

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

Applicant Information	
<b>Name of Applicant Group</b>	Kirkton CC local management group
<b>Activity Title</b>	Community Café
<b>Grant Requested (£)</b>	£1,300

- 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.

<p style="text-align: center;"><b>TICK THE WARD WHERE YOUR PROJECT WILL OPERATE</b></p> <p>Coldside <input type="checkbox"/></p> <p>East End <input type="checkbox"/></p> <p>Lochee <input type="checkbox"/></p> <p>Maryfield <input type="checkbox"/></p> <p>North East <input type="checkbox"/></p> <p>Strathmartine <input type="checkbox"/></p>	<p style="text-align: center;"><b>PLEASE INDICATE WHICH TYPE OF GRANT YOU ARE APPLYING FOR</b></p> <p>Small Grant <span style="float: right;">x <input type="checkbox"/></span></p> <p>Physical &amp; Environmental Improvement <input type="checkbox"/></p> <p>Youth Inclusion <span style="float: right;"><input type="checkbox"/></span></p> <p>Please note that communications regarding this application will be sent to you via email unless you indicate otherwise</p>
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## 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 checked="" type="checkbox"/>
Fully completed the information on the front of the form	<input checked="" type="checkbox"/>
Provided a response to all sections of the application form (including indicating a section as 'N/A' where relevant)	<input checked="" type="checkbox"/>
Checked that your budget adds up properly?	<input checked="" 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 checked="" type="checkbox"/>
Included appropriate, measurable outputs & outcomes?	<input checked="" type="checkbox"/>
Provided your groups accounts, or other appropriate financial information?	<input checked="" 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 checked="" type="checkbox"/>
Checked that the bank details or financial code are correct / complete?	<input checked="" type="checkbox"/>
Signed the form and given accurate contact details?	<input checked="" type="checkbox"/>

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

<b>Who is the grant for?</b> (Name of Applicant Group / Department)	Kirkton CC lmg		
<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>
SY2306 Childrens club	£3,477	May 2023	Ongoing
SY2310 codesign	£6,500	Sept 2023	Ongoing
S2309 Y@heart	£500	April 2023	Yes
S2317 wed fun group	£610	July 2023	Ongoing
S2321 adult craft group	£1,512	July 2023	Ongoing

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

To subsidise the weekly community café session costs until March 31<sup>st</sup>, 2024

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

Reduce poverty and support residents affected by cost-of-living crisis

**How many people will benefit from this project?**

50 weekly

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

Open to all but targeting families affected by food poverty.

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

The community café has been running a weekly session each Monday within the KCC for over 1 year now. Providing access to free evening meal to residents. Funding to support the café for the next 2 years has been applied for by the LMG to the national lottery. However, this will not begin until April 1<sup>st</sup>, 2024. Funding is needed to fill the gap between then and now.

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

(Please attach evidence summarising the results of any consultation)

Consulted with centre users and current café users regarding need for the café to continue

**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?)

Feedback from local café users

## 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)

By providing a free evening meal to all users in an area of high deprivation.

**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)  
n/a

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

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

**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)

**Logo added to all publicity**

**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)	£
LMG funds will cover costs for Dec	£400

**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 (£)
Café food supplies £100 per week x 17 weeks (dec 2023 – March 31 <sup>st</sup> , 2024)	£1,700	£1,300
<b>Totals</b>	<b>£1,700</b>	<b>£1,300</b>

- **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**

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

- **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

Accounts have been submitted already this year

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

Example of weekly café shopping cost. Receipt

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

Feedback from users and record of number attending.

**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*)

8<sup>th</sup> Jan 2024

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

25<sup>th</sup> March 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](#) / [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>Tackle food poverty</b>	
<b>Purpose of activity / project within this Outcome:</b>	
<b>Provide free evening meal to local community</b>	
	<b>Target 2023-24</b>
Outputs	
17 weeks x 1 evening café session	17
Outcomes / Indicators:	
Local people able to access weekly free meal	50