

For official use only:

Ref: NE2418

Dundee Partnership **Community Regeneration Fund**

Grant Application **2024/25**

Applicant Information	
Name of Applicant Group	Fintry Library - LACD
Activity Title	Continuation of Cosy Corner
Grant Requested (£)	£168

- 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
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PLEASE INDICATE WHICH TYPE OF GRANT YOU ARE APPLYING FOR

Coldside	Small GrantX
East End	Physical & Environmental Improvement
Lochee	Youth Inclusion
Maryfield	
North EastX	
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="Yes"/>
Fully completed the information on the front of the form	<input type="text" value="Yes"/>
Provided a response to all sections of the application form (including indicating a section as 'N/A' where relevant)	<input type="text" value="Yes"/>
Checked that your budget adds up properly?	<input type="text" value="Yes"/>
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="Yes"/>
Included appropriate, measurable outputs & outcomes?	<input type="text" value="Yes"/>
Provided your groups accounts, or other appropriate financial information?	<input type="text" value="Yes"/>

Sourced and attached all relevant quotes?

Yes

(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)	Fintry Library, LACD		
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?
Continuation of Cosy Corner Project	£230	03/10/2024	Yes

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

Following the continually rising fuel poverty and energy costs, we are looking to continue to provide a space where people can come into the library and sit comfortably, in the warm for free – in line with Dundee’s proposed “warm spaces” scheme. We already provide the Courier and magazines free of charge and thanks to previous years funding we have been able to offer free hot drinks throughout the last two years.

The money we are requesting is for a top up of our supplies so that we can continue to offer free hot drinks to our customers throughout the winter months. We have added 3 reusable pod fillers so that we can be more eco-friendly with the project in the future.

We already have various other provisions such as colouring for adults, jigsaws, puzzles and board games for people to use/play whilst they are in the library and we also host a fortnightly Book Chat Club.

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

Cost of living – providing a welcoming warm space for people to access

Social Isolation and Mental Wellbeing – increasing the opportunity for places that people can meet and take part in community events.

How many people will benefit from this project?

Will any specific groups benefit from this project? (male, female, age range or protected characteristic)

Our primary focus will be on adults (young and old) who are struggling to meet rising energy costs or who are at risk of social isolation due to living alone.

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

We don't want people having to choose between heat and food. This project offers a way that we can offer a warm space during the day for people and hopefully also interact with others in the community.

By offering tea/coffee for free, we can ensure that people will at least stay warm and hydrated. We will also have activities on during the day that they can take part in. We hope to foster a greater sense of community and reduce social isolation, especially in the coming winter months.

What local consultation has taken place regarding this application?

(Please attach evidence summarising the results of any consultation)

We have had many positive comments over the last couple of years from customers, some of whom have made it their weekly routine to come in and get new books, have a chat and a coffee. This is a continuation of the “warm spaces” initiative that Dundee City Council rolled out previously.

There has also been some informal communication between myself and Joanne Kelly, when she came into the library to enquire if we were continuing this project as several MPs had contacted her regarding what the NE Ward is doing to tackle Cost of Living Crisis.

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 still have a range of customers coming in and expressing concern over rising costs in addition to enquiring if we are running any groups over the winter to combat loneliness. The free hot drinks has taken off over the last two years, especially with our regular groups like Bookbug and reading groups.

We also have a selection of regular customers who have made it part of their weekly routine now to come into the library for a chat and coffee.

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<p>How will the project / activity tackle deprivation or benefit those experiencing deprivation? (Refer to Section 1 of the Guidance Notes)</p> <p>By providing a cosy warm space for people we hope to help people reduce their energy bills as they can come and use our free wifi and heating to stay warm and entertained during the day. Free refreshments will be provided to aid in encouraging the community to gather together, promoting social inclusion and battling against social isolation.</p>
<p>For Physical & Environmental Improvements (which must be Capital worth at least £6,000 in value) the following questions must be answered:</p>
<p>Have all relevant permissions been agreed? (please state what these are)</p> <p>N/A</p> <p>How will the planned project be maintained? (please state who will be responsible for this)</p> <p>N/A</p> <p>What is the expected 'life' of the improvement? (e.g. before it will require replacement)</p> <p>N/A</p> <p>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)</p> <p>N/A</p>

<p>What other sources of funding have you secured / tried to secure for this project?</p>
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<ul style="list-style-type: none"> 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)	£
We received money from the CRF last year for this project	£230

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 (£)
WE CAN SOURCE IT		
8oz Kraft Ripple Cup (1000)	48.95	48.95
50 x Coffee Machine Clean and Descale Tablets	6.95	6.95
Shipping	4.95	4.95
KAFFEKAPSLEN		
Café Au Lait - Everyday Coffee - 240 pods for Dolce Gusto	£38.85	£38.85
Vanilla Cappuccino - Senso Nocturno - 48 pods for Dolce Gusto	£7.65	£7.65
Toffee Cappuccino - Senso Nocturno - 48 pods for Dolce Gusto	£7.65	£7.65
Hazelnut Cappuccino - Senso Nocturno - 48 pods fo Dolce Gusto	£7.65	£7.65
MY RESUSABLE		
MYREUSABLE™ Reusable Capsule Compatible with Nescafé® Dolce Gusto® Machines (3 pods and Taper)	£44.99	£44.99

Totals	£167.64	£168

- **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 have attached an additional spreadsheet to show where the items will be purchased from and links to the individual products.

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

We will keep records of the amount of cups of tea/coffee that are sold/provided, how many pods are used and also keep an in house tally of how many people are using the facilities.

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*)

This project is already running, this bid is to request extra resources to continue it through Winter 2024-2025.

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 2024-25
Outputs	
Host weekly Mindfulness morning	5 adults weekly
Provide soft seating and refreshments	20% customer use
Outcomes / Indicators:	
To encourage use of the library as a free, warm space	10% increase in library customers
Raise awareness of other services available	Signposting

City Plan / Local Community Plan Outcome:	
Purpose of activity / project within this Outcome:	
	Target 2024-25
Outputs	
Provide free jigsaws and activities for local residents	20% customer use
Provide soft seating and refreshments	20% customer use
Outcomes / Indicators:	
Create a stronger sense of community reported by customers	Customer Feedback
Work with other agencies to encourage and foster groups to tackle social isolation	Attend quarterly meetings organised by Community

	Empowerment Team to share results
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