



For official use only:
Ref: _____

Dundee Partnership **Community Regeneration Fund**

Grant Application **2024/25**

Applicant Information	
Name of Applicant Group	Stobswell Forum
Activity Title	Stobswell Local Place Plan – consultancy/workshop
Grant Requested (£)	£2,150

- 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	PLEASE INDICATE WHICH TYPE OF GRANT YOU ARE APPLYING FOR
Coldside	Small Grant x
East End	Physical & Environmental Improvement

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

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Who is the grant for? (Name of Applicant Group / Department)	Stobswell Forum SCIO		
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?
Stobswell Advice Cafe	£500	Mar 23	Yes *
Baffin St Backies	£1,015	Apr 23	Yes *
Stobswell Voice 2024/25	£3,564	Apr 23	Yes
Stobswell Connect	£5,000	Apr 23	Yes
Albert St Christmas Lights	£3,969	Jul 23	Yes
Stobswell Festive Celebration	£7,655	Aug 23	Yes
Stobswell Connect Cosy Places	£300	Dec 23	Yes
* Stobswell Forum offer banking facilities for project			

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

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This grant will provide the funding needed to hire an experienced Community Planning Consultant to develop, publicise, facilitate, independently analyse, and report back on a two and half hour "Local Place Plan Review" workshop with residents in early November 2024. It will also fund the publicity and refreshments needed.

This workshop is for the local community to critically examine the draft Stobswell Local Place Plan (SLPP) 2025 -35 which Stobswell Forum will produce in collaboration with them, and to identify any changes where the community feels it needs a final revision. The SLPP will include a much needed Albert Street Area Plan, as part of the Locality Community Plan 2022-27 for Maryfield Ward 5.

The workshop will be held in Arthurstone Library, which is free of charge, and will be open to all local residents, local service providers and local businesses in Stobswell.

Participants will be invited to review the proposed development policies and projects set out in the SLPP and mapped onto an area map. Community views will be captured to identify any changes or updates needed to the SLPP.

To encourage wide participation, the event will be held from 5.30-9pm, with the offer of refreshments and a light vegetarian buffet which can be consumed as participants take part in the World Cafe.

We are aiming for around 100 participants in the event.

The Consultant will gather all the information from the event and analyse it, as well as proposing revisions to the SLPP accordingly, which the Stobswell Forum will consider at a formal meeting in December 2024.

We also need separate funding (not applied for here) for the Consultant to then develop a highly empowering visualisation and mapping of the SLPP as an easily accessible PDF document, hosted by Stobswell Forum on its Facebook site, which the community can engage with on an ongoing basis.

The finalised draft SLPP document will then be shared with the public for a final statutory consultation period of 28 days in January 2025.

The Consultant will then refine and finalise the SLPP strategy and document in late February 2025 based on this second round of consultation.

The SLPP will then be officially lodged with the Dundee City Council Planning Department as part of its new Local Development Plan 3 for the city.

Please note these timeframes are indicative at the moment and may be subject to change.

We estimate the overall cost of this complete exercise to be £22,150, and are asking CRF to contribute 10% towards this overall cost as leverage to obtain additional funding from the "Lottery for All" and private Dundee Charity funders.

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

This work will address the following Outcomes of the Locality Community Plan 2022-27 for Maryfield Ward 5, focusing on the geographic area of Stobswell Central:

“We need improvements to the environmental and social sustainability of the Albert Street area.”

“ We need quality green and opens paces that people can access in their own communities”

These relate to the Community Priorities of:
Health & Wellbeing, Climate Change and Empowering Communities

How many people will benefit from this project?	12,000
Will any specific groups benefit from this project? (male, female, age range or protected characteristic)	
Those living and working within the Stobswell geographic area covered by Stobswell Forum including Stobswell West SIMD areas.	

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

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Stobswell has some of the highest deprivation statistics in Dundee, particularly in Stobswell West, which is in the top 10% of SMID for Scotland. It has a strong community spirit, but has suffered over the decades from a relative lack of investment compared to other parts of the city, particularly in relation to the local shopping area and its environs.

Extensive consultations (15 to date) have taken place in the area over the last six years about what is needed to improve the area, through a wide range of organisations including Stobswell Forum, Albert Street Action Group, Sustrans, and Dundee City Council. These have led to some environmental and social improvements in the area, but with no coherent overall vision for the area which joins up the various actions needed, and to help them reinforce each other.

There is now an urgent need to pull together the results of all these consultations and produce a firm development strategy for the area based on the six emergent themes that re-emerge time and time again with each consultation in the Stobswell area:

- Safety on the streets
- Health and Wellbeing
- Traffic, transport and parking
- Climate Action
- Public Green and Growing Spaces
- Thriving Shopping District
- Housing for all

These themes are strongly interlinked, with health and wellbeing being dependent on all of them.

The Scottish Government have recently legislated for a new community empowerment planning process, led by the community, which allows for the development of a “Local Place Plan”. Stobswell Forum is piloting the first one of these in Dundee, in order to strategically identify and protect community assets as well to develop a “road map” for consolidated community aspirations relating to land use and environmental improvements.

Community concern has continually been voiced about the future of Albert Street as one of Dundee’s six District Shopping Centres. There is a need to consider the street’s relationship to the wider Stobswell area and the benefits to the surrounding community balanced against the benefits to others. A Local Place Plan would provide a firm legislative basis for addressing this balance.

A consultant and resources are needed specifically to facilitate and independently analysis a “Local Place Plan” community workshop. This workshop is to critically examine a draft Plan which Stobswell Forum will develop in collaboration with the local community. This small grant would cover this workshop aspect of the overall Plan development process.

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What local consultation has taken place regarding this application?

(Please attach evidence summarising the results of any consultation)

Consultation on the need for a plan have been ongoing for many years.

The following consultations will be used to inform the Stobswell Local Place Plan:

Sustrans Consultations:

- Cragie Street Pocket Park 2021 -22:
Initial ideas consultations, Concept ideas consultations, Final Design consultations, interviews, surveys, workshops
- Eliza Street Pocket Park 2023 -24
- Initial ideas consultations, Concept ideas consultations, Final Design consultations, surveys, workshops

Albert Street Action Group Consultations:

- Grace Church Event – April 2023
- Morgan Academy Event – June 2023
- Albert Street Clean Up Street Survey - September 2023
- Volunteers Consultation – January 2024

Stobswell Forum Consultations:

- Stobswell West Survey – 2023
- Baxter Park Lighting Upgrade Study - 2024

Dundee UNESCO City of Design Team Consultations:

- Spaces for People programme - 2021

Dundee City Council Consultations:

- Albert Street Traffic Surveys, 2017, 2019, 2021
- Dundee District Centres Fund Capital Plan 2018 – 23, Albert Street
- Engage Dundee - 2021
- Dundee Sustainable Transport Consultation - 2023
- Dundee Active Travel Routes (in Stobswell) Consultations - 2023
- Arthurstone Library meeting - 2024

Specifically, drafts of the application were shared with:

- Stobswell Forum Trustees
- Stobswell Forum Chair, Colin Clements
- Stuart Fairweather, Dundee City Council Community Empowerment Team
- Planning Aid Scotland

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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 six themes of the Local Place Plan were developed with community members based in the area, drawing on years of previous and current public local consultations facilitated by the various organisations listed in the above section *“What local consultation has taken place?”*.

There has been wide social media engagement with the public in relation to all the consultations listed above via the Dundee City Council, Sustrans, Stobswell Forum, Boomerang and Albert Street Action Group Facebook Sites.

The proposal to develop a Stobswell Local Place Plan, and obtain grant funding to support this process, was put to a meeting of the Stobswell Forum in February 2024, where it received wide support from Trustees and members of the public attending.

