

Dundee Partnership **Community Regeneration Fund**

Grant Application **2024/25**

Applicant Information	
Name of Applicant Group	St Mary's CC LMG
Activity Title	Kitchen Upgrade
Grant Requested (£)	£2142.48

- 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	Small GrantX
East End	Physical & Environmental Improvement
Lochee	Youth Inclusion
Maryfield	
North East	
StrathmartineX	<p>Please note that communications regarding this application will be sent to you via email unless you indicate otherwise. All communication for this application should be made to dundee.partnership@dundeecity.gov.uk</p>

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?

X

(multiple quotes are required where >£5,000 is being applied for to ensure value for money is being considered)

Checked that the bank details or financial code are correct / complete?

X

Signed the form, given accurate contact details and ticked the GDPR box?

x

Who is the grant for? (Name of Applicant Group / Department)	Produce for community cafes		
Did you receive a Dundee Partnership grant during 2023-24? (If yes, list all grants below)			YES
Title of project funded	Amount granted	When	Was it fully spent?
SY2301 Children's Work	£7099	Apr 23	Yes
S2314 Holiday Programme	£1370	Jun 23	Yes
S2316 Music Tuition	£2570	Jul 23	Yes
S2322 Fire Doors	£1118	Dec 23	Yes

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

To purchase range cooker and dishwasher for the new kitchen that is being installed in February 2025.

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

Strathmartine Community Plan: Respond to the cost of living crisis.

How many people will benefit from this project?

100

Will any specific groups benefit from this project? (male, female, age range or protected characteristic)
No

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

The community centre is upgrading its kitchen and moving it to a larger space to give more room for food preparation for the groups and the cafes operating from the centre. The current kitchen has been in place since the building opened in 2008 and is no longer fit for purpose due to being used more in the provision of hot meals for the community.

What local consultation has taken place regarding this application?

(Please attach evidence summarising the results of any consultation)

LMG has discussed this at monthly meetings and users of the kitchen have expressed a desire to have larger kitchen space to work in.

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?)

Some of the groups using the centre use the kitchen space and they are local community members. Also, the cafes are well attended by local people and this suggests that the centre needs to have a modern kitchen space with up-to-date appliances to cater for the increased use.

--

<p>How will the project / activity tackle deprivation or benefit those experiencing deprivation? (Refer to Section 1 of the Guidance Notes)</p> <p>The groups using the kitchen do not pay for the use and the visitors to the cafes have access to hot meals free of charge. They do however have the option of leaving a donation if they wish.</p>
<p>For Physical & Environmental Improvements (which must be Capital worth at least £6,000 in value) the following questions must be answered:</p>
<p>Have all relevant permissions been agreed? (please state what these are) n/a</p>
<p>How will the planned project be maintained? (please state who will be responsible for this) n/a</p>
<p>What is the expected 'life' of the improvement? (e.g. before it will require replacement) n/a</p>
<p>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) n/a</p>

<p>What other sources of funding have you secured / tried to secure for this project?</p> <ul style="list-style-type: none">• 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)	£
Clothmakers Foundation	11,400
St Mary's CC LMG	1,000

<p>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 <u>all</u> 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).</p>		
Cost Heading	Full Costs (£)	DP Aid (£)
Kitchen	12400	0.00
Cooker	849	849
Dishwasher	1031.99	1031.99
Pots – Cookware Set	261.49	261.49
Totals	£14,542.48	£2,142.48

<ul style="list-style-type: none"> 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 <p>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</p>
<p>Annual accounts were shared with previous application this year.</p>
<p>What other documents are you attaching to evidence the budget costs for this application? (e.g. quotes, estimates, projected income and expenditure)</p> <p>Kitchen costs</p> <p>Cooker cost</p> <p>Dishwasher cost</p>

Pots cost

<p>How do you intend to monitor the project Outputs and Outcomes?</p>
--

<p>Weekly attendance at cafes.</p>

<p>Feedback from café users</p>

<p>Feedback from centre users</p>

<p>What is the planned start date of the event/activity?</p>	28 th February 2025
---	--------------------------------

<p>Please note turn around on applications is 6 - 10 weeks and funding cannot be retrospective (<i>see section 2 of the guidance notes</i>)</p>	
---	--

<p>What is the planned end date of the event/activity?</p>	31 st March 2025
---	-----------------------------

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.

<p>City Plan / Local Community Plan Outcome: Strathmartine Community Plan: Respond to the cost of living crisis.</p>

<p>Purpose of activity / project within this Outcome:</p>
--

Outputs	
---------	--

New kitchen and equipment fitted	1
----------------------------------	---

	Target 2024-25
--	-----------------------

	1
--	---

Outcomes / Indicators:	
Kitchen users feel more safe and confident using the kitchen	30

City Plan / Local Community Plan Outcome:	
Purpose of activity / project within this Outcome:	
	Target 2024-25
Outputs	
Outcomes / Indicators:	