



For official use only:
Ref: _____

Dundee Partnership Community Regeneration Fund

Grant Application (Ferry / West End) 2024/25

Applicant Information	
Name of Applicant Group	West End Christmas Fortnight (a sub committee of West End Community Council)
Activity Title	West End Christmas Fortnight 2024
Grant Requested (£)	£3 632

The Local Community Planning Partnerships (LCPPs) in the Ferry and West End will examine their existing Local Community Plans to identify outstanding actions with a direct relationship to community regeneration and consider allocation of some or all of their available funding to commissioning works that would allow achievement of these agreed priorities. Each area has an allocation for 2024/25 with which to commission activities, and so activities that attract external funding may be prioritised.

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 ward, 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	
The Ferry	NO
West End	YES

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

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

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Who is the grant for? (Name of Applicant Group / Department)	West End Christmas Fortnight (sub committee of West End Community Council)		
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?
West End Christmas Fortnight 2023	£4310	24/8/2023	No *
* We have taken into account the surplus from 2023 and deducted it from the 2024 total			

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

This will be the 24th year of the West End Christmas Fortnight. As in past years, we are planning to have a host of events for the whole community during the fortnight. We aim to replicate and add to the events we ran in 2023 as follows.

- **Christmas Concert** involving seven local primary and secondary schools, plus one nursery school.
- **Talks - both in person and on-line.** Run over the fortnight, we would aim to have input from organisations such as those who have taken part in recent years :
 - City Archives
 - Christmas Stories, partly aimed at children - Dundee Libraries (LACD)
 - Lifelong Learning Dundee joint online event

This year we intend to continue a small number of online events but will predominantly have face to face events as in 2022 and 2023.

- **Christmas Memories event -** A new initiative for 2024, collecting Christmas memories from local elderly people with a reminiscences event during Christmas Fortnight at a sheltered housing lounge (Corso Street).
- **Gate Church Christmas events -** including a community Christmas event aimed at children and families. This will be run again this year plus a Christmas Hymns event for older people.
- **Community and Local Business Awards.** Aimed at community groups and the local business community successfully run both in 2019, 2020, 2021 2022 and 2023. This is managed with the kind assistance of Harris Academy senior pupils.
- **Art competition** for P5, P6 and P7 children.
- **Children's Crafts Event.** Aimed at pre-school and young primary-age children
- **Christmas Cards making event.** A new event for 2024 following an offer from a local resident to run this as a free event.

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- **Christmas Goody Bags.** Santa handed them to children at our Christmas Concert this year.
- **Botanic Garden activity.** We intend to again engage with the University of Dundee Botanic Garden to include events at the Botanic Garden.

Please note that, for the first time, WestFest is separately running the Christmas Lights and Christmas Market events and will apply to the Festive Fund. It has therefore been agreed with WestFest that it will apply to the Festive Fund and the West End Christmas Fortnight will NOT apply to that fund. In previous years, we have made separate bids to CRF and Festive Fund. This year we are therefore applying only to CRF. Only WestFest will seek business donations to avoid the same West End businesses being approached twice.

In addition, our overall funding requirement is now reduced.

Following the success of the Christmas market we ran in 2021, 2022 and 2023 and increased involvement of local businesses in Community and Business Awards, Dundee WestFest and West End Christmas Fortnight have agreed that henceforth the Dundee WestFest organisation will separately run the opening day of Christmas Fortnight with the two principal events within :

- **Christmas Lights** - WestFest intends having a spectacular lights show along the Perth Road District Shopping Centre, Thursday 28th November 2024.
- **Christmas Market** - As part of that Christmas Lights event on Thursday 28th November 2024, WestFest's intention is that a Christmas Market larger than that before run will also take place.

Therefore the Dundee WestFest organisation will separately seek funding for the Christmas Lights and Market day (including through a Festive Fund bid and business donations) and the West End Christmas Fortnight Committee has reduced its activities and funding bid to reflect that we will no longer run these.

