



For official use only:  
Ref: EE2408

# Dundee Partnership Community Regeneration Fund

## Grant Application 2024/25

| Applicant Information   |                      |
|-------------------------|----------------------|
| Name of Applicant Group | Douglas Events Group |
| Activity Title          | Family Fun Day       |
| Grant Requested (£)     | £845                 |

- 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. All communication for this application should be made to [dundee.partnership@dundeecity.gov.uk](mailto:dundee.partnership@dundeecity.gov.uk)

## 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 type="checkbox"/> |
| Fully completed the information on the front of the form   | <input type="checkbox"/> |
| Provided a response to all sections of the application form (including indicating a section as 'N/A' where relevant)   | <input type="checkbox"/> |
| Checked that your budget adds up properly?   | <input 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 type="checkbox"/> |
| Included appropriate, measurable outputs & outcomes?   | <input type="checkbox"/> |
| Provided your groups accounts, or other appropriate financial information?   | <input 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 type="checkbox"/> |
| Checked that the bank details or financial code are correct / complete?  | <input type="checkbox"/> |
| Signed the form, given accurate contact details and ticked the GDPR box?   | <input type="checkbox"/> |

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

|   |                       |             |                            |
|---|-----------------------|-------------|----------------------------|
| <b>Who is the grant for?</b><br>(Name of Applicant Group / Department)                                | Douglas Events Group  |             |                            |
| <b>Did you receive a Dundee Partnership grant during 2023-24?<br/>(If yes, list all grants below)</b> |                       |             | <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 towards the cost of a family fun day in Douglas Community Centre and park. The grant would cover some of the activity costs i.e. Gaming Van, Eden's Garden and Scrapantics. The other costs to cover are face painter, arts and craft materials and Harry Mudini. These costs will be covered by Douglas LMG. The free activities we have managed to secure are; Active Schools – Old school games, majorettes/dancers, character suits, Learn to Ride and Pebble Art. Local orgs/projects will also attend to provide a variety of activities free of charge including the Literacy Team, Douglas Park Development Worker and Douglas LMG. Lunch will also be provided free of charge from Dundee Bairns.

Douglas Events Group are a group of local people who have come together recently to plan and deliver activities for local families over the school holidays. As we are a new group, we are not constituted at present but will be working towards this in time for next year's events. As we are not constituted we do not have our own bank account so Douglas LMG have offered to bank the money for us.

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

Building Stronger Communities – Increase Empowerment of Local People

|   |      |
|---|------|
| <b>How many people will benefit from this project?</b>  | 150+ |
| Will any specific groups benefit from this project? (male, female, age range or protected characteristic) |      |
| Yes, we will target local families.   |      |

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

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

Families in the Douglas area have said on many occasions that they struggle financially over the school holidays and can't access paid provision for their children, especially families with more than one child. This is why we think this event is needed as we provide all the activities free of charge and know that this will help some local families massively.

This event not only provides fun activities but it will also provide a platform for local agencies to engage with local families to offer information and support. We think this event will have a positive effect on the local community by promoting positive life experiences and choices for children & families.

The only other event over the summer this year in Douglas is Douglas Festival and that's the first weekend at the start of the school holidays. This is the main reason why we have decided to wait until the last week of the holidays in August to give local families an opportunity to enjoy some family time together before returning to school.

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

(Please attach evidence summarising the results of any consultation)

Providing activities for families over the school holidays has been discussed at many local meetings including the LMG and LCPP. Local people are regularly consulted on what they would like to see in their area and holiday provision is always identified as a need in the local area.

**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?)

Members of the group regularly speak to other parents at school and during other provision and providing activities for families over the school holidays has always received very positive feedback. The creation of this planning group, who are all local parents, indicates that there is a need for this provision.

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

(Refer to Section 1 of the Guidance Notes)

All the activities on the day will be provided free of charge breaking down any barriers to participation relating to cost.

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

**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)

N/A

**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) | £ |
|---|---|

|   |  |
|---|--|
| Dundee Bairns to cover food costs – still awaiting decision |  |
|---|--|

**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 (£)  |
|----------------------|----------------|-------------|
| Scrapantics x 3hrs   | £375           | £375        |
| Gaming Van x 3hrs    | £220           | £220        |
| Eden's Garden x 3hrs | £250           | £250        |
|                      |                |             |
|                      |                |             |
|                      |                |             |
| <b>Totals</b>        | <b>£845</b>    | <b>£845</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**
- **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

We have no previous accounts as we are a new group

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

**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?**

Numbers attending and feedback received through questionnaires or QR codes

|   |        |
|---|--------|
| <p><b>What is the planned start date of the event/activity?</b><br/>Please note turn around on applications is 6 - 10 weeks and funding cannot be retrospective (see section 2 of the guidance notes)</p> | 7/8/24 |
| <p><b>What is the planned end date of the event/activity?</b></p>   | 7/8/24 |

### 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: Building stronger communities</b>                                  |                       |
| <b>Purpose of activity / project within this Outcome: Provide local information and activities for families</b> |                       |
|   | <b>Target 2024-25</b> |
| Outputs   |                       |
| Family Fun Day  | 1                     |
| People attending  | 150                   |
| Outcomes / Indicators:  |                       |
| Feedback from questionnaires  | 80                    |
| Local projects engaging with families   | 10                    |

**DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION**