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Dundee Partnership **Community Regeneration Fund**

Grant Application **2022/23**

Applicant Information	
Name of Applicant Group	Hilltown Community Larder
Activity Title	Food Larder store
Grant Requested (£)	£1902.64

- 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	
Coldside	<input checked="" type="checkbox"/>
East End	<input type="checkbox"/>
Lochee	<input type="checkbox"/>
Maryfield	<input type="checkbox"/>
North East	<input type="checkbox"/>
Strathmartine	<input type="checkbox"/>

PLEASE INDICATE WHICH TYPE OF GRANT YOU ARE APPLYING FOR	
Small Grant	<input checked="" type="checkbox"/>
Physical & Environmental Improvement	<input type="checkbox"/>
Youth Inclusion	<input type="checkbox"/>

Please note that communications regarding this application will be sent to you via email unless you indicate otherwise

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:

Completed the questions on Page 3 relating to covid-19	<input type="checkbox"/>
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)	<input type="checkbox"/>
Checked that the bank details or financial code are correct / complete?	<input type="checkbox"/>
Signed the form and given accurate contact details?	<input type="checkbox"/>

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Before Starting on the Application, Please Consider and Complete the Two Questions Below

If these have not been completed, your application will not be progressed.

Is the activity for which you are applying for funds definitely able to start on your proposed start date? (e.g. are staff and relevant resources available)

Yes

Is the activity for which you are applying compliant with current social distancing and other measures in place to counteract the spread of the coronavirus? Please specify how your activity will meet this requirement

Yes

Who is the grant for? (Name of Applicant Group / Department)	Hilltown Community Larder		
Did you receive a Dundee Partnership grant during 2021-22? (If yes, list all grants below)			YES
Title of project funded	Amount granted	When	Was it fully spent?
Larder Volunteer Training	£2,536.00	March 2022	No

Variance due to a volunteer unable to attend training.

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

The grant will cover the costs associated with us moving our food store room from a larger room to a smaller space which will need to be adapted. We are applying for funds for change of flooring for health and safety requirements and black out blind to keep sun away from food and help keep room cool. As space within the centre is valuable we are finding alternative ways to store and display food, hence fruit and veg display cart. The trolley is the safest way to move food between store room and larder area.

The funds will also be used to purchase a safe, to store the cash for the larder safely and let the Larder charity manage their own finances going forward.

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

Improve the support for Coldside residents impacted by the current cost of living crisis and other financial hardships

How many people will benefit from this project? Whole community 16+

300+

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

Anyone over the age of 16 can become a member of the larder.

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

The Hilltown Community Larder was created in response to the needs of Covid over 2 years ago. It has steadily got busier and has been able to respond to the needs of the community. However, the Community Centre has greater demands on its space and we need to adapt to having smaller areas to store food and display food. We will be moving out of a larger room into a smaller room, hence the room has to have new flooring, shelving, blinds and cooling unit. This will free up a larger room for additional community work.

What local consultation has taken place regarding this application?

(Please attach evidence summarising the results of any consultation)

This application and the reason for it has been discussed between the trustees of the Larder and the Local management group with the support of DCC staff.

What evidence do you hold that the local community supports this application?

(Forexample, was it proposed by members of a particular group? Does it directly address need identified by community members?)

Our weekly numbers confirm that we are a project that is needed in the Coldside area.

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

At present we have 2 food ladders operating per week. Each week we are providing food to between 70 – 90 members and their families. We estimate between 200 – 300 benefit each week. Being organised and having good equipment ensures a better quality of service for those experiencing deprivation.

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)

Yes, both Dundee City Council and Local Management group agreed.

How will the planned project be maintained? (please state who will be responsible for this)

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Maintained by Larder volunteers, working with Hilltown Community Centre staff.

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

It is anticipated that these items are robust and will not need replaced for a long time.

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) We would be happy to hang a plaque or publicise an award.

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 but have used some unrestricted funds to purchase shelving that was made available recently through gumtree.	£190.00

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 (£)
Flooring Costs	£1,252.08	£1,252.08
Blackout blind	£59.98	£59.98
Safe	£104.99	£104.99
Flat Trolley	£31.99	£31.99
Fruit and Veg Display Cart	£453.60	£453.60
Totals	£1,902.64	£1,902.64

- **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 unrestricted 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 attached for equipment

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

Feedback from volunteers and staff.

Amount of groups able to use the old space.

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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)	March 2023
What is the planned end date of the event/activity?	March 2023

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: Improve the support for Coldside residents impacted by the current cost of living crisis and other financial hardships	
Purpose of activity / project within this Outcome: Larder will be more independent and have more control over their space which develop more sustainable practices to continue supporting the community.	
	Target 2022-23
Outputs	
Stock room refurbished x1	1
Larder is able to run more smoothly and benefit over 300 members per year	300
Outcomes / Indicators:	
Larder volunteers and trustees feel more independent	
Larder volunteers and trustees are more confident in their ability to run the larder.	
Local members are able to continue benefitting from the larder	

