

Ref: WE2502

Dundee Partnership
Community Regeneration Fund

Grant Application (Ferry / West End)
2025/26

Applicant Information	
Name of Applicant Group	West End Christmas Fortnight (a sub committee of West End Community Council)
Activity Title	West End Christmas Fortnight 2025
Grant Requested (£)	£4580

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

West EndYES

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

Yes

Fully completed the information on the front of the form

Yes

Provided a response to all sections of the application form

Yes

(including indicating a section as 'N/A' where relevant)

Checked that your budget adds up properly?

Yes

Checked that your start date is after the date at which funds could be available,

Yes

(see page 6) and that your end date is within the financial year?

Included appropriate, measurable outputs & outcomes?

Yes

Provided your groups accounts, or other appropriate financial information?

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Sourced and attached all relevant quotes?

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(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?

Yes

Signed the form, given accurate contact details and ticked the GDPR box?

Yes

Who is the grant for? (Name of Applicant Group / Department)	West End Christmas Fortnight (sub committee of West End Community Council)	
Did you receive a Dundee Partnership grant during 2024-25?		

(If yes, list all grants below)			YES / NO
Title of project funded	Amount granted	When	Was it fully spent?
West End Christmas Fortnight 2024	£4300	11/7/24	No *
* Amount spent £4 105.10 so small surplus of £194.90.			

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

This will be the 25th year of the West End Christmas Fortnight. As in past years, we are planning to have a host of events for the whole community during the fortnight. We aim to replicate and add to the events we ran in 2024 including :

- **Christmas Concert** involving seven local primary and secondary schools, plus one nursery school.

- **Talks** - Run over the fortnight, we would aim to have input from organisations such as those who have taken part in recent years :
 - City Archives
 - Christmas Stories, partly aimed at children - Dundee Libraries (LACD)
 - Lifelong Learning Dundee joint online event
- **Christmas Memories event** - A new initiative last year, collecting Christmas memories from local elderly people with a reminiscences event during Christmas Fortnight at a sheltered housing lounge (Corso Street). We will run another similar event in 2025 as this was most successful.
- **Gate Church Christmas events** - including a community Christmas event aimed at children and families. This will be run again this year plus a Christmas Hymns event for older people.
- **Community and Local Business Awards.** Aimed at community groups and the local business community successfully run both in 2019, 2020, 2021 2022, 2023 and 2024. This is managed with the kind assistance of Harris Academy senior pupils.
- **Various children's competitions.**
- **Children's Crafts Event.** Aimed at pre-school and young primary-age children - Blackness Library
- **Christmas Goody Bags.** Santa handed them to children at our Christmas Concert last year and will do so again this year with assistance from Dundee Round Table.
- **Botanic Garden activity.** We intend to again engage with the University of Dundee Botanic Garden to include events at the Botanic Garden.

Please note that, as in 2024, WestFest is separately running the Christmas Lights and Christmas Market events and will apply to the Festive Fund. The agreement with WestFest is that it will apply to the Festive Fund and the West End Christmas Fortnight will NOT apply to that fund. Up to 2023, we made separate bids to CRF and Festive Fund. This year as in 2024 we are therefore applying only to CRF. Only WestFest will seek business donations to avoid the same West End businesses being approached twice.

In addition, our overall funding requirement remains reduced similar to the level in 2024.

Following the success of the Christmas market we ran in 2021, 2022, 2023 and 2024 and increased involvement of local businesses in Community and Business

Awards, Dundee WestFest and West End Christmas Fortnight agreed last year that henceforth the Dundee WestFest organisation will separately run the opening day of Christmas Fortnight with the two principal events within :

- **Christmas Lights** - WestFest intends having a spectacular lights show along the Perth Road District Shopping Centre.
- **Christmas Market** - As part of that Christmas Lights event, WestFest's intention is that a Christmas Market larger than that before run will also take place.

Therefore the Dundee WestFest organisation will separately seek funding for the Christmas Lights and Market day (including through a Festive Fund bid and business donations) and the West End Christmas Fortnight Committee has a funding bid to reflect what we now run.

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

This is a fortnight of events aimed at bringing the community together and the Christmas Fortnight committee specifically ensures that all members of the community can participate in all the events, irrespective of household income as events are not charged for and all are welcome. Specifically, as successfully done in past years, we ensure that targeted families with whom the Children and Families Service are working with are encouraged to participate in the children's crafts event and this has in past years been particularly successful in attracting families for whom English is their second language to participate and feel welcomed at our events.

How many people will benefit from this project?	In previous years over 2000 persons
Will any specific groups benefit from this project? (male, female, age range or protected characteristic)	
Around 300-350 attend the Christmas Concert – we are looking to have a visit from Santa, food and community stalls after the concert this year.	

All five local primary schools are invited to participate in the P6 football competition and take part in our children's competitions.

Hundreds of residents took part in the shoppers' prize draw.

Last year's reports on activity can be viewed at
www.facebook.com/WestEndChristmas

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

We involve all sections of the community including schools, care homes, all faith groups across the West End and all community and friends' groups. Over two decades we have through involving as many groups in the West End as possible achieved a real sense of community and including as many people as possible in a variety of events. In addition, we have sought to support and promote local businesses in the West End.