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

This is a fortnight of events aimed at bringing the community together and the Christmas Fortnight committee specifically ensures that all members of the community can participate in all the events, irrespective of household income as

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events are not charged for and all are welcome. Specifically, as successfully done in past years, we ensure that targeted families with whom the Children and Families Service are working with are encouraged to participate in the children's crafts event and this has in past years been particularly successful in attracting families for whom English is their second language to participate and feel welcomed at our events.

How many people will benefit from this project?

In previous
years over
2000 persons

Will any specific groups benefit from this project? (male, female, age range or protected characteristic)

Around 300-350 attend the Christmas Concert – we are looking to have a visit from Santa, food and community stalls after the concert this year.

All five local primary schools are invited to participate in the P6 football competition and art competition.

Hundreds of residents took part in the shoppers' prize draw.

Last year's reports on activity can be viewed at www.facebook.com/WestEndChristmas

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

We involve all sections of the community including schools, care homes, all faith groups across the West End and all community and friends' groups. Over two decades we have through involving as many groups in the West End as possible achieved a real sense of community and including as many people as possible in a variety of events. In addition, we have sought to support and promote local businesses in the West End.

We very much promote a sense of community, celebration and "coming together" of everyone in the West End across our events and seek to involve all sections of the community from the very youngest to oldest in our events.

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What local consultation has taken place regarding this application?

(Please attach evidence summarising the results of any consultation)

Our events involve co-operation between many community groups in drawing together a Christmas Fortnight – groups from the community council, local businesses, friends groups of the various parks/botanic garden in the West End, faith groups and other community organisations. In that spirit of co-operation and consultation, our organising committee ensures close consultation and involvement throughout the West End community.

Additionally, we always consult and involve all sections of the community throughout the planning process. Our meetings are advertised via Facebook and X/Twitter to encourage input and attendance from across the community.

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 Christmas Fortnight is now into its 24th year and has had and continues to have strong support from organisations and individuals throughout the West End.

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

(Refer to Section 1 of the Guidance Notes)

As indicated above, we ensure that targeted families with whom the Children and Families Service are working with are encouraged to participate in the children's crafts event and this has in past years been particularly successful in attracting families for whom English is their second language to participate and feel welcomed at our events.

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)

Yes

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

The Christmas Committee closely plans and monitors all projects.

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

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Christmas Fortnight is a recurring community fortnight every year.

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)

Not really relevant to this activity but we promote the support of CRF in our publicity / brochure.

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)	£
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See previous comment regarding the Festive Fund which only Dundee WestFest will now bid for and not ourselves.

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).

PLEASE NOTE WE HAVE ALSO GIVEN YOU OUR 2023 DUNDEE PARTNERSHIP AWARD REPORT WHICH SHOWS EXPENDITURE LAST YEAR. WE HAVE ADDED 5% TO COSTS TO ALLOW FOR INFLATION (ROUNDED UP TO THE NEAREST £10) :

Cost Heading	Full Costs (£)	DP Aid (£)
Main brochure and competition form (Cost 2023 receipts given to you £689.61 – we have added 5% inflation plus increased cost of 12 500 rather than 10 000 copies given WestFest lights/market involvement)	920	920
Public Liability Insurance (Cost 2023 receipt given to you £84)	90	90
Football competition cups (Cost 2023 receipt already given to you £51)	60	60
Catering – this in an estimate for food and drinks (non-alcohol) at Saturday afternoon community concert (jazz/choir/orchestra)	50	50
Prosecco for community social event	80	NIL (we are not making a bid for alcohol)
Goody Bags excluding Scotmid Funding (estimate should Scotmid funding not meet full cost)	20	20
Community Awards prizes (Was £168.95 in 2023 – receipt already given to you)	180	180
Community night at The Vine (catering and hire) – was £800 in 2023 receipt already given to you	840	840
Church hall hire for Saturday concert (we were given a free hire in 2023; this is not guaranteed as it was a one-off donation so an allowance for hire cost in 2024 included)	50	50
Tutor hire children crafts event (£400 in 2023 receipt already given to you)	420	420
Jazz band hire (£80 last year receipt already given to you)	90	90
Orchestra hire (£80 last year receipt already given to you)	90	90

