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Dundee Partnership **Community Regeneration Fund**

Grant Application (Ferry / West End) **2023/24**

Applicant Information	
Name of Applicant Group	Blackness Library
Activity Title	Free tea and coffee (Open Doors)
Grant Requested (£)	169.95

The Local Community Planning Partnerships (LCPPs) in the Ferry and West End will examine their existing Local Community Plans to identify outstanding actions with a direct relationship to community regeneration and consider allocation of some or all of their available funding to commissioning works that would allow achievement of these agreed priorities. Each area has an allocation for 2023/24 with which to commission activities, and so activities that attract external funding may be prioritised.

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 ward, 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**

The Ferry ☐

West End ☒

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)	Blackness Library		
Did you receive a Dundee Partnership grant during 2022-23? (If yes, list all grants below)			YES
Title of project funded	Amount granted	When	Was it fully spent?
Community Talks	£1463.44	May 2022	Yes

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

Winter 2022-2023 we received funding for Open Doors to provide free tea and coffee for all our library users. This proved very successful and feedback has been extremely positive. This was offered to all library users to ensure that people had dignified access to the service.

This application is to fund the resources to continue this service over this winter.

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

Local community plan outcome to address the cost of living crisis.

How many people will benefit from this project?	2000
Will any specific groups benefit from this project? (male, female, age range or protected characteristic) This service is open to all library users.	

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

This project is needed in response to the cost of living crisis. By providing this service universally we are avoiding stigma and ensuring that people have a warm and welcoming public service environment.

What local consultation has taken place regarding this application?

(Please attach evidence summarising the results of any consultation)

Feedback from last winter has been extremely positive. (Please see attached evaluation.)

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?)

This project is part of addressing the cost of living crisis which is a key priority of the local community plan.

How will the project / activity tackle deprivation or benefit those experiencing deprivation?

(Refer to Section 1 of the Guidance Notes)

This is a universal service to provide dignified access to a warm and welcoming space for all.

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

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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)
n/a

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)	£
None	

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 (£)
Tea 8x5.49 (PG biodegradable bags)	43.92	43.92
Coffee 8x5.50 (Nescafe Azero)	44.00	44.00
Sugar 5 bags x 2.15	10.75	10.75
Biscuits 32 packs x1.50	48.00	48.00
Milk 16x1.45	23.20	23.20
Totals	169.87	169.87

- **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 unrestricted 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)

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

We will monitor numbers attending and record these, we will also gather verbal feedback from library users.

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*)

1 December 2023

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

31 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.

City Plan / Local Community Plan Outcome:	
Addressing the cost of living crisis.	
Purpose of activity / project within this Outcome:	
To provide free tea and coffee to library users universally to avoid stigma.	
	Target 2023-24
Outputs	
Tea, coffee and biscuits provided to library users.	2000
Outcomes / Indicators:	
Library users benefit from access to a warm and welcoming building. Number of those benefitting will be monitored.	

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

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Outcomes / Indicators:	

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