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**Dundee Partnership**

**Community Regeneration Fund**

**Grant Application**

**2023/24**

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| **Applicant Information** | |
| **Name of Applicant Group** | Signpost International |
| **Activity Title** | Carbon Reduction Works |
| **Grant Requested (£)** | 20297.57 |
| - 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 X |
|  |  |  |
| Lochee |  | Youth Inclusion |
|  |  | |
| Maryfield |  | |
|  |  | |
| North East X | 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 |
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| 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) |  |
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| 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) | Signpost International | | | |
| **Did you receive a Dundee Partnership grant during 2022-23?**  **(If yes, list all grants below)** | | | | **YES / NO** |
| **Title of project funded** | | **Amount granted** | **When** | **Was it fully spent?** |
| Improvements to Roundhouse Garden | | 11741 | Oct 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) |
| We would like to make the Roundhouse, a well used community building in Whitfield less dependent on fossil fuels to provide our energy and heating: As a first step we want to improve our insulation by replacing the existing single glazed windows with thermally efficient units, and to replace outdated and expensive to run florescent strip lighting with low energy LED units.  While some of the windows have been replaced with double glazing, about half of the windows remain as single glazed plastic units, which are both unsightly and cause of heat loss. The cost for replacing these windows is in the region of £10,000  With a building that dates from the 1980’s we still have fluorescent strip lighting in much of the building, we want to replace this with modern, energy efficient LED lighting units to reduce both our operating costs and our carbon footprint. The cost of replacing 65 units across the building is estimated at £5,700  Currently our building is functional rather than welcoming, and upgrading the decaying entry doors, which are a further significant source of heat loss, with robust commercial aluminium doors is estimated at £4,375 |

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| **Which City Plan / Local Community Plan Outcome(s) will it address?** |
| **City Plan: Tackle Climate Change & Reach Net carbon emissions by 2045** |

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| **How many people will benefit from this project?** | 1000 |
| Will any specific groups benefit from this project? (male, female, age range or protected characteristic)  Users of the Roundhouse include local schools, local community, Garden group, People with poor mental health accessing counselling, and people dealing with substance abuse accessing support.  Total number of people who will benefit from improved facilities in a year is estimated at 1000 per year | |

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| **Please say why the project is needed** (please limit your answer to 500 words or less) |
| Our building is well recognised and well used to provide a range of community services within the North East, however it is not well insulated and depends on fossil fuel (gas) to heat the building and provide hot water, While it is not economically viable at this time to switch to renewable energy, we can make the reduce the carbon output of the building significantly by ensuring that it is better insulated and that electrical demand is reduced by installing low energy lighting and controlling the heating throughout the building.  Our Vision is to inspire our users and the local community to take steps in reducing their own energy use and this is done through the food project and café, where the reduce, reuse, recycle message is both implicit and explicit in our wall displays, and through the messaging of the Centre for Global Citizenship which will teach and inspire young people to live in equitable and sustainable ways. Having a building that reflects these aspirations will enhance our work in this area. |

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| **What local consultation has taken place regarding this application?**  (Please attach evidence summarising the results of any consultation) |
| We regularly chat to clients and customers and local people anecdotally speak in favour of our approach and our desire to move towards being a carbon neutral (or negative) building. |

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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?) |
| This project is generally supported by all users of the building |

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| **How will the project / activity tackle deprivation or benefit those experiencing deprivation?** (Refer to Section 1 of the Guidance Notes) |
| Over the past year we were one of the Open Doors spaces across the city providing a warm and safe space for people to gather in the light of the Cost of Living crises. Improving the insulation and energy use of the building will mean that we can continue to provide these services in a cost efficient way.  Ensuring that we control our energy costs means that we can continue to host organisations that support people in the NE (Hope Counselling, We are with you, Roundhouse Café and Food Project, Garden Group) without excessive pressure to increase rental costs for them. |
| **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)  Not required |
| **How will the planned project be maintained?** (please state who will be responsible for this)  The building will be maintained by Signpost International on behalf of the charities and projects based in the Roundhouse |
| **What is the expected 'life' of the improvement?** (e.g. before it will require replacement)  These works have an anticipated life of 20 years |
| **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)  **Yes** |

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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) | £ |
| We have unsuccessfully applied to the Beaverbrook Foundation; McCarthy Stone Foundation; Joseph Rank Trust; Millward Charitable Trust; Manna House Trust.  Applications pending for Wolfson Foundation and Screwfix Foundation | £10,000 (TBC) |

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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  (£) |
| Replace single glazed window units x 17 | 10103.83 | 10103.83 |
| Replace 34 Florescent strip lights with LED units | 5788.60 | 5788.6 |
| Replace entry doors with aluminium doors | 4375.14 | 4375.14 |
| Providing plaque to acknowledge CRF support | 30.00 | 30.00 |
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| **Totals** | 20297.57 | 20297.57 |

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

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| **How do you intend to monitor the project Outputs and Outcomes?** |
| We will monitor the energy use of the Roundhouse comparing it to the baseline records of what it has cost to run over the previous period(s) |

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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)* | November 2023 |
| **What is the planned end date of the event/activity?** | January 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: Tackle Climate Change & Reach Net carbon emissions by 2045** | |
| **Purpose of activity / project within this Outcome:** | |
|  | **Target 2023-24** |
| Outputs |  |
| Reduce energy use in the Roundhouse |  |
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| Outcomes / Indicators: |  |
| Reduced usage of Gas and Electricity |  |
|  |  |

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