A follow up meeting was held by Stobswell Forum for members of the public on 19th March 2024 based on one of the key themes “Safety In Our Streets”, where the proposal to create a Stobswell Local Place Plan, and seek funding for this, was re-presented again. Members of the public were again wholly supportive of the initiative. Further consultation took place on the theme of safety that evening, the results of which will also inform the Plan.

A selection of evidence from various consultations is attached showing numbers involved and types of activities.

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

(Refer to Section 1 of the Guidance Notes)

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The Stobswell Local Place Plan will contribute to the area's sustainability by providing the basis for investment and community wealth building.

The Plan will clearly identify which local community assets need to be protected and enhanced, what is required and who should be doing this e.g. Arthurstone Library, Baxter Park, Local Playspaces, Community Gardens, Public toilets etc. These facilities and assets benefit those experiencing deprivation in particular by offering much need services for free. This directly contributes to people's health and wellbeing as well as community empowerment as locality plan priorities.

The Plan will also identify new physical areas requiring environmental improvements such as street paving, roads, crossing points, derelict land, derelict buildings etc, again contributing to health and wellbeing, and community empowerment.

Finally, the Plan will help to identify environmental improvement actions that can mitigate climate change in the local area and help the local area to adapt to these changes. This will address sustainability, health and wellbeing and climate change locality plan priorities.

All this will directly contribute to tackling deprivation and inequality in the area through improving health and wellbeing, as well as increasing resilience to the climate emergency, through flood prevention measures, overheating prevention measures and increased shelter in the local area for pedestrians needing use the area for local facilities. This will particularly benefit those without access to a car – 40% of households in Dundee. It is widely recognised that our poorest communities are generally also the most susceptible to the impacts of climate change.

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)

n/a

What is the expected 'life' of the improvement? (e.g. before it will require replacement)

n/a

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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)
n/a

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)	£
Funding from Stobswell Forum in kind, and other sources "Lottery for All" funding application pending Moncure Trust funding application pending	£10,000

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 (£)
Consultant costs for developing and facilitating SLPP community workshop/analysis and write up of it – quote provided	£1,000	£1,000
Community Workshop Publicity costs (digital PDF poster, 100 shop A3 posters, 2000 leaflets A5, all artwork designed, printed and delivered) – estimate	£500	£500
Community Workshop Refreshments costs for 100 @ £5 per head (tea, coffee, soft drinks, light buffet to attract participation) – bought from local shops in Albert Street by Stobswell Forum – no quote, as multiple shops involved.	£500	£500
Community Workshop Materials costs (flip charts, Post-it notes, pens, maps printed etc) – costs from Amazon	£150	£150
Consultant costs for reviewing initial draft SLPP report, finalising report after workshop and consultation period	£5000	
Consultant costs for preparing digital visualisation of SLPP report	£5000	
Stobswell Forum Volunteers in-kind consultancy to develop Stobswell Local Place Plan over 12 months	£10,000 In Kind	

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	Totals	£22,150	£2,150
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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 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

The most recent Annual accounts for Stobswell Forum have been previously submitted. These accounts run until 01/03, 2024. They are attached here again. The current accounts are with the independent examiners for this financial year, and won't be signed off until late April 2024.

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

One quote in principle is attached from Planning Aid Scotland to indicate the budget costs, without committing themselves to the work at this stage. This is because we are unable to provide an "Expression of Interest" (EOI) to obtain full multiple quotes at this stage for the overall consultancy work involved in preparing this Local Place Plan. This is based on the advice of Planning Aid Scotland that we put this EOI out once we have developed a rough initial draft of the Local Place Plan that they can price against – about three months before the workshop in the Autumn. However, we would like to apply for the workshop funding from CRF ahead of this overall EOI process, as we are aware that the next funding round will be too late.

We would like to spend £500 on purchasing food and drink for 100 people from the local traders in Albert Street – at this time we cannot guarantee that they will all be open at the time we wish to purchase these items in November 2024, hence no quote is provided here, but an estimate of £5 per head is assumed, as a reasonable rate.

