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## **Dundee Partnership** **Community Regeneration Fund**

### **Grant Application** **2023/24**

Applicant Information	
Name of Applicant Group	Lochee Residents and Tenants Association
Activity Title	Lochee Children and Family Club
Grant Requested (£)	£1000

- 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 checked="" type="checkbox"/>
Physical & Environmental Improvement	<input 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<br>(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,<br>(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<br>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

<b>Who is the grant for?</b> (Name of Applicant Group / Department)	Lochee Residents and Tenants Association		
<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>
Lochee Children and Families club	910	October 2022	Yes
Bird Feeding and Filming for community Garden	267.92	March 2023	Yes
Lochee Christmas Light Night	5000	August 2023	Pending

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

We are looking for support to help maintain our club for children and families held in the Whorterbank area of Lochee. This is open to anyone living in Lochee and we have regular members that attend from the surrounding area.

This will take the same format as the club previously know as 'Laughter Club' which was supported by CRF for many years prior to COVID but will be run by volunteers rather than paid staff.

The club will be open to Lochee families and will start after school on a Friday afternoon and run until 5.30pm. The sessions will include an educational activity and a meal will be provided for families.

The grant will cover the cost of snacks and activities for all.

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

Children and Families

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

<b>How many people will benefit from this project?</b>	60
Will any specific groups benefit from this project? (male, female, age range or protected characteristic)	
Families	

<p><b>Please say why the project is needed</b> (please limit your answer to 500 words or less)</p> <p>There is a lack of activities available for children and families in the Lochee area. This club is a much-needed opportunity for children and families to socialise and play together. Each child is made to feel welcome and included by taking time to recognise their birthdays, achievements and give them an opportunity to celebrate key holidays. Parents benefit from building up local support networks and children have an opportunity to take part in a structured play activity. We have successfully been providing our Friday night sessions for a number of years. The needs of the community have changed and we are adapting our approach to best meet the needs of the whole community. The cost of living crisis has had a huge impact on people living in our area. This project provides a safe, cosy space for families where they can access food, clothing and toys. We recycle and rehome as much donations as we can.</p>
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<p><b>What local consultation has taken place regarding this application?</b> (Please attach evidence summarising the results of any consultation)</p> <p>Families are responding well to the group and our numbers are growing. We have families reaching out to volunteers outwith club times for support.</p>
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<p><b>What evidence do you hold that the local community supports this application?</b> (For example, was it proposed by members of a particular group? Does it directly address need identified by community members?)</p> <p>We have built relationships with the local school and food larder. The school supports this application as we provide activities for every child. The food larder provides free food to the group to provide for the local community.</p>
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## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

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

Providing food, warmth and structured play activities. Volunteers have a good knowledge of local support services and can signpost parents to these.

**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?**

- **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)	£

**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 (£)
Simple meal (£25 per week budget) for 23 sessions	575	575
X2 Festive Parties/ treat Budget	200	200
Activities and new equipment	225	225

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

<b>Totals</b>	1000	1000
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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

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

Quotes and Estimates

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

Weekly registers  
Feedback from parents  
Feedback from children  
Volunteer observations  
Photographic evidence

**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*)

Ongoing.

**What is the planned end date of the event/activity?**

Plan to keep running

### 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>	
<b>Children and Families</b>	
<b>Purpose of activity / project within this Outcome:</b>	
<b>Providing opportunities for peer support and play</b>	
	<b>Target 2023-24</b>
Outputs	
Number of sessions of family club	23
Numbers attending (total number of individuals Oct- March)	60
Outcomes / Indicators:	

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Numbers of participants reporting a positive outcome via end of year questionnaire	30

<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:	

**DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION**