satisfaction choice for club users - help improve better outcomes for our children’s health and well being	

City Plan / Local Community Plan Outcome:
Purpose of activity / project within this Outcome:

	Target 2024-25
Outputs	
Outcomes / Indicators:	