

# Dundee Partnership Community Regeneration Fund

## Grant Application 2025/26

Applicant Information	
<b>Name of Applicant Group</b>	Community Food Hub & Freecycle
<b>Activity Title</b>	Resources to Support Relocation
<b>Grant Requested (£)</b>	

- 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
East End
Lochee

PLEASE INDICATE WHICH TYPE OF GRANT YOU ARE APPLYING FOR
Small Grant X
Youth Inclusion

Maryfield	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>
North East	
Strathmartine	

## 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, given accurate contact details and ticked the GDPR box?

<b>Who is the grant for?</b> (Name of Applicant Group / Department)	Community Food Hub & Freecycle		
<b>Did you receive a Dundee Partnership grant during 2024-25?</b> (If yes, list all grants below)			<b>NO</b>
Title of project funded	Amount granted	When	Was it fully spent?

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

The grant would be to buy resources needed by us to support Food Hub relocation to the East End Community Lounge /Storage Container. These resources are mainly to assist committee members to be able to move heavy loads of food back and forward from an external container It would also support the necessity to purchase Public Liability Insurance which will be needed as we will no longer be operating from the Hub.

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<b>Which City Plan / Local Community Plan Outcome(s) will it address?</b> <b>Building Stronger Communities</b>
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<b>How many people will benefit from this project?</b>	Approx 400
Will any specific groups benefit from this project? (male, female, age range or protected characteristic)	

<b>Please say why the project is needed (please limit your answer to 500 words or less)</b>
<p>Since 2018, the Food Hub &amp; Freecycle has operated from the Hub building but we are now required to move premises by end March this year as the building is now closed. DCC have offered us the East District Housing Office Community Lounge to deliver the larder from and food storage will be in an external container, part funded by NCF. This move will mean we have to take food from the external shipping container back and forward to the lounge as we have no internal storage. Ambient food (mainly tinned goods) is heavy and purchasing this equipment will mean we can do it as safely and easily as possible. Secure cash storage is also needed as we will no longer have access to the office safe in the Hub and we are now also required to have our own Public Liability Insurance. Being successful with this grant would ensure</p>

we could continue to offer this much needed service to local people in the community.

**What local consultation has taken place regarding this application?**

(Please attach evidence summarising the results of any consultation)

The Larder committee recently carried out an evaluation with larder customers as to the need for the service provided and the response was overwhelming in favour of it continuing

**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 Larder committee are all local people to Mid Craigie/Linlathen

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

Having the equipment to ensure continuation of the Larder will benefit the whole community who will be able to keep on being able to access low cost food to help with stretched family budgets

**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	

**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 (£)

Foldable Hand Truck	150	150
Electric Tyre Inflater	15.99	15.99
2 x Trolley @ 99.99 each	199.98	199.98
Kitchen trolley	95.99	95.99
Portable safe	31.34	31.34
Public Liability Insurance	123.42	123.42
<b>Totals</b>	<b>£616.72</b>	<b>£616.72</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

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**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?**

**Purchase of equipment**

**Continuation of Food Larder**

<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> )	Mar 26
<b>What is the planned end date of the event/activity?</b>	Mar 26

## 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: Building Stronger Communities</b>	
<b>Purpose of activity / project within this Outcome:</b>	
	<b>Target 2025-26</b>
Outputs	
Purchase of equipment	
Purchase of Public Liability Insurance	
Outcomes / Indicators:	
Continuation of larder	Food Hub continues in the area

<b>City Plan / Local Community Plan Outcome:</b>	
<b>Purpose of activity / project within this Outcome:</b>	
	<b>Target 2025-26</b>
Outputs	
Outcomes / Indicators:	

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