Dundee Partnership
Community Regeneration Fund

Grant Application
2023/24

Applicant Information	
Name of Applicant Group	Lifegate Cafe
Activity Title	Community Cafe
Grant Requested (£)	£5000

- 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 <u>each</u> Forum, but it is essential that each application can stand on its own if agreed and that the application is <u>not</u> 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 ☐***	
East End	☐	Physical & Environmental Improvement ☐	
Lochee	☐	Youth Inclusion ☐	
Maryfield	☐		
North East	☐****		

Strathmartine ☐	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 ☐

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 and given accurate contact details? ☐

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Who is the grant for? (Name of Applicant Group / Department)	Lifegate Cafe			
Did you receive a Dundee Partnership grant during 2022-23? (If yes, list all grants below)				**YES**
Title of project funded	**Amount granted**	**When**	**Was it fully spent?**	
Lifegate Cafe	£3500		Yes	

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

We have added another day to the café because there was a need. We made it 3-5pm because the chaplain from the school had mentioned kids were distracted because of hunger. They were not having an evening meal so we decided to provide hot food every Tuesday evening alongside our normal café on Fridays 11-1

So this grant would help to provide food needed to feed these people and fuel to heat the space.

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

How many people will benefit from this project?	100
Will any specific groups benefit from this project? (male, female, age range or protected characteristic)	
We aim for families on Tuesday evening but anyone can attend on both days.	

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

As previously stated poverty is still a part of our lives in the Whitfield area. Food prices are rising along with heating costs.
People are struggling to make ends meet and we provide a little oasis for them to have some hot food and a warm space.

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

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 spoke to the school at Ballumbie and to the visitors at the café to ascertain if this was needed.

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

They will be given hot food, warm space and some groceries to take home.

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)

Yes

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)	£
Church Funding	2000

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 <u>all</u> 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 (£)
Food costs	5000	5000
Heating and Electric	2000	
Totals	7000	5000

- **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)

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

We will be in touch with the school on a regular basis and we keep note of how many people are using the service.

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

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 2023-24
Outputs	
Outcomes / Indicators:	

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