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Choir hire (£80 last year receipt already given to you)	90	90
Pipe band hire (£80 last year receipt already given to you)	90	90
Speaker fee community night	50	50
Small gifts to each of group Harris pupils who run business awards – c8 pupils at £10	80	80
West Port art workshops for families (2) – Cost in 2023 £400 receipt already given to you	420	420
Leisure & Culture Dundee P6 football Harris Academy Hire (2023 £90 – receipt already given to you)	100	100
Santa hire for Children's concert (£80 in 2023)	90	90
Primary School Art Competition (in keeping with 2023 – cost 2023 £303.68)	320	320
Window Spotting Winner Prize £40 in 2023)	40	40
DD Tours walking tour (£200 in 2023 – receipt given to you)	210	210
Totals	£4 380	£4 300
LESS – CRF UNDERSPEND 2023 NOT RECLAIMED		£ 668.19
2024 CRF CLAIM (rounded to nearest £1)		£3 632

FOR INFORMATION THERE ARE ALSO HAVE THE FOLLOWING EVENTS AS PART OF THE FORTNIGHT THAT RUN AT NIL COST AND FOR WHICH WE ARE NOT SEEKING FUNDING :

Blackness Library children's events	No cost to us
Online events	No cost to us
Reuse events by Transition Dundee	No cost to us
Community Christmas and other events – The Gate	No cost to us
Christmas Concert Dundee West Church	No cost to us
West End Carers events	No cost to us
Ninewells Community Gardens Events	No cost to us
Botanic Garden Events	No cost to us
Christmas Card making craft event (done by volunteer)	No cost to us
Christmas Memories event (done by volunteer)	No cost to us
Lifelong Learning Dundee Event	No cost to us
Care Home Christmas Cards	No cost to us
Christmas Coffee Morning Dundee West Church	No cost to us
Soup and Pudding Lunch – Just Bee Productions	No cost to us
Christmas Pies to Magdalen House care home and sheltered lounge event (sponsored)	No cost to us
Friends of Riverside Nature Park Events	No cost to us
Night Market Taypark House	No cost to us

- **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 unrestricted 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

Dundee Partnership already has access to West End Community Council accounts. As was evidenced to both CRF and Festive Fund in 2023, whilst Christmas Fortnight income and expenditure is managed via WECC, the Christmas Fortnight has no access to WECC balances and cannot draw upon WECC funds.

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

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We are attaching the 2023 Dundee Partnership Small Grant Award Report which evidences 2023 expenditure.

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

The Christmas Committee meets very regularly in the run-up to November 2024 (already started in April) but also undertakes a debriefing exercise after the Fortnight to ensure outcomes are discussed and issues resolved for future years' events.

<p>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)</p>	28 th November 2024
<p>What is the planned end date of the event/activity?</p>	11 th December 2024

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:	
	Target 2024-25
Public participation at Christmas Concert	300 + people at Christmas Concert including pupils and families from 7 local schools
Christmas Crafts events	50+ families benefit including specifically targeted families
Percentage of community organisations attending the networking event	In past years over 80% of community organisations active in the West End have attended and 80% is targeted again this year
Percentage of shops and local businesses involved in Christmas Fortnight	Target is to ensure over half of all local businesses operating within the West

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	End Ward participate in Christmas Fortnight in some shape or form
	Target 2024-25
Outcomes / Indicators:	
Greater community involvement, with particular emphasis in involving community members who have not taken part before	To increase numbers involved yet further than in previous years.
Specific target of ensuring families in financial need are able to attend community events free of charge	