

Dundee Partnership Community Regeneration Fund **Grant Application** **2023/24**

Applicant Information	
Name of Applicant Group	Douglas Local Management Group
Activity Title	Douglas Lounge Refurbishment
Grant Requested (£)	£28,879.28

- 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 checked="" type="checkbox"/>
Lochee	<input 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?
(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)	Douglas Lounge Refurbishment		
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?
Under 10's Work	11,321	Apr 22	Yes
Family Trips	2336	Jun 22	Yes
Family Trip	400	Nov 22	Yes

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

We would like to refurbish the Douglas lounge. Current fixtures and fittings are at least 25 years old and, with high usage of the facility by members of the public, it is vital that this work is carried out.

In particular, the seating is not suitable at all for older people as it is very low to the floor and can be a struggle for the elderly to use.

The grant would bring the Lounge up to present day standards and would allow us to use the room to maximum effect.

The grant would purchase seating, tables, blinds, an interactive screen (to allow for presentations and for movie nights). We would also purchase movable, folding table for activities and a new sink and kitchen units. We would also be able to hire 2 skips to be able to dispose of the fittings that are removed.

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

Building Stronger Communities

How many people will benefit from this project?

1500 per annum

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

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

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

The fixtures and fitting in the lounge are at least 25 years old and no longer fit for purpose. The seating is too low to the ground for elderly people to use comfortably and without assistance to stand back up. The tables are becoming unsafe as they have broken ends, legs not stable and have to be checked every time before use. There is no designated interactive media provision, we have to source a mobile screen and projector and this causes risks with electrical leads and unfixed equipment.

The Douglas Lounge is used by a variety of groups, covering all ages. E.g. Baby Noise, Pre School singing, Over 60s group, Bingo group, Highland Dancing, Bridge Club, Yoga and meetings and Conferences.

The current kitchen units and sink are past their usefulness and being able to renew these would ensure we could have everything level and reduce risks.

Interactive media provision would allow us to have movie nights without the risk of mobile equipment and would also allow all our groups to take advantage of presenting information and would bring an up to date element to participation.

What local consultation has taken place regarding this application?

(Please attach evidence summarising the results of any consultation)

We have consulted with the groups using the lounge and taken their feedback into consideration

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?)

It directly addresses needs expressed by community groups using the lounge

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)

Groups booking the lounge under the LMG don't pay a hire fee as this would be a barrier to local groups to run effectively

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) DCC Property Officer has agreed the refurbishment

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

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)

£

Lottery Fund to cover redecoration, flooring, fitting of units and sink

13,000

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 (£)
Rectangular folding table x 15 207.99+ VAT each	3743.81	3743.81
Interactive Board £4451.98 inc VAT	4451.98	4451.98
Kitchen Units £2300.81 inc VAT	2300.81	2300.81

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Skip Hire x 2 £399.00x 2 inc VAT	798.00	798.00
Soft Seating Chairs 28 @£301.14 inc VAT	8431.92	8431.92
Coffee Tables 14@£494.34 inc VAT	6920.76	6920.76
Roller Blinds	2232.00	2232.00
Totals	28,879.28	28,879.28

- **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?
Feedback from community groups

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*)

Mar 24

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

July 24

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: Building Stronger Communities	
Purpose of activity / project within this Outcome:	
	Target 2023-24
Outputs	
Refurbishing Douglas Lounge	July 24

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Outcomes / Indicators:	
Total refurbishment of the Lounge by July 24	July 24
Local groups feedback that the facility is more appropriate	8 groups

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

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION