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Dundee Partnership Community Regeneration Fund

Grant Application 2023/24

Applicant Information	
Name of Applicant Group	Coldside Community Forum
Activity Title	Installation of Living Christmas Tree and additional lights
Grant Requested (£)	£6,772.85

- 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	Error! Bookmark not defined.	Small Grant	<input 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	<input type="checkbox"/>		

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
(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) | <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"/> |

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Who is the grant for? (Name of Applicant Group / Department)	Coldside Community Forum		
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?
Coldside Forum – Wonderboxes	2592.00	October	Yes

Please give a description of what you want this grant for - (please limit your answer to 500 words or less)

This year, as a development of Christmas celebration in the local community, the Coldside Forum have agreed to pursue the planting of a living Christmas Tree in at the 5ways roundabout. This will mean the community will have a permanent tree and no longer must go through the yearly organisation and funding of the installation of the tree to create the festive spirit in the local area.

In addition to this the Coldside Forum would also like to install lighting braids on to the lampposts around the 5ways roundabout with would be left up permanently to bring the festive lights up to where the Christmas Tree is installed from the Hilltown.

These light braids would be left up permanently and plugged in in December each year.

The other part of the funding would be to light the Christmas Tree. Due to the process of planting the living tree, fairy lights cannot be installed normally for the first 3 years. The idea for this year would be to uplight the tree using coloured lights installed at the bottom of the tree (like the trees at Hilltown Park last year).

This installation will be part of the landscaping for the Covid Memorial area at the Coldside 5ways Roundabout.

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

There needs to be a co-ordinated approach to developing and supporting activities in Coldside which relate to green spaces and climate change in Coldside

How many people will benefit from this project?

Whole
Community

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

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

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

Local people have been involved in the development of this project for the past 5 years including securing an installed cut Christmas Tree for Hilltown & Coldside Areas and funding the lamppost lights and funding lampposts that can hold those lights as the existing posts were not stable enough for the added weight. This would mean a more sustainable option for the community and is part of rethinking big projects such as this one to be more environmentally conscious.

This will also encourage children and families to walk on the Hilltown & Coldside area where, brightening the street to create a safer feeling when the dark nights draw in.

The site for this project is in the middle of the Coldside Ward at an area with a lot of foot traffic next to Coldside Nursery, across from the 5 ways centre and the Coldside Library.

What local consultation has taken place regarding this application?

(Please attach evidence summarising the results of any consultation)

Local discussions with the community groups and organisations over the past few years as well as those involved in organising the project in the past. It has become extremely difficult and time consuming on volunteers and staff to plan this installation and events to fit with it.

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?)

Local Community have consistently turned out for switching on of the Christmas Tree Lights in their hundreds.

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

(Refer to Section 1 of the Guidance Notes)

Hilltown & Coldside areas is in the 5% most deprived areas according to SIMD, which does not lend itself to being desirable for businesses and services. With new homes and new families moving in, as well as some new developments locally, this is an opportunity to compliment to local area and create a more positive festive spirit on people's doorstep during one of the most stressful times of year for many families.

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)

Yes

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

Tree to be maintained by DCC for three 3 years until establishment at yearly cost after year one. Estimate of £518.97 per year for 15 visits to be funded by organisers (Coldside Community Forum).

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

What is the expected 'life' of the improvement? (e.g. before it will require replacement)
15-20 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

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)

£

None as festive funding had closed before we were able to get costings for this project.

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 (£)
£ 5,644.04 per 18-20ft tree exclusive of VAT	£6,772.85	£6,772.85
Totals	£6,772.85	£6,772.85

- **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)
Quotes

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

Feedback from the community.

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

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 (<i>see section 2 of the guidance notes</i>)	2 nd December
What is the planned end date of the event/activity?	Ongoing every December for foreseeable future.

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.

City Plan / Local Community Plan Outcome: There needs to be a co-ordinated approach to developing and supporting activities in Coldside which relate to green spaces and climate change in Coldside	
Purpose of activity / project within this Outcome: Coordinating the planting and lighting of a living Christmas tree to improve the area at Coldside Roundabout.	
	Target 2023-24
Outputs	
1 living Christmas tree planted and lit in december	1
6x light braids installed around lampposts on Coldside Roundabout	6
Outcomes / Indicators:	
Local community have a landscaped area where a Christmas Tree can be enjoyed every year near to local amenities.	
Coordinated development to include the community requests in partnership with the designers of the Covid memorial garden landscaping project.	

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