

For official use only:

Ref:

C2415

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

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

<b>Applicant Information</b>	
<b>Name of Applicant Group</b>	Hilltown Community Centre Management Group
<b>Activity Title</b>	Meal and Movie
<b>Grant Requested (£)</b>	£519.00

- 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 Community Centre Management Group (Meal and Movie)		
<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 Café 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 grant is for a plate warmer cabinet to help keep plates hot for serving free meals to the community during winter months.

--

<p><b>Which City Plan / Local Community Plan Outcome(s) will it address?</b></p> <p>Health &amp; Wellbeing</p> <p>Cost of Living</p>
--

<p><b>How many people will benefit from this project?</b></p>	
<p>Will any specific groups benefit from this project? (male, female, age range or protected characteristic)</p> <p>Initially this will benefit the Coldside Community who visit the centre on a Friday Evening for a free meal and to watch a movie. As the activity is available for the whole community, we have a range of people attending- single men and women, one parent families, people on low income and children. The age ranges from 1 month to 70+.</p> <p>Our first session in October had 15 people in attendance. Since then we have had up to 33 people attending in one session. We have supported people from our recovery groups, people suffering from mental health and loneliness and new residents to the area wanting to join the community and make new friends.</p>	

<p><b>Please say why the project is needed (please limit your answer to 500 words or less)</b></p> <p>This is the third year of the project. We run from the beginning of October to the end of March, targeting the colder months. We are aware that the fuel crisis is affecting</p>
--

many that live in our community. It provides a hot home cooked meal for of charge to anyone in need without the worry or pressure of being able to afford it. It offers a warm space and entertainment in the form of a movie after the meal. Because we are seeing so many people at 5pm for the hot meal, it can be difficult to keep the meals warm on cold plates while waiting for volunteers to serve the food. We want to ensure that the food remains at the recommended temperature while transferring from the kitchen to the table. The addition of the plate warmer would ensure that we can keep to our high standards.

In addition, the plate warmer will also be able to be used during our community events as it is on wheels, we can safely move it from one location to the other in the centre.

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

(Please attach evidence summarising the results of any consultation)

Each year we have been doing this project, we are constantly asking the participants for feedback, in particular, is there anything we can do to make things better? In the main the participants are all very happy with everything provided. It has been highlighted that when it is particularly busy, the meals start to cool on the plates which is a shame. I consulted with the participants asking if hot plates would help improve this. All agreed this would be a good solution.

**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?)

After the meal is finished I go around and speak with everyone that is attending and ask for feedback. They have told me that their meal cools down but the time they get to the end of it . I have asked if hot plates could be the answer and all have agreed.

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

The project provides a hearty home cooked meal and entertainment in a warm, safe and welcoming space at no cost to participants. It alleviates some of the poverty experienced by the participants who would otherwise not be able to afford this luxury.

**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

**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)

£

We have not yet secured any other source of funding for the project to date as the problem of keeping the meals warm during service has only occurred in the last few weeks, due to the increased number of participants attending for a meal this year. We have secured enough funding to pay for all the food/ ingredients until the end of March but this funding does not cover the cost of new equipment.	

<b>What are the costs of your activity and how much money is required?</b> 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 (£)
Plate Warmer for up to 72 pieces of crockery	519.00	519.00
<b>Totals</b>		

<ul style="list-style-type: none"> <li>• <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</b></li> <li>• <b>If reserves held are less than three months operating expenses please confirm this below</b></li> </ul> <p>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</p>
<b>What other documents are you attaching to evidence the budget costs for this application?</b> (e.g. quotes, estimates, projected income and expenditure)

I have attached a copy of the product we would like to purchase with the final costings. I am also supplying 2 additional quotes for similar products. It was decided to apply for the plate warmer costing £519.00 as this is the best value for money and it will fit the space we have.

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

The Hilltown Management Group understand that the Coldside Ward has a variety of needs. A proportion of our demographic live in SIMD 1 and 2. We know that the food and fuel crisis is impacting on our most vulnerable members of society. We will monitor the project through continued feedback from participants and using our knowledge of the local area.

<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> )	October 2024 (ongoing annual project)
<b>What is the planned end date of the event/activity?</b>	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.

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



Outputs	
Purchase 1 plate warmer	February 2025
Outcomes / Indicators:	
Volunteers will be able to serve food on a hot plate	February 2025 onwards.

<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:	