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## Dundee Partnership Community Regeneration Fund

### Grant Application 2023/24

Applicant Information	
Name of Applicant Group	Environment Section
Activity Title	Lochee Living Christmas trees
Grant Requested (£)	£16,932.12

- 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	
Coldside	<input type="checkbox"/>
East End	<input type="checkbox"/>
Lochee	<input checked="" type="checkbox"/>
Maryfield	<input type="checkbox"/>
North East	<input type="checkbox"/>
Strathmartine	<input type="checkbox"/>

PLEASE INDICATE WHICH TYPE OF GRANT YOU ARE APPLYING FOR	
Small Grant	<input type="checkbox"/>
Physical & Environmental Improvement	<input checked="" type="checkbox"/>
Youth Inclusion	<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?<br>(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"/> |

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

The communities of the Lochee ward have requested Christmas trees to provide a focal point for celebration in Charleston, Lochee High St and Menzieshill. We will provide three trees, one each for these respective communities.

**Which City Plan / Local Community Plan Outcome(s) will it address?**  
Be a greener city, made up of strong communities where people feel empowered, safe and proud to live,

<b>How many people will benefit from this project?</b>	1000
Will any specific groups benefit from this project? (male, female, age range or protected characteristic)	

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

Communities have suggested that a communal tree for community celebrations like Christmas would provide a focal point for celebrations. A living tree also ensures that this is a sustainable project that fits in with the city priorities for a greener place.

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

(Please attach evidence summarising the results of any consultation)

Local resident's groups and the regeneration forum have discussed the need for this. It is also a priority for the group organising the Christmas celebration in Lochee High St.

**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 regeneration forum wishes to see this funded.

**How will the project / activity tackle deprivation or benefit those experiencing deprivation?** (Refer to Section 1 of the Guidance Notes)

Communities will have a free focal point to celebrate Christmas which means local and free activities can be organised, and therefore provide a celebration that other people in the city access in the city centre.

**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)

Environment section forestry will maintain the trees.

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

30 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)	£
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N/A	
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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 (£)
Nordmann Spruce tree (£5644.04) times three	16,932.12	16,932.12
<b>Totals</b>		16,932.12

- **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)

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

The output will be the installation of the trees and outcomes will be fed back through community events.

<b>What is the planned start date of the event/activity?</b> Please note turn around on applications is 6 - 10 weeks and funding cannot be retrospective (see section 2 of the guidance notes)	November 2023
<b>What is the planned end date of the event/activity?</b>	December 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:</b>	
Be a greener city, made up of strong communities where people feel empowered, safe and proud to live	
<b>Purpose of activity / project within this Outcome:</b>	
<b>Provide living trees in community focal points</b>	
	<b>Target 2023-24</b>
Outputs	
Plant three Living Christmas trees	three
Outcomes / Indicators:	
Increased community spirit in each community	1000

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