For official use only:

Ref:

Logged 🞏

Scanned 🞏

**Dundee Partnership**

**Community Regeneration Fund**

**Grant Application**

**2023/24**

|  |  |
| --- | --- |
| **Applicant Information** | |
| **Name of Applicant Group** | Kirkton Sheltered Housing Complex |
| **Activity Title** | Complex Garden |
| **Grant Requested (£)** | 166 |
| - 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 x |
|  |  |  |
| East End |  | Physical & Environmental Improvement |
|  |  |  |
| Lochee |  | Youth Inclusion |
|  |  | |
| Maryfield |  | |
|  |  | |
| North East | Please note that communications regarding this application will be sent to you via email unless you indicate otherwise | |
|  |
| Strathmartine x |

## 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 |  |
|  |  |
| Fully completed the information on the front of the form |  |
|  |  |
| Provided a response to all sections of the application form |  |
| (including indicating a section as ‘N/A’ where relevant) |  |
|  |  |
| Checked that your budget adds up properly? |  |
|  |  |
| 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? |  |
| Included appropriate, measurable outputs & outcomes? |  |
|  |  |
| Provided your groups accounts, or other appropriate financial information? |  |
|  |  |
| 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 and given accurate contact details? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Who is the grant for?**  (Name of Applicant Group / Department) | Kirkton Sheltered Housing Complex | | | |
| **Did you receive a Dundee Partnership grant during 2022-23?**  **(If yes, list all grants below)** | | | | **YES** |
| **Title of project funded** | | **Amount granted** | **When** | **Was it fully spent?** |
| Darts Group | | £192.00 | 04/04/2023 | Yes |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |

|  |
| --- |
| **Please give a description of what you want this grant for** - (please limit your answer to 500 words or less) |
| The tenants at the complex would like to buy a small shed so they can keep the complex gardening tools in it. The tenants have some tools and a hose reel which they use to maintain the communal garden at the back of the complex. The tools at the moment are being kept in the laundry area and this has become dangerous as it is a trip hazard.  The garden has recently been refurbished by the Council. |

|  |
| --- |
| **Which City Plan / Local Community Plan Outcome(s) will it address?**  Strathmartine Locality community Plans 22-27 |
| This will improve mental health and wellbeing. Encouraging the tenants to come to the complex also reduces isolation. |

|  |  |
| --- | --- |
| **How many people will benefit from this project?** | 6-10 |
| Will any specific groups benefit from this project? (male, female, age range or protected characteristic)Accessing the garden will help elderly and vulnerable people in the area, both male and female with issues of isolation as it is open to everyone in the area. | |

|  |
| --- |
| **Please say why the project is needed** (please limit your answer to 500 words or less) |
| This project is important as it helps to keep the local elderly people active and also helps with isolation. The sheltered housing covers a large area and a number of the tenants wouldn’t go out if they didn’t have something to go to. The gardening has encouraged activity and being outside which is good for mental health. It encourages the tenants to discuss the activity and the result is making the area nicer for everyone to enjoy. The area was recently redeveloped and we hope more people will come along and enjoy it and help to keep it looking good and encouraging friendships. |

|  |
| --- |
| **What local consultation has taken place regarding this application?**  (Please attach evidence summarising the results of any consultation) |
| I have consulted with all the tenants attending the complex and the activity and we also have regular tenants’ meetings where funding and activities are discussed. |

|  |
| --- |
| **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 activity was proposed by the tenants. |

|  |
| --- |
| **How will the project / activity tackle deprivation or benefit those experiencing deprivation?** (Refer to Section 1 of the Guidance Notes) |
| This will help with deprivation as it is open to anyone who wants to take part and there is no cost involved. The complex is a safe environment for older people to attend. |
| **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?** None   * **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) | £ |
| We have applied and received Open funding but this is used for other activities in the complex. | 600.00 |

|  |  |  |
| --- | --- | --- |
| **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  (£) |
| Garden storage box (B &Q) | 166 | 166 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Totals** | 166 | 166 |

|  |
| --- |
| * **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) |
| Bank statement and estimated cost. |

|  |
| --- |
| **How do you intend to monitor the project Outputs and Outcomes?** |
| Warden will gather feedback at tenant/warden meetings. Warden will also be present when the group is running and will see how many attends. |

|  |  |
| --- | --- |
| **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)* | N/A |
| **What is the planned end date of the event/activity?** | No end date. |

**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](https://www.dundeecity.gov.uk/city-plan-for-dundee-2017-2026/introducing-the-city-plan) / [Local Community Plan](https://www.dundeecity.gov.uk/service-area/neighbourhood-services/housing-and-communities/local-community-planning) 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:Strathmartine Locality Plan 22 -27** | |
| **Purpose of activity / project within this Outcome: Improved health and wellbeing** | |
|  | **Target 2023-24** |
| Outputs Purchase garden storage | 04/10/2023 |
|  |  |
|  |  |
|  |  |
| Outcomes / Indicators: Improved mental health and wellbeing | 04/10/2023 onwards |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **City Plan / Local Community Plan Outcome:** | |
| **Purpose of activity / project within this Outcome:** | |
|  | **Target 2023-24** |
| Outputs |  |
|  |  |
|  |  |
|  |  |
| Outcomes / Indicators: |  |
|  |  |
|  |  |