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**Dundee Partnership**

**Community Regeneration Fund**

**Grant Application**

**2023/24**

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| --- | --- |
| **Applicant Information** | |
| **Name of Applicant Group** | Kirkton CC LMG |
| **Activity Title** | Co – design consultation 2023 |
| **Grant Requested (£)** | £6,500 |
| - 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. | |

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| 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 |
|  |  |  |
| 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 |

## 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**:

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| --- | --- |
| Read the guidance sections of the form | x |
|  |  |
| Fully completed the information on the front of the form | x |
|  |  |
| Provided a response to all sections of the application form | x |
| (including indicating a section as ‘N/A’ where relevant) |  |
|  |  |
| Checked that your budget adds up properly? | x |
|  |  |
| Checked that your start date is after the date at which funds could be available, | x |
| (see page 6) and that your end date is within the financial year? |  |
| Included appropriate, measurable outputs & outcomes? | x |
|  |  |
| Provided your groups accounts, or other appropriate financial information? | x |
|  |  |
| Sourced and attached all relevant quotes? | x |
| (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? | x |
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| Signed the form and given accurate contact details? | x |

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| **Who is the grant for?**  (Name of Applicant Group / Department) | Kirkton cc lmg | | | |
| **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?** |
| S2204 | | £400 | July 22 | Yes |
| SY2207 | | £2,450 | June 22 | Yes |
|  | |  |  |  |
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| **Please give a description of what you want this grant for** - (please limit your answer to 500 words or less) |
| To contribute towards the overall cost of a series of engagement workshops with children and young people to be held in the kirkton area to establish the communities needs in regards to a community facility. A co – design group will be created in partnership with LMG , wider community, Dundee university and Duncan of Jordanstone college of art and design. |

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| **Which City Plan / Local Community Plan Outcome(s) will it address?** |
| Strathmartine - We need community spaces in Kirkton to meet the future needs  of the local community.  city plan - build community wealth |

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| **How many people will benefit from this project?** |  |
| Will any specific groups benefit from this project? (male, female, age range or protected characteristic)  Workshops for school age yp and children 100  Workshops in community 50 | |

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| **Please say why the project is needed** (please limit your answer to 500 words or less) |
| To establish the communities needs regarding community facility in their area.   * Is current building fit for purpose? * Can improvements be made to improve disability access, economical / green energy source, internal structure? * Should a new purpose-built facility be created to better suit the community? * Possible asset transfer of building and or land should current facility be marked for closure by DCC |

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| **What local consultation has taken place regarding this application?**  (Please attach evidence summarising the results of any consultation) |
| We have consulted with LMG members and centre users and they agreed there should be a wider consultation held to establish the community’s needs.  Support from Kirkton Community Partnership group (local Neighbourhood representative structure) |

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| **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?) |
| Centre users and LMG trustees agree that there is a need to either improve or rebuild the current facility |

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| **How will the project / activity tackle deprivation or benefit those experiencing deprivation?** (Refer to Section 1 of the Guidance Notes) |
| By including them in the future plans of their centre and making sure they have the opportunity to express their needs regarding community facilities in their neighbourhood. We aim to continue to provide affordable activities, groups and events in the future. |
| **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)  N/A |
| **How will the planned project be maintained?** (please state who will be responsible for this)  N/A |
| **What is the expected 'life' of the improvement?** (e.g. before it will require replacement)  N/A |
| **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)  **Logo will be used on all publicity and on final report / video** |

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| **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) | £ |
| Dundee University - match funding LMG contribution (approved)  National lottery Scotland (pending)  DPF small grant (pending) | £21,500  £10,000  £5,000 |

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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  (£) |
| Initial meetings, establishing brief, designing engagement strategy | £3,000 | £1,500 |
| 5 Number Engagement Task Workshops | £23,000 | £4,600 |
| Post workshop analysis, evaluation and translation | £14,000 | 0 |
| Video of entire project and outcomes etc for future funders | £3,000 | £0 |
| VAT | £8,600 | £2,000 |
|  |  |  |
| **Totals** | £43,000 | £8,100 |

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| * **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 |
| DPT have already seen accounts this financial year |
| **What other documents are you attaching to evidence the budget costs for this application?** (e.g. quotes, estimates, projected income and expenditure) |
| See attached breakdown / proposal based on previous consultations |

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| **How do you intend to monitor the project Outputs and Outcomes?** |
| This is to be an interactive consultation there will be feedback at every session and also a video produced showing works completed |

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| **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)* | Sept 2023 |
| **What is the planned end date of the event/activity?** | March 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](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.

