

# Dundee Partnership Community Regeneration Fund

## Grant Application 2024/25

Applicant Information	
<b>Name of Applicant Group</b>	Hilltown Community Larder
<b>Activity Title</b>	Replacement Freezer for Larder
<b>Grant Requested (£)</b>	£849

- 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</p>  <p>East End</p>	<p style="text-align: center;"><b>PLEASE INDICATE WHICH TYPE OF GRANT YOU ARE APPLYING FOR</b></p>  <p>Small Grantx</p>  <p>Physical &amp; Environmental Improvement</p>
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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 <a href="mailto:dundee.partnership@dundeecity.gov.uk">dundee.partnership@dundeecity.gov.uk</a></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? (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, given accurate contact details and ticked the GDPR box?	<input checked="" type="checkbox"/>

<b>Who is the grant for?</b> (Name of Applicant Group / Department)		Hilltown Community Larder	
<b>Did you receive a Dundee Partnership grant during 2023-24? Yes</b> (If yes, list all grants below)			<b>YES / NO</b>
<b>Title of project funded</b>	<b>Amount granted</b>	<b>When</b>	<b>Was it fully spent?</b>
Hilltown Larder Frozen Food	5,000	April '23	Yes
Hilltown Larder Fresh Food	5,000	April '23	Yes
Hilltown Larder Ambient Food	5,000	April '23	Yes

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

At present we have a small chest freezer in our store. We feel this freezer is too small. We would like a grant to purchase a large cupboard style freezer with more cubic feet of storage and also make it easy for volunteers to access.

We want to be able to freeze and save more food that becomes available to us and we also want to take advantage of best buys in supermarkets when we see them.

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

**Support people with Cost of Living Crisis**

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<b>How many people will benefit from this project?</b>	
Will any specific groups benefit from this project? (male, female, age range or protected characteristic) All member who attend Larder whether regularly or sporadically will benefit.	

<b>Please say why the project is needed</b> (please limit your answer to 500 words or less) The current lack of space in the chest freezer means we cannot take advantage of special prices in the supermarket or we cannot take donations or freeze fresh food due to lack of space. A larger freezer would allow us to store more frozen food.
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<b>What local consultation has taken place regarding this application?</b> (Please attach evidence summarising the results of any consultation) The Community Larder trustees have discussed this with volunteers for many months and as we become more experienced we have realised this is the way forward. At our recent AGM we mentioned the need to be efficient and to ensure best use of resources.
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<b>What evidence do you hold that the local community supports this application?</b> (Forexample, was it proposed by members of a particular group? Does it directly address need identified by community members?) Everyone who volunteers, becomes a trustee or uses our larder regularly become a member. The members will all benefit from this initiative as it is more efficient, saves waste and costs us less in food waste. The Larder and the work it does is mentioned in the local Community Plan as a priority for the area due to Cost of Living Crisis and Food Poverty.
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**How will the project / activity tackle deprivation or benefit those experiencing deprivation?**(Refer to Section 1 of the Guidance Notes)

The larder provides low cost food to up to over 100 people per week, the majority of them are Coldside residents.

**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)

Been agreed through Hilltown Community Centre as we are just replacing a small chest freezer.

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

It will be maintained and monitored through the Trustees of the Larder.

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

A freezer can last for up to 20 years. It has a guarantee of 5 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)

**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	

<p><b>What are the costs of your activity and how much money is required?</b> 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 (£)
Beko Free Standing Freezer pro ffep5791ps	£849	£849
<b>Totals</b>	<b>£849</b>	<b>£849</b>

<ul style="list-style-type: none"> <li>• <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</b></li> <li>• <b>If reserves held are less than three months operating expenses please confirm this below</b></li> </ul> <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><b>What other documents are you attaching to evidence the budget costs for this application?</b> (e.g. quotes, estimates, projected income and expenditure)</p> <p>Quote</p>

<p><b>How do you intend to monitor the project Outputs and Outcomes?</b></p> <p>We will be able to demonstrate that we have been able to save and store more food, than we have been up to now and have reduced waste.</p>
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<b>What is the planned start date of the event/activity?</b> Please note turn around on applications is 6 - 10 weeks and funding cannot be retrospective (see section 2 of the guidance notes)	March 2025
<b>What is the planned end date of the event/activity?</b>	Ongoing

## 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: Support people with Cost of Living Crisis</b>	
<b>Purpose of activity / project within this Outcome:</b>	
<b>Improve efficiency of Food offer at Hilltown Larder by increasing Freezer space.</b>	
	<b>Target 2024-25</b>
Outputs	
1 large larder Freezer	1 large larder freezer
Outcomes / Indicators:	
People will have access to more food	
More food will be saved from landfill	

<b>City Plan / Local Community Plan Outcome:</b>	
<b>Purpose of activity / project within this Outcome:</b>	
	<b>Target 2024-25</b>

Outputs	
Outcomes / Indicators:	