



Ref:EE2416

**Dundee Partnership**  
**Community Regeneration Fund**  
**Grant Application**  
**2024/25**

Applicant Information	
<b>Name of Applicant Group</b>	Douglas Local Managment Group
<b>Activity Title</b>	Meeting Room Refurbishment / Hearing Loops
<b>Grant Requested (£)</b>	4341.40
<p>- The Physical &amp; 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.</p> <p>- 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 &amp; 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.</p> <p>- 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</p>	

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	Small Grant X
East End X	Physical & Environmental Improvement
Lochee	Youth Inclusion
Maryfield	
North East	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>
Strathmartine	

### 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	
Fully completed the information on the front of the form	
Provided a response to all sections of the application form (including indicating a section as 'N/A' where relevant)	
Checked that your budget adds up properly?	
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?	
Included appropriate, measurable outputs & outcomes?	
Provided your groups accounts, or other appropriate financial information?	
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)	
Checked that the bank details or financial code are correct / complete?	
Signed the form, given accurate contact details and ticked the GDPR box?	

<b>Who is the grant for?</b> (Name of Applicant Group / Department)	Douglas Managment Group		
<b>Did you receive a Dundee Partnership grant during 2023-24?</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>
Under 10's Activities	£14,761	Apr 23	yes
Cost of living	£2050	Nov 23	yes

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

We would like to refurbish the Douglas Meeting room by replacing the Tables, Chairs, Blinds and Paint the room. Also purchase portable hearing loop that can be used by groups and users of the centre as we see more hearing impaired users using the centre.

The grant would bring the meeting room up to present day standards

The Grant would be used to purchase seating, movable folding tables, blinds and portable hearing loops.

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<b>Which City Plan / Local Community Plan Outcome(s) will it address?</b>
Building Stronger Communities

<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 groups	

<b>Please say why the project is needed (please limit your answer to 500 words or less)</b>
The Douglas meeting room is used by a variety of groups, covering all ages e.g Douglas Food Larder,Douglas LMG, Douglas Community Spaces Group,Adult Learning,U3a Groups and much more. We would just like to brighten up the room and make it modern standards we also have a portable interactive board in the room also.

<b>What local consultation has taken place regarding this application?</b> (Please attach evidence summarising the results of any consultation)

we have consulted with the groups using the meeting room and taken there feedback into consideration

**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 directly addresses needs expressed by community groups using the meeting room.

**How will the project / activity tackle deprivation or benefit those experiencing deprivation?** (Refer to Section 1 of the Guidance Notes)

Groups booking the meeting room under the LMG dont pay a fee as this would be a barrier to local groups to run effectively.

**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)

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

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

**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)

£

**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 (£)
Latin folding leg meeting room tables x5	1,435.00	1,435.00
Matrix full back meeting room chair x12	2,268.00	2.268.00
<b>PL1/K3 Portable Hearing Loop &amp; Carry Case x2</b>	638.40	638.40
<b>Totals</b>	4341.40	4341.40

- **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

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

quotes,project income and expenditure

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

feedback from community groups

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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 ( <i>see section 2 of the guidance notes</i> )	
<b>What is the planned end date of the event/activity?</b>	Mar 25

## 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 2024-25</b>
Outputs	
refurbising Douglas Meeting Room	May 25
Outcomes / Indicators:	
Total Refurb of the Meeting room by April 25	May 25
Local group feedback that facility is more appropriate	6 groups

<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:	

