

For official use only:

Ref:

C2416

# **Dundee Partnership** **Community Regeneration Fund**

## **Grant Application** **2024/25**

<b>Applicant Information</b>	
<b>Name of Applicant Group</b>	Hilltown Management Group
<b>Activity Title</b>	Hilltown Community Wardrobe
<b>Grant Requested (£)</b>	£850

- 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
East End	Physical & Environmental Improvement
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 <a href="mailto:dundee.partnership@dundeecity.gov.uk">dundee.partnership@dundeecity.gov.uk</a></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="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)

Checked that the bank details or financial code are correct / complete?

☐

Signed the form, given accurate contact details and ticked the GDPR box?

☐

<b>Who is the grant for?</b> (Name of Applicant Group / Department)	Hilltown Management Group (Community Wardrobe)		
<b>Did you receive a Dundee Partnership grant during 2023-24?</b> (If yes, list all grants below)			<b>YES / NO</b>
<b>Title of project funded</b>	<b>Amount granted</b>	<b>When</b>	<b>Was it fully spent?</b>
Entrance and Cafe Furniture and events materials	874.41	Feb 2024	Yes

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

The community Wardrobe provides a vital service to the residents of Coldside and the wider community. We operate a free clothes provision that reduces clothes going to landfill and provides much needed clothing for people in need. To create a welcoming environment, we provide a beverage option and a snack.

As we want people to have the same choices and dignity as if they are attending a retail shop, we have designed the wardrobe to resemble this. We have clothing rails that are not fit for purpose anymore and require replacements that are sturdier to withstand a retail style environment. We have identified that we would also benefit from baskets, shoe racks and additional storage boxes.

This will ensure we can keep our high standards and quality service.

As we use a Church hall for free, storage is limited. We have identified that we lack safety equipment when stock taking and moving clothes from A to B. We also would like to store seasonal clothing in a better, safer way in the space we have and have identified that vacuum packaging would aid this. Our storage cupboard does not have a light that works. We therefore need a light to ensure that volunteers, and DCC staff, are kept safe when storing crates etc and as the additional storage space in the ante-room is above head height a sturdy set of steps is required to minimize injuries when putting additional storage crates in the spaces.

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

Cost of Living  
Environment

**How many people will benefit from this project?**

300+

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

All

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

This is needed to help reduce the impact of the cost-of-living. It provides a free, local, sustainable service within the heart of the community, as well as providing much needed, quality school clothing for children.

The project relies on donations from both the community and retailers. We are having a positive impact on current environmental issues as we help reduce landfill waste.

The main impact of the project was to assist with the cost-of-living issue in an area of deprivation and poverty whilst at the same time allowing our users to retain their dignity

**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?)

The wardrobe has been up and running for almost two years and we have supported many families during this time by providing a safe environment for them to obtain much needed items that they can ill afford to spend money on

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

(Refer to Section 1 of the Guidance Notes)

In addition to providing free clothes etc for wear we have a borrow rail that saves people from having to buy items that will seldom be worn eg interview, funeral and occasion wear that means they will not look out of place if they have nothing other than their everyday clothes to wear.

We also have school uniforms that have been donated from both parents of children who have outgrown them and retailers which means parents can obtain additional items if required during the school year for free

**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)

**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)	£

**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 (£)
Clothes rails - collapsible	633	633
Shoe rack – Adult	46	46
Shoe rack – Children	61	61
Vacuum storage bags	10	10
Baskets	84	84
Light	17	17
Step ladder	30	30
<b>Totals</b>	<b>850</b>	<b>850</b>

- **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)  
Quotes

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

Weekly feedback from volunteers and customers

<b>What is the planned start date of the event/activity?</b> Please note turn around on applications is 6 - 10 weeks and funding cannot be retrospective ( <i>see section 2 of the guidance notes</i> )	January 25
<b>What is the planned end date of the event/activity?</b>	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.

<b>City Plan / Local Community Plan Outcome:</b>	
<b>Purpose of activity / project within this Outcome:</b>	
	<b>Target 2024-25</b>
Outputs	
Purchase new clothing rails, shoe rails and other equipment	February 2025
Outcomes / Indicators:	
Volunteers can display the clothes and shoes and store equipment in a	February onwards 2025
Safer way.	

<b>City Plan / Local Community Plan Outcome:</b>	
<b>Purpose of activity / project within this Outcome:</b>	
	<b>Target 2024-25</b>



Outputs	
Outcomes / Indicators:	