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Dundee Partnership **Community Regeneration Fund**

Grant Application **2023/24**

Applicant Information	
Name of Applicant Group	Maxwelltown Information Centre
Activity Title	MAXyouth Groups
Grant Requested (£)	£10,000.00

- 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	
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 type="checkbox"/>
Physical & Environmental Improvement	<input type="checkbox"/>
Youth Inclusion	<input checked="" 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 checked="" type="checkbox"/>
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 and given accurate contact details?	<input checked="" 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. We have measures in place to make the centre and garden safe to open to members of our local community as lockdown restrictions permit.

We have full COVID -19 Procedures and Risk assessments in place to make it safe for everyone to participate in and staff/volunteers to deliver our services and activities. Our policies and procedures are continually reviewed as restrictions change to ensure we are always compliant with government and public health rules and regulations.

Who is the grant for? (Name of Applicant Group / Department)			
Did you receive a Dundee Partnership grant during 2022-23? (If yes, list all grants below)			YES
Title of project funded	Amount granted	When	Was it fully spent?
Holiday Club & Afterschool Groups	£6,905.00	April 22	Ongoing
Cosy Spaces	£545.32	Oct 22	Ongoing
Cosy Spaces - Chairs	£582.48	Dec 22	Yes

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DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Please give a description of what you want this grant for - (Use additional sheet if required)

The award will be used to part fund our youth workers for 2023/2024 .Our workers allow us to provide 11 popular weekly garden workshops for local schools and nurseries. They also deliver 2 weekly after school clubs, a youth cooking group and our award winning holiday garden club.

The funding will be used to employ 2 youth workers and a youth sessional worker to plan, develop and manage all the following youth sessions:

- Our Garden is attended by our 4 local primary schools, 3 local nurseries and 1 high school. In the 3 weeks of term time in January alone the Garden was attended by 142 different young people. Weekly we deliver 11 sessions over 4 days in the Garden, with sessions focusing on outdoor educational activities. Our young people take part in various activities in the Garden from Pond dipping to arts and crafts, the main focus of the sessions are growing fruit and vegetables in our award winning community garden. This empowers young people, giving them the confidence to take the skills they've learned in the garden and use them within school and at home. We have very positive relationships with our local schools and nurseries and a high demand for sessions.
- Our After School Clubs run 2 evenings a week and we currently support 25 different children from the local area. The club focuses on free play, creativity and being outdoors all year round – the clubs are very much led by our young people as they often choose and develop their own activities that our youth workers facilitate.
- Our Youth Cooking Group is attended by 8 local secondary school pupils on a Thursday evening. The groups focuses on developing cooking skills, learning to use produce from our community garden and overall increasing our young people's confidence and leadership skills. The group prepares healthy dishes that they can take home and share with their family. Each month our Youth Cook Group prepares and serves local elderly residents who are isolated in the community through the "Come Dine with Us" initiative. This intergenerational project has broken down barriers between older and younger members of the community through food and conversation and has become an important part of our Youth Cook Group.
- Our Garden club runs over the Easter, Summer and October School holidays, Monday – Thursday 10am-3pm. Last year we had 162 different participants over the 10 weeks. Our club is always fully booked with a waiting list. This year we will run our Holiday club over the many In-service days that occur throughout the year. This will allow children who are on our waiting list for the clubs to experience the Garden during one-off sessions. The grant would also fund a sessional worker during the holidays. This additional worker means we can safely provide access for up to 20 different young people each day.

All our youth activities are delivered free of charge to our youths with no barriers to participation.

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

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

Our children will be safe, healthy, achieving, nurtured, active, respected responsible and included.

People in Dundee will have improved physical health and mental well-being and will experience fewer health inequalities.

How many people will benefit from this project?	MALE	300	FEMALE	300
	WHOLE COMMUNITY (tick if applicable)			

Please say why the project is needed (Use additional sheet / expand this text box if required)

Many of our young people do not have gardens or access to green space and therefore have limited freedom to play outdoors. Over the years we have developed strong relationships with our young people and their families. The garden has huge benefits for our young people in relation to their physical and mental health. We encourage healthy eating and mindfulness in the Garden allowing our young people to be themselves embracing their individuality in a safe healthy environment. Many of our children have attended the clubs since beginning primary school and once they get to high school they have the option of becoming a youth volunteer, this can further strengthen their skills and confidence as they help lead groups of our younger participants. This year we are introducing our Youth Cook Group to the Saltire awards so they can celebrate their achievements and give them recognition for their contributions to the Garden.