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| **City Plan / Local Community Plan Outcome:**  **Build community wealth** | |
| **Purpose of activity / project within this Outcome:**  **To gather information to be used in future funding bids to improve community facilities in kirkton area** | |
|  | **Target 2023-24** |
| Outputs |  |
| Creation of interactive community consultation | 2024 |
| Increased involvement in community consultation process |  |
|  |  |
| Outcomes / Indicators: |  |
| Report on |  |
| Videos evidence |  |

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

Gary Kennedy of kennedytwaddle and Linsey McIntosh propose (Duncan of Jordanston college of Art & design ) to engage with the Local Management Group (LMG) of the Kirkton Community Centre and the wider community of Kirkton in addressing the options in reworking the community centre building due to Dundee City Council’s proposal to stop their funding as a cost saving measure. DCC have given the Local Management group (LMG) three options:

• Move all the current community activity into the two local high schools and DCC will knock down the community centre building.

• Begin an asset transfer of the community centre building to the LMG, so they can take it over and manage the financial costs associated with it.

• Begin asset transfer of land in order to build a new purpose built community facility in the area – consult to establish communities needs regarding this

Through a series of 5 design-based workshops Gary and Linsey will establish a community co-design team which will put them at the heart of the decision-making process. The intended outcome will be the visualisation of an initial conceptual proposal for the future of a community space for Kirkton.

**Initial meetings, establishing brief, designing engagement strategy = £3000**

• Initial meetings – 12 hours

• Establishing brief – 6 hours

• Designing engagement strategy – 12 hours

(based on the involvement of 2 designers each @£50/hr)

**5 Number Engagement Task Workshops**

Co-design workshop preparation, designing 2D / 3D props and 2D / 3D workshop prep, making and material costs. Workshop delivery, set-up and deinstall, documentation = £23,000

• Co-design workshop preparation – 8 hours

• Designing 2D / 3D props – 5 hours

• 2D / 3D engagement prop fabrication prep – 4 hours

• Workshop delivery – 3 hours

• Set-up and deinstall & documentation – 4 hours

(based on the involvement of 2 designers each @£50/hr for 1 of 5 workshops)

• Making and material costs – 14 hours & £1500 materials

(based on the involvement of 1 maker @£50/hr for 1 of 5 workshops)

**Post workshop analysis, evaluation and translation**

Overall analysis, design development and final design proposal. Feedback to all stakeholders and presentation inc post outcome meetings = £14,000

• Overall analysis, evaluation and translation – 16 hours

• Feedback to stakeholders – 8 hours

• Presentation and post outcome meetings – 20 hours

(based on the involvement of 2 designers each @£50/hr)

• Visualisation of design outcomes (design communication) – 64 hours

(based on the involvement of 3 designers each @£50/hr)

(This does not include the production of technical information for build, planning or building warrant submissions, drawings for tender, obtaining of competitive quotes, engagement with contractors, site operations and construction, etc). Also we would recommend getting a local Kirkton filmmaker, David Scott, involved to document the whole project – a budget cost for him would be approximately £3000.

He calculates costs based on time spent filming with every hour on site requiring a further two hours to edit. So a half day filming will require a further day to edit, a day filming will require two days to edit. His 8 hr day rate is currently £350 and 4 hr half day is currently £200. Additional costs are required to purchase a music license for web use.

TOTAL (excluding VAT) = £43,000

www.kennedytwaddle.com

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Dundee DD2 3SX

07989330357

Amount

£

VAT Rate

20.00% 17.50% 5.00% 0.00%

Add Subtract

Price ex. VAT

£ 43,000.00

VAT at 20%

£ 8,600.00

Total at 20%

£ 51,600.00

Total at 17.5%

£ 50,525.00

Difference

£ 1,075.00