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

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

Applicant Information	
Name of Applicant Group	Dundee Art Society
Activity Title	Kitchen Enlargement and Refurbishment
Grant Requested (£)	15,000.00

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="text" value="YES"/>
Fully completed the information on the front of the form	<input type="text" value="YES"/>
Provided a response to all sections of the application form (including indicating a section as 'N/A' where relevant)	<input type="text" value="YES"/>
Checked that your budget adds up properly?	<input type="text" value="YES"/>
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="text" value="YES"/>
Included appropriate, measurable outputs & outcomes?	<input type="text" value="YES"/>
Provided your groups accounts, or other appropriate financial information?	<input type="text" value="YES"/>
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="text" value="NO"/>
Checked that the bank details or financial code are correct / complete?	<input type="text" value="YES"/>
Signed the form and given accurate contact details?	<input type="text" value="YES"/>

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

<b>Who is the grant for?</b> (Name of Applicant Group / Department)	Dundee Art Society		
<b>Did you receive a Dundee Partnership grant during 2022-23?</b> (If yes, list all grants below)			<b>NO</b>
<b>Title of project funded</b>	<b>Amount granted</b>	<b>When</b>	<b>Was it fully spent?</b>

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

To enlarge the existing kitchen area and fit new units, worktop, lights, plumbing, electrics, flooring, ceiling and decoration.

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

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

Will any specific groups benefit from this project? (male, female, age range or protected characteristic)  
 10,000 visits annually from a variety of groups including Dundee Art Society, Dundee Civic Trust, Dundee Methodists, Dundee Philatelist Society etc

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

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

The current kitchen is substandard having been fitted in app 1950 and there is movement in wooden floor. As this is a critical part of gallery usage this needs to be addressed urgently.

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

(Please attach evidence summarising the results of any consultation)

None

**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?)

Support can be obtained from the various groups and individuals who use the gallery if required.

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

(Refer to Section 1 of the Guidance Notes)

We encourage all members of the local community to make use of the gallery space. Exhibitions have been held by PB Design – Freelance Designer, Community Practitioner, Project Co-ordinator who works closely with those experiencing deprivation. Russell Pepper of Open/Close has also made use of the gallery to promote his initiative encouraging street art.

**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)

No

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

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Charity Committee

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

25 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)	£
None – We are a very small charity with very limited resources. We have never applied for grant funding. We own the building which is seriously in need of upgrading and this is an essential part of the works. We don't have the funds to carry out this work but if need be we can contribute up to a maximum of £3,750.00 (25%)	

**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 (£)
We have been given an indicative cost for the works	15.000.00	
We will obtain written quotes if application is successful		
<b>Totals</b>	<b>15,000.00</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**
- **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

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

**What other documents are you attaching to evidence the budget costs for this application?**  
(e.g. quotes, estimates, projected income and expenditure)  
None

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

One of our trustees is a Chartered Architect and has agreed to submit all the relevant applications, tender, inspect works on site and issue any relevant Interim Certificates and Architects Instructions without charge to Dundee Art Society

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

March 2024

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

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

April 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>Purpose of activity / project within this Outcome:</b>	
	<b>Target 2023-24</b>
Outputs	
Outcomes / Indicators:	

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

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Outputs	
Outcomes / Indicators:	