We very much promote a sense of community, celebration and “coming together” of everyone in the West End across our events and seek to involve all sections of the community from the very youngest to oldest in our events.

What local consultation has taken place regarding this application?

(Please attach evidence summarising the results of any consultation)

Our events involve co-operation between many community groups in drawing together a Christmas Fortnight – groups from the community council, local businesses, friends groups of the various parks/botanic garden in the West End, faith groups and other community organisations. In that spirit of co-operation and consultation, our organising committee ensures close consultation and involvement throughout the West End community.

Additionally, we always consult and involve all sections of the community throughout the planning process. Our meetings are advertised via Facebook and X/Twitter to encourage input and attendance from across the community.

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?)

The Christmas Fortnight is now into its 25th year and has had and continues to have strong support from organisations and individuals throughout the West End.

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

As indicated above, we ensure that targeted families with whom the Children and Families Service are working with are encouraged to participate in the children's crafts event and this has in past years been particularly successful in attracting families for whom English is their second language to participate and feel welcomed at our events.

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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)	£
See previous comment regarding the Festive Fund which only Dundee WestFest will now bid for and not ourselves.	

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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).

PLEASE NOTE WE HAVE ALSO GIVEN YOU OUR 2024 DUNDEE PARTNERSHIP AWARD REPORT WHICH SHOWS EXPENDITURE LAST YEAR. WE HAVE AVOIDED ANY COST INCREASES ON LAST YEAR WHERE POSSIBLE.

Cost Heading	Full Costs (£)	DP Aid (£)
Main brochure and competition form and prize draw form (this is based in previous costs and a check of 2025 costs)	920	920
Public Liability Insurance	90	90
Football competition cups	60	60

Catering – this is an estimate for food and drinks (non-alcohol) at Saturday afternoon community concert (jazz/choir/orchestra)	50	50
Prosecco for community social event	80	NIL (we are not making a bid for alcohol)
Goody Bags excluding Scotmid Funding (estimate should Scotmid funding not meet full cost)	20	20
Community Awards prizes	180	180
Community night at The Vine (catering and hire)	840	840
Church hall hire for Saturday concert	80	80
Tutor hire children crafts event	420	420
Jazz band hire	90	90
Orchestra hire	90	90
Choir hire	90	90
Pipe band hire	90	90
Speaker fee community night	50	50
Small gifts to each of group Harris pupils who run business awards – c8 pupils at £10	80	80
West Port art workshops for families (3)	600	

		600
Leisure & Culture Dundee P6 football Harris Academy Hire	100	100
Santa hire for Children's concert	90	90
Art Competition costs	150	150
Children's competition re business area - Winner Prize	40	40
DD Tours walking tour	250	250
Publicity posters	200	200
Totals	£4 660	£4 580

FOR INFORMATION THERE ARE ALSO HAVE THE FOLLOWING EVENTS AS PART OF THE FORTNIGHT THAT RUN AT NIL COST AND FOR WHICH WE ARE NOT SEEKING FUNDING :

Blackness Library children's events	No cost to us
Online events	No cost to us
Reuse events by Transition Dundee	No cost to us

Community Christmas and other events – The Gate	No cost to us
Christmas Concert Dundee Westgait Church	No cost to us
West End Carers events	No cost to us
Ninewells Community Gardens Events	No cost to us
Botanic Garden Events	No cost to us
Christmas Memories event (done by volunteer)	No cost to us
Lifelong Learning Dundee Event	No cost to us
Christmas Coffee Morning Dundee Westgait Church	No cost to us
Soup and Pudding Lunch – Just Bee Productions	No cost to us
Christmas Pies to Magdalen House care home and sheltered lounge event (sponsored)	No cost to us
Friends of Riverside Nature Park Events	No cost to us
Night Market Taypark House	No cost to us

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- **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 already has access to West End Community Council accounts. As was evidenced to both CRF and Festive Fund in 2024, whilst Christmas Fortnight income and expenditure is managed via WECC, the Christmas Fortnight has no access to WECC balances and cannot draw upon WECC funds.

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

We are attaching the 2024 Dundee Partnership Small Grant Award Report which evidences 2024 expenditure.

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

The Christmas Committee meets very regularly in the run-up to November 2025 (first meeting has already taken place) but also undertakes a debriefing exercise after the Fortnight to ensure outcomes are discussed and issues resolved for future years' events.

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>)	27 th November 2025
What is the planned end date of the event/activity?	10 th December 2025

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	
Public participation at Christmas Concert	300 + people at Christmas Concert including pupils and families from 7 local schools
Christmas Crafts events	50+ families benefit including specifically targeted families
Percentage of community organisations attending the networking event	In past years over 80% of community organisations active in the West End have attended and 80% is targeted again this year
Percentage of shops and local businesses involved in Christmas Fortnight	Target is to ensure over half of all local businesses operating within the West End Ward participate in Christmas Fortnight in some shape or form

Outcomes / Indicators:	

Greater community involvement, with particular emphasis in involving community members who have not taken part before	To increase numbers involved yet further than in previous years.
Specific target of ensuring families in financial need are able to attend community events free of charge	