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

### **Grant Application** **2023/24**

Applicant Information	
Name of Applicant Group	Friends of Dudhope Park
Activity Title	Dudhope Park Fun Day
Grant Requested (£)	1,260.50

- 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	<b>Error! Bookmark not defined.</b>	Small Grant	x <input checked="" type="checkbox"/>
East End	<input type="checkbox"/>	Physical & Environmental Improvement	<input type="checkbox"/>
Lochee	<input type="checkbox"/>	Youth Inclusion	<input type="checkbox"/>
Maryfield	<input type="checkbox"/>		
North East	<input type="checkbox"/>		

Strathmartine ☐

Please note that communications regarding this application will be sent to you via email unless you indicate otherwise

## 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<br>(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,<br>(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<br>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 and given accurate contact details?   | <input type="checkbox"/> |

<b>Who is the grant for?</b> (Name of Applicant Group / Department)		Friends of Dudhope Park	
<b>Did you receive a Dundee Partnership grant during 2022-23?</b> (If yes, list all grants below)			<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)

This funding will help support a fun day in Dudhope Park. The Friends of Dudhope group is made up of local people living in and around the park who will come together to create a free accessible day for the families in Coldside. There will be food and fun activities including cycling, face painting, animal encounters and much more.

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

Support local people and groups to plan and deliver local events in Coldsides

**How many people will benefit from this project?**

200+

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

Families & local individuals

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

Coldsides Ward is a very built up ward and the Dudhope Park is one of the few accessible spaces in the Ward. This park is central to the Ward and therefore within easy distance of the majority of local residents. The Park is surrounded by predominantly blocks of flats. This is also central to some of the most deprived areas in Coldsides, being able to provide some activities including a picnic at the start of the holidays will help bring families together with organisations and create a fun atmosphere for engagement and activities.

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

(Please attach evidence summarising the results of any consultation)

Consultation has been carried out with local residents and local organisations.

**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?)

Residents from the local community and local groups are members of the Friends of Dudhope Group

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

(Refer to Section 1 of the Guidance Notes)

The Fun Day will be free for all who attend. It will support local families struggling with the cost of living crisis to enjoy a free event with no hidden costs. For many, the summer holidays create massive financial strain generally, but entertaining the children can be extremely costly where projects and activities cost more and more. With the cost of energy and food rising, this impacts on available activity as well.

**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)

NA

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

NA

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

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

NA

**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)

NA

**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)	£
Unrestricted Funds from previous projects	£1,500.00

**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 (£)
First Aid Provision – F1 Training	166	166
Bungee Trampolines	750	750
Forest Schools	60.00	60.00
Donation to partner organisations for setting and clearing up and the use of facilities	50.00	50.00
Hire of Park	0	0
Volunteer Refreshments Budget (for sandwiches and drinks)	£40	£40
Public Liability Insurance	340.50	340.50
Star Stage	158.00	158.00
Pump Track & Cycling Activities	864	864
Edens Garden	150	150
Facepainter	140.00	140.00
Wildflower Seeds x 3	£33.00	£33.00
Paper bags pack of 50 x3	9.00	9.00
<b>Totals</b>	<b>2,760.50</b>	<b>1,260.50</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

To Follow

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

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Quotes

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

Feedback on the day, numbers of people attending and photographs

**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*)

12<sup>th</sup> August 2023

**What is the planned end date of the event/activity?**

12<sup>th</sup> August 2023

### 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: Support local people and groups to plan events in Coldsides</b>	
<b>Purpose of activity / project within this Outcome: Create the opportunity for families to come together and take part in a free activity within their area.</b>	
	<b>Target 2023-24</b>
Outputs	
Approximately 400 people will have access to a free fun day	400
1 Fun Day offering a range of activities developed by local people	1
Outcomes / Indicators:	
People will feel part of the community and the event will foster a community spirit	
Communities can engage with support projects in an informal way	
Local people can find out more about what is on in their area.	

**Quotes:**

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**First Aid**

**From:** [claire@f1train.co.uk](mailto:claire@f1train.co.uk) <[claire@f1train.co.uk](mailto:claire@f1train.co.uk)>

Sent: 20 April 2023 15:18

To: Jennifer Kincaid <[jennifer.kincaid@dundeecity.gov.uk](mailto:jennifer.kincaid@dundeecity.gov.uk)>

Subject: RE: Possible Booking for Hilltown Park

Good Afternoon,

For Two First Aiders cost is £148 + VAT, please advise if you wish to get this booked in? 😊

Kind Regards

*C. Fraser*

Claire Fraser – Human Resources  
F1 Training Services (UK) Ltd

Tel: 01382 60 40 60 / 01224 51 61 71

Mob: 07790 112 112

E-mail: [claire@f1train.co.uk](mailto:claire@f1train.co.uk)

Web: [www.f1train.co.uk](http://www.f1train.co.uk)



# DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

## Wildflower:

[https://www.diy.com/departments/cornfield-annual-wildflower-seed-bs9p-100-g-/00001015\\_BQ.prd](https://www.diy.com/departments/cornfield-annual-wildflower-seed-bs9p-100-g-/00001015_BQ.prd)

Wildflower

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## Paper Bags

[https://www.hobbycraft.co.uk/pink-and-white-striped-treat-bags-50-pack/6437671000.html?qlCountry=GB&qclid=EAlaIqObChMI6rGg7-yk\\_wlVxMztCh269AOqEAQYBSABEqLx7vD\\_BwE&qclsrc=aw.ds](https://www.hobbycraft.co.uk/pink-and-white-striped-treat-bags-50-pack/6437671000.html?qlCountry=GB&qclid=EAlaIqObChMI6rGg7-yk_wlVxMztCh269AOqEAQYBSABEqLx7vD_BwE&qclsrc=aw.ds)

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15:53 02/06/2023



**DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION**

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

### Forest Schools:

**From:** catherine mary latham <[scatcat45@hotmail.com](mailto:scatcat45@hotmail.com)>  
**Sent:** 01 May 2023 18:30  
**To:** Jennifer Kincaid <[jennifer.kincaid@dundeecity.gov.uk](mailto:jennifer.kincaid@dundeecity.gov.uk)>  
**Subject:** Re: Dudhope PArk Fun Day

Hi there!

Dorothy Connolly contacted me several weeks ago and I agreed to deliver the activity. Absolutely delighted to be asked to return.

The cost will be £60.

Looking forward to it@

Cath

Forest Schools Instructor.

### Dundee City Council: Star Tent

Hi Jennifer,

The cost for the hire of the Star Tent is £158. I have also attached a Booking Form for the Star Tent.

Thanks

Lynda

[Events.activities@dundeecity.gov.uk](mailto:Events.activities@dundeecity.gov.uk)

### Edens Garden:

**From:** [reidalison@sky.com](mailto:reidalison@sky.com) <[reidalison@sky.com](mailto:reidalison@sky.com)>  
**Sent:** 28 April 2023 03:25  
**To:** Jennifer Kincaid <[jennifer.kincaid@dundeecity.gov.uk](mailto:jennifer.kincaid@dundeecity.gov.uk)>  
**Subject:** Re: Fun Day @ Dudhope Park

Hi there sorry for delay-council hour is £85, hour and half £120.  
For yourselves

Hour-£60, hour and half, £80  
2 hours-£110, 3 hours £150

Possible creature list to tie in with nature in a park

Risk Assessment  
Eden's

Garden

Dudhope Park  
12/8/23

Creature Risk Prevention

frog (1-2) Handled on a tray

python constrict/bite. (1-2) Careful handling


Hedgehog Prickle/Bite (1-2) Handled on a cushion

African Land Snail (1-2) position on tray

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION



Rabbit                      scratch/bite       Position on cushion

Gerbil                      scratch/bite       Handled in a pouch

All animals carry germ/bacteria, some zoonotic 

Preventive measures are

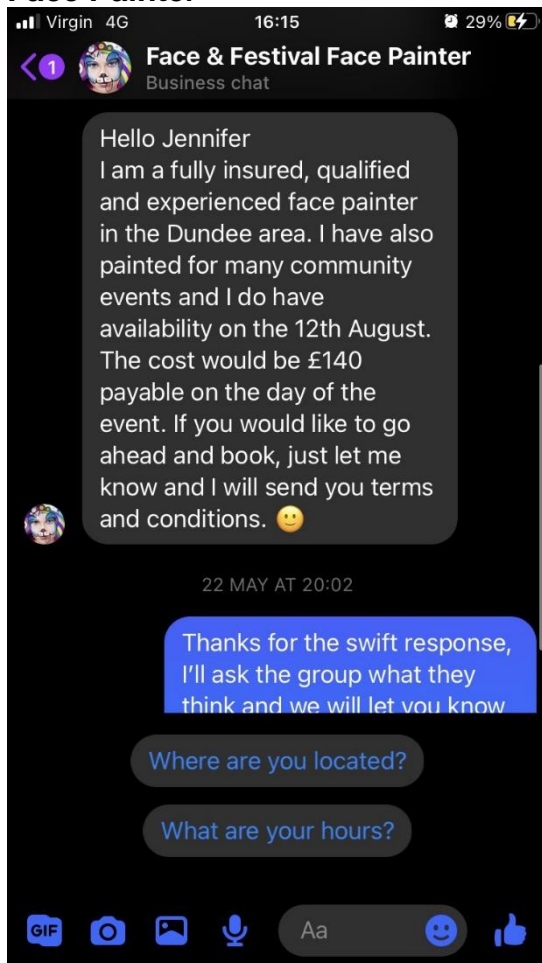
-:no food to be eaten in the vicinity.

-: all children/adults must wash hands with soap and warm running water/ anti-bac after handling  

Eden's Garden handlers-

Alison Morag Ross Kirsty Sam

## Face Painter



**DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION**