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Partnership

Community Regeneration Fund

Grant Application

2023/24

Applicant Information	
Name of Applicant Group	Hilltown Community Centre Management Group
Activity Title	Entrance and Café Furniture and events materials
Grant Requested (£)	£874.41

- 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 <input type="checkbox"/>	Small Grant X <input checked="" type="checkbox"/>
East End <input type="checkbox"/>	Physical & Environmental Improvement <input type="checkbox"/>
Lochee <input type="checkbox"/>	Youth Inclusion <input type="checkbox"/>
Maryfield <input type="checkbox"/>	
North East <input type="checkbox"/>	
Strathmartine <input type="checkbox"/>	

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 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 and given accurate contact details?	<input checked="" type="checkbox"/>

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Who is the grant for? (Name of Applicant Group / Department)	Hilltown Management Group		
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?
Music Classes	£3,400	June 22	Yes
Film Nights	£2,377.00	Oct 22	No
Container	£9,057.00	July 22	No

Due to various deals, we were able to negotiate the applications were less than expected.

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

Firstly, we would like to refurbish the cafe area in the community centre with smaller, more easily moved, and stored tables. The current tables, while looking nice, are difficult to manoeuvre due to being heavy, not foldable and cannot be stacked. This limits the use of the area and stops the tables being used in other areas of the building or in the cafe.

We have already managed to get 4 of these folding tables and they are fantastic so we would like to replace all the cafe tables with these to allow the cafe space to be used more effectively for various activities.

The application also includes tablecloths to make the tables look nice and ensure the cafe area is welcoming as well as to protect the tables when they are in use.

In addition, we would like to purchase some nice jars and cake containers for the open spaces to make the area neater and more welcoming and to keep food fresher when it is available.

We would also like to start a crafty cafe in the centre which will encourage people to bring their own crafts or use some resources we provide. This is due to high demand for being able to get involved in a craft class. Current craft class is full, tutor led, and people come regularly but those who may struggle to regularly attend and want freedom to do their own thing would prefer this model. It would be run by volunteers and as they go on, they may choose to fundraise for resources etc for specific crafts, but this fund would allow for a startup.

We are also increasing the social events in the community centre including holding regular bingo nights in partnership with the larder and our recent Ceilidh night which was a big success. We currently borrow a microphone as there is a speaker and PA system in the centre already but having our own microphone and stand would make our events easier to run and therefore increase social opportunities in the community.

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

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Improve the support for residents living in Coldside

The cost-of-living crises has resulted in a huge increase in people accessing current services and a demand for more.

Provide support including financial assistance to new and developing projects.

How many people will benefit from this project?

Over 200 per week.

Will any specific groups benefit from this project? (male, female, age range or protected characteristic) This project benefits the people using the cafe and the volunteers.

Whole community

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

The increased use of the cafe space requires tables to be moved around regularly through the week and sometimes stored away. The tables originally purchased for the centre are very difficult to move as the area was originally meant to only be used as a set cafe. The tables are also becoming unsteady, and the constant movement is damaging the structure of the tables. This space has been instrumental in the development of open spaces and welcoming people into the centre.

The current set up is very thrown together and we would like to see some better containers for people to use when they come in, especially for food that may be donated or left over from other groups to be offered in a hygienic way. New jars and cake boxes that the whole centre can use will help with this.

Local people have identified opportunities for crafting as something they would like to get involved in. The current craft group is full and is very structured, where some people would like space to bring their own crafts to work on, while meeting others and having a chat and a cuppa. The management group are therefore looking to pilot a crafty cafe in the centre to support those who have requested it. Crafts are known to help people struggling with mental health and the cafe setting will encourage people to do what they can and find likeminded people in the community. It will reduce isolation and offer support and access to support by encouraging people into the community centre. While the cafe is on there will be other services running including the community larder & welfare rights drop in.

Finally, local people have really engaged with social events, commenting how lovely it is to have a night out in the area. While equipment can be borrowed, this would support volunteers to be able to pull together their events easily and know exactly how to use their own equipment.

What local consultation has taken place regarding this application?

(Please attach evidence summarising the results of any consultation)

Feedback from those who need to move the tables in the cafe.

Local people attending the centre for larder, support projects, wee bonnet cafe and people getting in touch through social media asking for crafts.

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

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?)

It was proposed to the Local Management Group by members of the community.

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

(Refer to Section 1 of the Guidance Notes)

All activities are free or extremely low cost (e.g. craft cafe will look at charging £1 per session but this would be to cover costs for teas and coffees etc.).

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

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)

Yes – and logo can be included in publicity.

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 (£)
Tables for Cafe	£479.60	£479.60
Delivery of Tables	£97.14	£97.14
Table Clothes (wipe clean) x 12	35.88	35.88
Tablecloth Clips x 12	27.48	27.48

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Tea, coffee, juice, sugar, and Biscuits/snacks	53.55	53.55
Wool x10	£20.00	£20.00
Knitting needles	7.99	7.99
Crochet hooks	4.99	4.99
Storage tub x2	8.00	8.00
Craft Kits	28.98	28.98
Pensx2	13.98	13.98
Pencils	11.99	11.99
Scissors	8.99	8.99
Jars for Open Spaces	£23.00	£23.00
Cake box with lid x2	£21.96	£21.96
Microphone	£15.99	£15.99
Microphone Stand	£14.89	£14.89
Totals	£874.41	£874.41

- 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

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

Attached

What other documents are you attaching to evidence the budget costs for this application?
(e.g. quotes, estimates, projected income, and expenditure)

Quotes

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

Feedback from attendees and those using the resources.

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*)

27 March 2024

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

December 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.

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

City Plan / Local Community Plan Outcome: Improve the support for residents living in Coldside

The cost-of-living crises has resulted in a huge increase in people accessing current services and a demand for more.

Provide support including financial assistance to new and developing projects.

Purpose of activity / project within this Outcome: More welcome spaces that can accommodate a variety of support projects

	Target 2023-24
Outputs	
Purchase 8 foldable tables to be added to existing 4	8
Purchase 12 tablecloths to protect new tables	12
Outcomes / Indicators:	
Cafe area is more easily adapted for community use	
Services using the cafe area can be more creative with their activities and layouts.	

**City Plan / Local Community Plan Outcome:
Improve the support for residents living in Coldside**

The cost-of-living crises has resulted in a huge increase in people accessing current services and a demand for more.

Provide support including financial assistance to new and developing projects.

Purpose of activity / project within this Outcome: Develop a new welcoming space for people to gather and socialise, develop, and share skills and feel included in the community.

	Target 2023-24
Outputs	
10-20 people benefit from attending Crafty Cafe	10-20
1x session per week will run for 2 hours	1x 2hr session/week
Outcomes / Indicators:	
Local people access a new project and can build some new relationships.	
Local people have increased access to support services.	
Local management group have increased engagement with local community members	