



For official use only:  
Ref: \_\_\_\_\_ F2316 \_\_\_\_\_

Logged ☐  
Scanned ☐

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

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

| Applicant Information   |                      |
|-------------------------|----------------------|
| Name of Applicant Group | Forma Mentis         |
| Activity Title          | Community engagement |
| Grant Requested (£)     | 2680.20              |

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 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<br>(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,<br>(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?<br>(multiple quotes are required where >£5,000 is being applied for to ensure value<br>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

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

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

Giving Back are looking to develop a substance use, mental health, benefit and advocacy service called Forma Mentis in Broughty Ferry. This service will work within community buildings and plans to have groups running from the Sakura Community Café building. The service will also do visits to other services and home visits to community members.

This grant will enable the staff to have access to the laptops and phones to contact participants and enable them to make applications on laptops for benefits, mental health support and substance support and to stay in touch with services and assist in the delivery of provision for the community.

The phones will enable the staff to contact community members, complete home visits while the service is in development and have access to a phone to call the benefit services as well as being able to contact other staff in relation to the risk assessment for home visits.

The Posters and Flyers will enable a greater community connection and make the service more known and accessible to people. Having the posters in the more deprived areas and linking in with the Chemist in this area will enable the participants and community members to have a better support system.

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

We need better support for people in recovery and their families

|   |  |
|---|--|
| <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) |  |

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Individuals in the community who are on benefits, unemployed and on a lower income will have access to this service.

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

At present Broughty Ferry is seen as an affluent area and this can cause problems to the community members who are in poverty or struggling with their income. Due to being in a DD5 post code there is less accessibility to services and support. We plan to develop a service that is based in Broughty Ferry and can supply this service for the community which is at present a gap in service provision.

Since 2016 Broughty ferry has decreased to the 20% most deprived in some areas for crime, income, unemployment, housing and health as stated in the SMID. We need to be developing services in the area to prevent an even greater decline in the community. We plan to work with the community to try to develop these areas and assist in the development and growth of the community need by having more access.

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

(Please attach evidence summarising the results of any consultation)

The Founder has been in discussion with the schools in the area, the parents and some local community members who are keen to have more support in the area. This also links to the LCPP.

**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?)

We are aware of the areas decrease in the SMID and how some areas are now in the 20% most deprived in Scotland. We plan to work in these areas and link to services to develop access. We have had discussions with the chemists in the area and they have raised a need for assistance to community members who have a substance use issue and are looking forward to Forma Mentis being available to the community in January.

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

(Refer to Section 1 of the Guidance Notes)

The Community team will start in January and will make connections with DDARS, We are with you and the chemists in the area to assist with substance use and mental health in the area. We will also be able to complete 1-1 appointments in peoples houses to assist with substance use, mental health, benefits and advocacy.

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

**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) | £       |
|---|---------|
| Fores   | £27,999 |
| Morton Charitable Trust   | 2,000   |

**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 (£) |
|------------------------------|----------------|------------|
| Laptops x 3                  | 1197.00        |            |
| Phones x 3                   | 879.84         |            |
| Phone contract 24 months x 3 | 483.36         |            |
| Posters x 100                | 70.00          |            |
| Flyers x 100                 | 20.00          |            |
| Business cards x 100         | 30.00          |            |
|                              |                |            |
|                              |                |            |
| <b>Totals</b>                | 2680.20        |            |

- **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

The service was registered on 30/11/2023 so does not have annual accounts a present

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

Forma Mentis business Plan

Quote for laptops

Quote for phones and contacts/ 8 phones in quote separated between the projects

Quote for Flyers and Posters

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

A database has been set up to capture all the quantitative data for the service. The staff will also gather qualitative data from participants by completing questionnaires, having conversations and capturing statements giving to them by participants.

**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)

January 2024

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

No end date

### 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>We need better support for people in recovery and their families</b>   |                       |
| <b>Purpose of activity / project within this Outcome:</b>   |                       |
| <b>Forma Mentis plans to develop relationships with services and community members to develop access to assistance and advice in Broughty Ferry</b> |                       |
|   | <b>Target 2023-24</b> |
| <b>Outputs</b>  |                       |
| 25 Community members to be given information on substance use and mental health support   | March 2024            |
| 5 Services to be connected with Forma Mentis  | March 2024            |
| 5 Family members of people using substances to be contacted and to discuss the development of a support group ran by family members                 | March 2024            |
| <b>Outcomes / Indicators:</b>   |                       |

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

|  |            |
|--|------------|
| Develop knowledge and advice of substance use and mental health.   | March 2024 |
| To develop greater connections, knowledge and information of substance use for the community   | March 2024 |
| To allow a space to develop a group to provide each other support, knowledge and information and well as developing a spa to feel safe and share experiences. Lived experience support group to develop into next year | March 2024 |