Hi Bruce

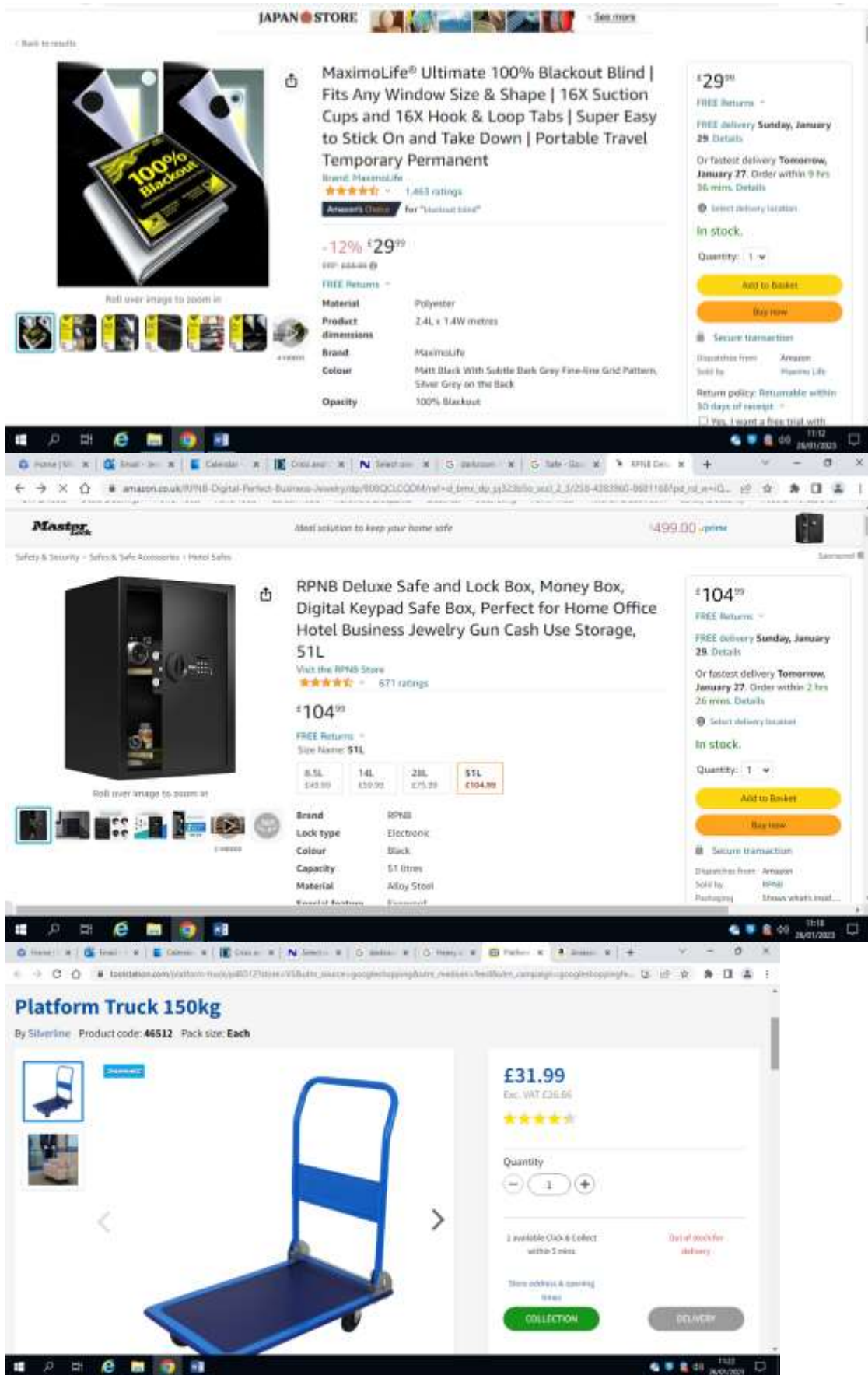
The cost to uplift/screed and supply and fit Linoleum to new food room. £1043.40 excl. VAT

Many thanks

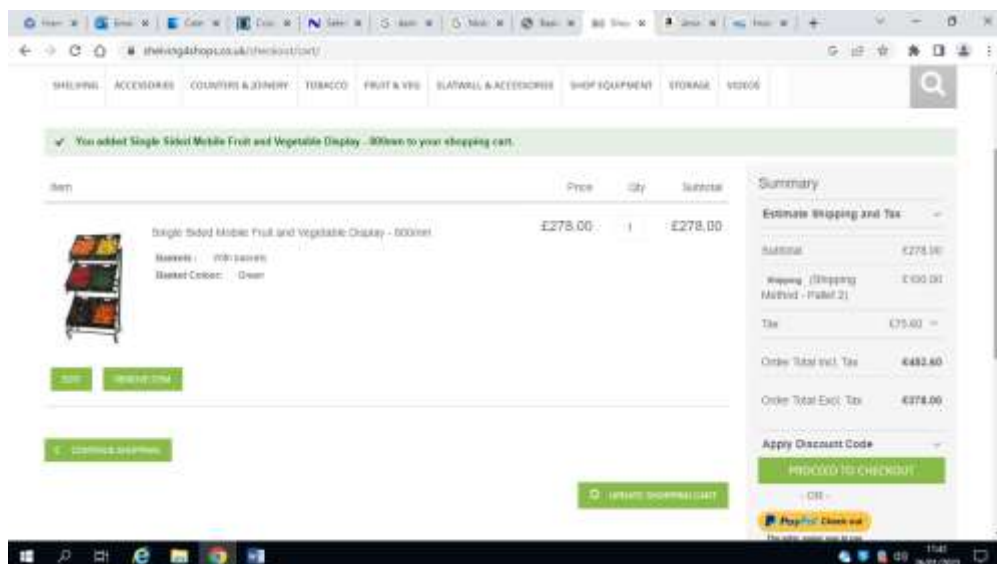
John

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Completed applications should be emailed(preferably in Word file format) to the Dundee Partnership Team, via alix.finlayson@dundeecity.gov.uk. Please note that at present we are unable to deal with paper-based applications due to our current working arrangements

Please also sendan electronic copy of the completed form to the relevant Community Learning & Development Worker supporting the Community Regeneration Forum. Contact details for each of these Workers is on page 10 at the end of the guidance notes.