

For official use only:

Ref:L2421

# **Dundee Partnership** **Community Regeneration Fund**

## **Grant Application** **2024/25**

<b>Applicant Information</b>	
<b>Name of Applicant Group</b>	Charleston Community Residents' Association
<b>Activity Title</b>	Christmas Lights Event
<b>Grant Requested (£)</b>	£874.76

- 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

PLEASE INDICATE WHICH TYPE OF GRANT YOU  
ARE APPLYING FOR

Coldside	Small Grant
East End	Physical & Environmental Improvement
LocheeXX	Youth Inclusion
Maryfield	
North East	
Strathmartine	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 <a href="mailto:dundee.partnership@dundeecity.gov.uk">dundee.partnership@dundeecity.gov.uk</a>

## 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?

(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?

<b>Who is the grant for?</b> (Name of Applicant Group / Department)	Charleston Community Residents' Association		
<b>Did you receive a Dundee Partnership grant during 2023-24?</b> (If yes, list all grants below)			<b>YES</b>
<b>Title of project funded</b>	<b>Amount granted</b>	<b>When</b>	<b>Was it fully spent?</b>
Cost of Living Fund	£385	Nov 23	yes
Cost of Living Fund	£500	Mar 24	yes

**Please give a description of what you want this grant for -**

We have been given a living Christmas tree last year and would love to be able to decorate it this year. As we have no power supply yet, we need to use battery operated lights.

We would love to have a lights event, where we could invite the local community to gather around the tree, sing some carols and enjoy a hot chocolate and mince pies.

We have identified a local cherry picker company who can put the lights up and take them down again.

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<p><b>Which City Plan / Local Community Plan Outcome(s) will it address?</b></p> <p>Improve Mental Health &amp; Wellbeing</p> <p>Reduce Isolation</p> <p>Consolidate and develop existing community infrastructure to increase community connections and cohesiveness</p>
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<p><b>How many people will benefit from this project?</b></p>	
<p>The whole Charleston Community</p>	

<p><b>Please say why the project is needed (please limit your answer to 500 words or less)</b></p> <p>We are constantly looking for ways to connect the whole community and celebrate together. There are so many challenges and issues for the community in Charleston,</p>
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for individuals, and for the community as a whole. We would love to create a sense of celebration over the festive season, and be able to decorate the living Christmas tree for the whole community to enjoy.

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

(Please attach evidence summarising the results of any consultation)

Consultation was previously carried out by the Community Empowerment Team Dundee City Council, regarding the erection of the christmas tree

**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?)

See above.

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

(Refer to Section 1 of the Guidance Notes)

Although, the event will not directly tackle deprivation, it will greatly raise the spirits of local people, and allow them to come together, which will have a positive impact on their sense of wellbeing and reduce isolation. This will be a visible celebration all through the Christmas holidays, and hopefully will create cheer and happiness for everyone.

**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)

£0

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**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 (£)
Cherry Picker (erect and dismantle)	600	600
Lights (£45 x 4)	180	180
Hot Chocolate	22.36	22.36
Mince Pies x 20	30.00	30.00
Crisps	19.40	19.40
Batteries	23.00	23.00
<b>Totals</b>	<b>874.76</b>	<b>874.76</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

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

Quote for items and services

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

Numbers attending

Community feedback

<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)	30/11/24
<b>What is the planned end date of the event/activity?</b>	06/01/2025

**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.

<b>City Plan / Local Community Plan Outcome: Health and Wellbeing Reducing Isolation</b>	
<b>Purpose of activity / project within this Outcome:</b>	
	<b>Target 2024-25</b>
Outputs	80
Outcomes / Indicators:	80

**City Plan / Local Community Plan Outcome:**



<b>Purpose of activity / project within this Outcome:</b>	
	<b>Target 2024-25</b>
Outputs	80
Outcomes / Indicators:	80