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

We will hold monthly meetings with the Stobswell Forum Trustees and the public to update them on progress with a progress report against outputs and outcomes for the Stobswell Local Place Plan development process.

We will use a mentimeter survey to numerically record response at the Community Workshop itself.

We will digitally survey local traders and service users on a door to door basis.

The finalised draft Plan will then be shared with the public for a final statutory consultation period of 28 days in December before being officially lodged with the Dundee City Council Planning Department as part of its new Local Development

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Plan for the city. Any responses received will be analysed and published by Stobswell Forum.

The final Plan will be widely circulated via social media and lodged with the Local Maryfield Planning Partnership.

Outputs and outcomes from the recommendations in the Stobswell Local Place Plan itself will be monitored and actioned on an ongoing monthly basis by Stobswell Forum, in partnership with Dundee City Council and other organisations.

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?	March 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: We need improvements to the environmental and social sustainability of the Albert Street area.	
Purpose of activity / project within this Outcome:	
	Target 2024-25
Outputs	
1. Stobswell Local Place Plan 2025-35 (the grant for the workshop assists with this) – developed by Stobswell Forum expert volunteers from February 2024 – March 2025 – approx. 500 hours work in kind (approx. equivalent to 5 weeks x 3 volunteers) = £10,000 @ £20ph.	Completion and registration of the plan as illustrated PDF document by March 31st 2025
2. An Albert Street Plan (the grant for the workshop assists with this)	Completion of the Albert Street Plan as part of the Stobswell Local Place Plan by March 31 st 2025
3. Preparation, design, facilitation and analysis of Community workshop by consultant.	October - November 2024 100 participants

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4. Publicity for workshop by Stobswell Forum via design and circulation of digital poster on Stobswell Forum social media, leafletting of people in local area, additional social media advertising via other local organisations.	October 2024 2000 leaflets delivered door to door by volunteers 100 A3 posters up in local shops and services in Albert Street Digital poster circulated to 1500 by email Digital poster publicized on Stobswell Forum Facebook and other social media via other local organisations (Boomerang etc)
5. Buffet at workshop for participants	Buffet for 100 participants
Outcomes / Indicators:	
<p>1. The Local Place Plan being used to promote environmental and social sustainability as part of the overall Community Plan for Maryfield Ward, and Stobswell in particular.</p> <p>Indicator: Local resident feedback survey from Workshop – Mentimeter recorded</p> <p>Indicator: Feedback from Local Councillors and other agencies via Statutory 28 Period of Registration for Local Place Plans captured via the DCC Planning Dept.</p> <p>Indicator: Ongoing monthly monitoring at Stobswell Forum meetings of progress against targets for developing the Local Place Plan, and follow up of recommendations in Local Place Plan</p>	To benefit 12,000 local residents and businesses and service users
<p>2. An Albert Street Local Plan as part of the Local Place Plan to promote environmental and social sustainability</p> <p>Indicator: participant feedback survey from Workshop – Mentimeter survey recorded</p> <p>Indicator: Feedback from the public, Local Councillors and other agencies via Statutory 28 Period of Registration for Local Place Plans captured via the DCC Planning Dept.</p> <p>Indicator: Feedback from local traders and services on Albert Street via door to door digital survey undertaken by volunteers</p>	To benefit 12,000 local residents and businesses and service users
<p>3. Community workshop to empower local community, and to promote environmental and social sustainability</p> <p>Indicator: Mentimeter survey results from participants at workshop</p>	To benefit 100 local participants
<p>4. Publicity for workshop to inform and empower local community</p> <p>Indicator: confirmed delivery of 2000 leaflets door to door in locality by volunteers, A3 posters up in 100 shops and services in Albert Street, publicity via social media (1500+ circulation for Stobswell Forum, wider circulation through other local organisations)</p> <p>Indicator: Mentimeter survey of how many attendees at workshop heard about it from which source.</p>	To benefit 12,000 local residents and businesses and service users

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5. Light buffet at workshop – to encourage participation at the event, to feed and help to empower local community.

To benefit 100 participants