

Ref: C2513

Dundee Partnership
Community Regeneration Fund

Grant Application
2025/26

Applicant Information	
Name of Applicant Group	Community Empowerment Team
Activity Title	Hilltown Christmas
Grant Requested (£)	1810.18

- 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
ColdsideYes	Small Grant Yes
East End	

Lochee	Youth Inclusion
Maryfield	
North East	
Strathmartine	<p>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</p>

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="text" value="y"/>
Fully completed the information on the front of the form	<input type="text" value="y"/>
Provided a response to all sections of the application form (including indicating a section as 'N/A' where relevant)	<input type="text" value="y"/>
Checked that your budget adds up properly?	<input type="text" value="y"/>
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="text" value="y"/>
Included appropriate, measurable outputs & outcomes?	<input type="text" value="y"/>
Provided your groups accounts, or other appropriate financial information?	<input type="text" value="y"/>
Sourced and attached all relevant quotes?	<input type="text" value="y"/>

(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?

Who is the grant for? (Name of Applicant Group / Department)	LCPP		
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?
Cost of Living Crisis	2000.00	2024	Yes

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

In previous years, the Coldside area has successfully delivered free family Christmas events. This has ranged from one off events to a month full of pop-up activities. This year the Hilltown Community Centre Management Group would like to offer local people the opportunity to attend a Christmas Celebration event at the centre, predominately in the outdoor spaces we have. We will have free carnival rides, music, school choirs, food, local entertainers and activities to suit all, including a lantern parade through the site. There will be support services for

managing cost of living during the winter months engaging with the community at this event. Working in partnership with local schools, businesses and organisations, we will provide free activities while connecting key stake holders together to create the sense of community spirit.

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

We need to respond to the cost of living crisis – Cost of Living, Health & Wellbeing

We need to improve life chances for children and families – Health & Wellbeing, Children & Families, Cost of Living

We need to improve local support for people in recovery and their families – Health & Wellbeing

How many people will benefit from this project?	
Will any specific groups benefit from this project? (male, female, age range or protected characteristic)	
All residents/families living in Coldside – we are anticipating 150 people at a given time.,	

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

Due to the cost of living crisis, low esteem for the community and stigma, this event will be something positive for the community to focus on. Given our experience with previous events, we know that these activities will bring a sense of community spirit to the whole area.

What local consultation has taken place regarding this application?

(Please attach evidence summarising the results of any consultation)

Feedback from previous community events inform us that members of the community enjoy and would like a Christmas event.

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 Local Management Group and the local community supports this event.

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

It will provide a open and welcoming family friendly festive event for residents/families who live in coldside to come together and experience a sense of belonging.

- Participants will receive refreshments, snacks, hot drinks at no cost.
- Children will visit Santa's Grotto and receive a selection box – no cost.
- All activities/rides will be free of cost.

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) No – it's a new project for CET

Source of Funding (detail if this funding is for more than 1 year, if applicable)	£
DUNDEE FESTIVE FUND GRANT SCHEME 2025/26	3,624.00

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 (£)
PA, STAGE AND LIGHTS 2,500	2,500	0
RIDES 1,500	1,500	376
FACEPAINTER 160	160	160
LANTERN MAKING LIGHTS 44.97	44.97	44.97
LANTERN MAKING PAPER 19.98	19.98	19.98
LANTERN MAKING GLUE 39.90	39.90	39.90
LANTERN MAKING CANES 23.95	23.95	23.95
LARGE INFLATABLE ENTRANCE 129	129	129
LIGHT BATON FREEBIES 106.38	106.38	106.38
SINGERS 150	150	150
CRAFTING ACTIVITY 160	160	160
Food	100	100
Refreshments	100	100
Selections Boxes x 200	400	400
Totals	5434.18	1810.18

- **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)

I will include quotes and estimates.

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

Record number of participants, adult/children

Ask for verbal feedback

Observe interaction and expressions

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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>)	December 2025
What is the planned end date of the event/activity?	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	
Number of participants who attend the event broken down into adults/children	
Number of refreshments/snacks given out	
Number of children who receive a selection box	
Outcomes / Indicators:	
Participants feel an increased sense of belonging	
Participants feel happy	
Participants feel included	

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