Another indication of the need for the project is its huge popularity and the demand for places to take part. We have been able to address this by providing more activities and sessions over the last few years.

We continued to support as many young people as possibly during lockdown and now demand for our youth work is greater than ever. It is essential going forward that we adapt and amend our activities to support our young people. Now the cost of living crisis is having a disproportional impact on our community we need to support our young people more than ever.

Young people attending our After School Club and Garden Club have created friendships that go beyond the clubs, with many of them meeting outside the clubs and excited to see each other during the holidays. One of the unexpected outcomes of the clubs was the young people reconnecting when they start high school, many of them have said they felt anxious about the change and meeting their friends from the club makes the transition easier as they see lots of familiar faces.

Pete Richie - Executive Director Nourish Scotland:

"On a Monday morning in the school holidays the garden is buzzing with people as well as bees. In one corner, children are harvesting produce and cooking lunch, and there's a group under a trellis working with a jewellery designer to learn about bacteria and natural dyes. But what's most striking is the children who are just hanging out, at home in the garden. They have the natural confidence that comes easy to children who grew up with their own garden – but they've found that confidence here.

It's a confidence that's extended to food, as they've discovered that 'mostly edible' goes much further than the truncated offer in the supermarkets. They enjoy the thin-skinned purple tomatoes which could never meet the shelf-life test and split at the first opportunity but taste utterly different; they try beetroot leaves, radish leaves edible flowers, calendula, nasturtium, courgette....":

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

What local consultation has taken place regarding this application?

(Please provide evidence summarising the results of any consultation)

All our youth activities and services are designed from the start with the input of the young people we serve. We spend a lot of time discussing what specific issues and problems they face and what types of activities they feel would be most beneficial. We constantly seek feedback and evaluation of our work. One of our best attributes is that we are never afraid to try something new or different we are always open to suggestions that young people feel would improve the services we provide.

Local people are involved in the development and running of our centre at every level. From our board of trustees who steer the overall project, to the individual volunteers who deliver and support our daily activities, to participants of all ages. Our youth groups are very actively involved in the whole process too - they have a say in determining the activities we provide not only for their groups but across the centre.

Our youth volunteers have great input into our activities and we consult regularly with them on events and project design.

To insure the continuing success of our youth work we liaise with local schools and other youth groups. Our youth worker regularly attends local primary school assemblies to promote our holiday garden club and after school clubs. Our holiday garden club enables children to participate fully and positively, making their own decisions and feeling empowered to contribute.

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?)

We have great evidence of the huge, beneficial impact our project has had for our local youths over the last few years. Our case studies, valuations, observations and feedback from parents, carers and the school really do demonstrate attendees of our groups feel happier, safer and more confident as a result of taking part.

Much of the evidence that the local community supports this application comes directly from our youths. They regularly tell us how much they enjoy coming along and many race to the centre after school to be here first!

All the local schools and nurseries tell us of the huge beneficial impact garden visits have for pupils of all ages and backgrounds. We work closely together to evaluate our work and produce case studies. It is well recognised that there is considerable demand for youth activities in the local area and there is no other project in Dundee delivering garden based activities out of school like ours.

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

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

The effect of deprivation on our local children means they have outcomes in relation to learning, health, and employability that are significantly lower than the Scottish average, our project works tirelessly to tackle this inequality.

We enable children to feel safe, and grow their own food to enjoy in a pleasant and nurturing environment. Children who are withdrawn and unwilling to be part in other groups flourish in the centre and garden. They genuinely look forward to taking part in all our youth groups.

We have had fantastic feedback from the schools, families and partner organisations we work with on the benefits and impact the garden project has had for our local youths.

