



For official use only:  
Ref: L2415 \_\_\_\_\_

## Dundee Partnership Community Regeneration Fund

### Grant Application 2024/25

Applicant Information	
Name of Applicant Group	Lochee Tenants and Residents Association
Activity Title	Christmas Lights and Switch on event
Grant Requested (£)	£5000

- 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 type="checkbox"/>
Lochee	<input checked="" 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> (Name of Applicant Group / Department)			
<b>Did you receive a Dundee Partnership grant during 2023-24? (If yes, list all grants below)</b>			<b>YES / NO</b>
<b>Title of project funded</b>	<b>Amount granted</b>	<b>When</b>	<b>Was it fully spent?</b>
Christmas Lights Switch On	£5000	August 2023	Yes
Lochee Children and Families group	£875	November 2023	Yes

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

Given the success and popularity of previous Christmas Light events, we would like to provide a free community light switch event in the main High Street of Lochee which will involve; local schools and nurseries, churches, pipe band, library, community Hub, street entertainment and local shops with an attendance of around 400-500 people. It is important that we can bring local people together providing free food, juice and activities for all.

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

Social exclusion and isolation  
Empowering Communities  
Cost of Living

<b>How many people will benefit from this project?</b>	
Will any specific groups benefit from this project? (male, female, age range or protected characteristic)	
Children and Families	

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

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

The Lochee area has its own definition of community and likes to celebrate its unique culture through the hub of its community which is the High Street. Having an event that celebrates a dismal time of the year and allows people, in this instance, the opportunity to celebrate in person is desperately needed by the community. Lochee often gets a bad reputation, we want to be able to highlight the community spirit, provide free food and activities particularly when times are so hard for every one given the rising cost of living. We always get amazing anecdotes from people who get a lift from seeing the festive lights, so we want to organise this again for 2024..

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

(Please attach evidence summarising the results of any consultation)

We have a group of stakeholders that meet regularly to organise events who have fed back that the community want to see this again after last years success.

**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 feedback from residents is sufficient to indicate they want this event. We will undertake an exercise through the local CLD team to record the impact of the event from those who attend. The large number of local residents have expressed an interest in helping at the event as proven last year.

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

(Refer to Section 1 of the Guidance Notes)

Lochee is one of the poorest communities in Dundee and Scotland. Financial worries often stop families from participating in more expensive city centre events, so it is vital to provide something local to them. All activities are provided free of charge. We are working with a local café to provide the food at no cost to participants. We are aware of the raising cost of living and the desperate situation people are facing. This event will help people access services that can support their personal needs.

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

<p><b>For Physical &amp; Environmental Improvements (which must be Capital worth at least £6,000 in value) the following questions must be answered:</b></p>
<p><b>Have all relevant permissions been agreed?</b> (please state what these are)</p>
<p><b>How will the planned project be maintained?</b> (please state who will be responsible for this)</p>
<p><b>What is the expected 'life' of the improvement?</b> (e.g. before it will require replacement)</p>
<p><b>Could a plaque indicating the Community Regeneration Fund as a source be added on location for this award?</b> (If there would be additional costs for this, please indicate this in the budget section)</p>

<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>	
<p>Source of Funding (detail if this funding is for more than 1 year, if applicable)</p>	<p>£</p>
<p>Festive Fund DCC</p>	<p>£8000</p>

<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>		
<p>Cost Heading</p>	<p>Full Costs (£)</p>	<p>DP Aid (£)</p>
<p>Refreshments</p>	<p>100</p>	<p>100</p>
<p><b>Installation, management and removal of lamp post lights, Christmas tree and associated lights/ banner</b></p>	<p>8000</p>	<p>466</p>
<p>Fun Fair equipment</p>	<p>1500</p>	<p>1500</p>
<p>St. Andrews First Aid</p>	<p>142</p>	<p>142</p>
<p>Activities and on street entertainment</p>	<p>880</p>	<p>880</p>
<p>Food from Davies and Granada</p>	<p>400</p>	<p>400</p>
<p>Light installation on Church Building</p>	<p>1074</p>	<p>1074</p>
<p>Glow sticks for parade</p>	<p>362</p>	<p>362</p>
<p>Leaflets</p>	<p>76</p>	<p>76</p>
<p>sundries</p>	<p>410</p>	<p>410</p>
<p><b>Totals</b></p>	<p>13000</p>	<p>5000</p>

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

- 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?**

We will undertake an exercise through the local CLD team to record the impact of the event with those who attend. We will also triangulate the numbers attending from three sources.

<b>What is the planned start date of the event/activity?</b> Please note turn around on applications is 6 - 10 weeks and funding cannot be retrospective (see section 2 of the guidance notes)	November 2024
<b>What is the planned end date of the event/activity?</b>	27 <sup>th</sup> November 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.

<b>City Plan / Local Community Plan Outcome:</b>	
<b>Purpose of activity / project within this Outcome:</b>	
	<b>Target 2024-25</b>
Outputs	
Installation of Lights and a Christmas tree with lights	one
Outcomes / Indicators:	
A community celebration will be held which instils a sense of community	450-500 people

**DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION**

<b>City Plan / Local Community Plan Outcome:</b>	
<b>Purpose of activity / project within this Outcome:</b>	
	<b>Target 2024-25</b>
Outputs	
Outcomes / Indicators:	