

Ref:

WE2504

Dundee Partnership
Community Regeneration Fund

Grant Application (Ferry / West End)
2025/26

Applicant Information	
Name of Applicant Group	Blackness Community Library
Activity Title	Free tea and coffee (Open Doors)
Grant Requested (£)	£175.00

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 2024/25 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. All communication for this application should be made to dundee.partnership@dundeecity.gov.uk

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, given accurate contact details and ticked the GDPR box? | <input type="checkbox"/> |

Who is the grant for?	Blackness Community Library
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(Name of Applicant Group / Department)			
Did you receive a Dundee Partnership grant during 2024-25? (If yes, list all grants below)			YES
Title of project funded	Amount granted	When	Was it fully spent?
Open Doors (free tea and coffee)	138.00	18.10.24	Yes

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

In the winter of 2022-2023 we received funding for Open Doors to provide free tea and coffee for all our library users. This helped us to improve the community connections for our service, gave us a reason to chat to isolated people, and provided some library users with their only hot drink of the day. The drinks were offered to all library users to ensure that people had dignified access to the service.

This was so successful that we have continued to provide tea and coffee throughout the year, and we applied for (and received) funding for 2023-2024 and 2024-2025.

This application is to fund the resources to continue this service over the autumn and winter months 2025-2026.

We have applied for some funding to help towards providing paper cups, and we will make an effort to encourage people to bring their own mugs. Our bid also takes in to account that we are given occasional gifts of jars of coffee or boxes of tea.

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

This hopes to fulfil the local community plan outcome to address the continuing cost of living crisis.

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

Please say why the project is needed (please limit your answer to 500 words or less)
This project is needed because of the continuing cost of living crisis. We anticipate that as this year progresses more people will experience hardship because of reductions in the number of people receiving financial assistance, the proposed reductions in welfare payments to some groups and the winter fuel payment. 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 the previous two winters has been very positive, please see the attached evaluation for 2024-2025.

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 continuing key priority of the local community plan.

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<p>How will the project / activity tackle deprivation or benefit those experiencing deprivation? (Refer to Section 1 of the Guidance Notes)</p> <p>This is a universal service to provide dignified access to a warm and welcoming space for all.</p>
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<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) <p>None.</p>	
Source of Funding (detail if this funding is for more than 1 year, if applicable)	£

<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 (£)
6 x cans of coffee at 8.25	49.50	49.50

3 x cartons of teabags at 12.00	36.00	36.00
2 x large bags of sugar at 5.00	10.00	10.00
1000 x ripple cups at 1.99 for 25	79.60	79.60
Totals	175.10	175.10

<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 unrestricted 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>N/A</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>Estimates for the cost of tea, coffee, sugar and cups. Milk to be provided by staff.</p>
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<p>How do you intend to monitor the project Outputs and Outcomes?</p> <p>We will record the numbers using this service, including those who bring their own cup. We will make notes of verbal feedback. An evaluation will be prepared at the end of the project.</p>
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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 (<i>see section 2 of the guidance notes</i>)	1 October 2025
What is the planned end date of the event/activity?	31 March 2026

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:	
Purpose of activity / project within this Outcome:	
	Target 2025-26
Outputs	
Tea and coffee to library users	2500 cups
Outcomes / Indicators:	
Library users all benefit from this service, we will monitor numbers and demand for the teas and coffees.	

City Plan / Local Community Plan Outcome:	
Purpose of activity / project within this Outcome:	
	Target 2025-26
Outputs	
Outcomes / Indicators:	