

Dundee Partnership Community Regeneration Fund

Grant Application 2024/25

Applicant Information	
Name of Applicant Group	Alpin & Glenesk Sheltered Housing
Activity Title	Summer Bus trip /REHIS Intermediate Food Hygiene Cert
Grant Requested (£)	£825

- 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	
Coldside	<input checked="" type="checkbox"/>
East End	<input type="checkbox"/>
Lochee	<input type="checkbox"/>
Maryfield	<input type="checkbox"/>
North East	<input type="checkbox"/>
Strathmartine	<input type="checkbox"/>

PLEASE INDICATE WHICH TYPE OF GRANT YOU ARE APPLYING FOR	
Small Grant	<input checked="" type="checkbox"/>
Physical & Environmental Improvement	<input type="checkbox"/>
Youth Inclusion	<input type="checkbox"/>

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

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Who is the grant for? (Name of Applicant Group / Department)	Alpin & Glenesk Sheltered Housing		
Did you receive a Dundee Partnership grant during 2023-24? (If yes, list all grants below)			YES
Title of project funded	Amount granted	When	Was it fully spent?
Summer Bus trip	976	May23	yes
Xmas bus trip	550	Nov23	yes

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

Alpin and Glenesk Sheltered Complex supports over 170 older people in the area as well as other local older people.

Due to the success of the two previous bus trips last year the Tenants Committee have agreed to organise a summer trip in June. The cost of hiring a bus is still expensive and prices have increased this year. A grant to pay for the bus allows the committee to subsidise the trip.

The Committee run a very well attended Sunday Lunch as well as other food related activities such as soup and pie and beans. They have also provided catering for parties and gatherings throughout the year.

When the kitchen was assessed initially by DCC Environmental Health staff they suggested that the volunteers should attend REHIS Elementary Food Hygiene and anyone in a supervisory role should complete REHIS Intermediate. At that time the volunteer responsible for most of the cooking already had certificates in place. This volunteer has now left. Three members of the committee have attended Elementary Food Hygiene at no cost via Faith in the Community provision. Its is unlikely that REHIS Intermediate would be provided for free. The Chairperson who is involved in cooking is willing to undergo this training.

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

Coldside Locality Community Plan 2022-2027

Cost of Living / Health & Wellbeing

How many people will benefit from this project?

50

Will any specific groups benefit from this project? (male, female, age range or protected characteristic) Tenants and guests are all older people and can have various health issues including issues with mobility.

Approx 20 people enjoy Sunday Lunch

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

Sheltered Tenants enjoy the bus trips as they are collected from the complex and return there. This is close to home and much easier for those with mobility issues. Tenants also enjoy a trip with friends and neighbours especially those who may need a bit more support. Some tenants are more isolated than others and are able to access a trip out with familiar faces. If the cost of the bus is subsidised this keeps the overall cost of the trip low so those with a lower income can attend. Many tenants no longer go on holiday and enjoy a day out instead.

The Sunday Lunch is very popular and as the diners are older adhering to food hygiene guidelines is very important in preventing cross contamination and illness. DCC Environmental Staff asked that the kitchen register as a business so tighter recording is required.

What local consultation has taken place regarding this application?

(Please attach evidence summarising the results of any consultation)

The social activities in the complex are discussed at regular tenant /warden meetings. The social committee meet every month to discuss events then present to the tenants.

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?)

Decisions will be minuted by the social committee.

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

(Refer to Section 1 of the Guidance Notes)

By subsidising the bus the cost of a meal etc. can be subsidised by the comfort fund so tenants can afford to go .

The lunches offer a healthy meal on a Sunday for £2 and supports the nutrition of some who may no longer cook for themselves. Attending also reduces social isolation and gets tenants and guests out for the afternoon. Attendance also reduces the need to be at home with heating on and reduces fuel costs.

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)

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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)	£
NONE. Open funding is used for 2 regular activities. The group received a grant from Robertson Trust for improvements to the rear garden, this is ongoing.	

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 (£)
Fishers Tours 52 Seater Coach	575	575
REHIS Intermediate Food Hygiene Cert Dundee College	250	250
Totals	825	825

- **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)
Fishers quote, link to Dundee College, income details

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

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The committee will monitor numbers and feedback from tenants.

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>)	June 2024
What is the planned end date of the event/activity?	June 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.

City Plan / Local Community Plan Outcome: Coldside Locality Community Plan 2022 -2027	
Purpose of activity / project within this Outcome: Improve Health & Wellbeing, Assist with the cost of living	
	Target 2024-25
Outputs	
Book Bus Trip	June2024
Complete REHIS Course	
Outcomes / Indicators:	June 2024 onwards
Increased Health and well being of tenants	
No health issues with food provision	

City Plan / Local Community Plan Outcome:	
Purpose of activity / project within this Outcome:	
	Target 2024-25
Outputs	
Outcomes / Indicators:	

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