We are aware that the education attainment gap will continue to grow unless as a community we can provide excellent out of school services, activities and opportunities for our local young people, this is at the very core of all our youth work.

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)

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

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 are awaiting the decision of a Funding application from Children in Need £15,000 (March 2022) This will be 3 years funding.	£15,000.00
Balgay Children's Society provides regular donations to support our youth workers	£1,625.00

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

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 (£)
Youth Worker Term Time - 21 hours x's 40 weeks @ £13.00	10,920.00	2,730.00
Youth Worker Term Time 30 Hours x's 12 weeks @£13.00	4,680.00	2,340.00
2 Youth Workers Holiday Club: 12 Weeks x's 28 Hours x's £13.00 (4,368.00 each)	8,736.00	4,368.00
Holiday Club Sessional Youth Worker: 10 Weeks x's 21 Hours x's £10.90	2,289.00	562.00
Totals	£26,625.00	£10,000.00

- **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)

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

In addition to monitoring attendance we use a wide variety of different methods/tools to evaluate our youth work - we primarily use observation as well as mood boards and group evaluations. Our youth workers write up each session with what has been successful and ideas that the children have. This helps us look back on sessions to evaluate activities that worked well and areas we can improve on.

To further evaluate our work with the children we will work closely with the schools and value their feedback on improvements in behaviour, confidence and mental well being. Our Youth Workers have developed strong bonds with our young people and their parents, this allows us to ask parents directly for feedback and how we can best meet the needs of their children.

We regularly work with youths and families to produce individual case studies of the beneficial impact our project has had for them.

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)

1st April 2023

What is the planned end date of the event/activity?

31st March 2024

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

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: Our children will be safe, healthy, achieving, nurtured, active, respected, responsible and included. People in Dundee will have improved physical health and mental well-being and will experience fewer health inequalities.	
Purpose of activity / project within this Outcome: Local children will experience a range of activities in a nurturing and safe garden environment within their local community.	
	Target 2021-22
Outputs	
11 sessions each week for local nursery, primary and high schools.(38 Weeks)	418 sessions
Day long sessions over the school holidays for 20 children per day.	48 sessions
2 weekly afterschool sessions based in the garden for children from our local primaries during term time (38 weeks)	76 sessions
A weekly youth cook group during term time (38 weeks)	38 sessions
Outcomes / Indicators:	
Our young people will feel empowered to face the daily challenges in their lives.	
The project encourages exercise and healthy eating which will lead to improvements in physical and mental health.	
Young people report increased confidence.	
Our young people feel safer within the community.	

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

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*

GUIDANCE NOTES

Section 1 - Criteria & Requirements

If you require assistance in completing this form, please contact your local Community Worker using the details given on page 9.

CRITERIA

- Applicants must highlight the relevant Outcome(s) relating to their application from the City Plan or Local Community Plan (see section 3 below) and **explain how their application will assist in closing the gap for the most disadvantaged people and children i.e. those living in Community Regeneration Areas (CRA)**
- It is expected that applicants will explain how the application may assist in delivering on actions in the relevant Local Community Plan (available at www.dundee.gov.uk under Community Planning or from local Community Workers)
- **It is also preferable for applications to focus on the 15% most deprived areas as set out in the Scottish Index of Multiple Deprivation** (Community Workers will provide appropriate maps upon request). These are mostly within the CRA boundaries.
- Forums will be expected to demonstrate that they are supporting the Dundee Partnership's commitment to tackling deprivation by 'closing the gap' between the best and worst off in Dundee. For further information please refer to 'For Fairness in Dundee' (copies available from local Community Workers)
- Applications for Physical or Environmental Improvements must be made up of at least £6,000 of Capital development
- Applications **from school staff and parent councils are no longer eligible for Small Grants or Youth Inclusion funding**. Consideration should instead be given to applying for Pupil Equity Funding or other external funding. Applications for Physical & Environmental applications are still allowed

REQUIREMENTS

- **All applicants must submit the latest copy of their annual accounts.** These must clearly show what funds are available to the applicant i.e. the level of reserves held, and the overall annual expenditure of the applicant and will be used to help determine eligibility for funding
- **Estimates / Quotations for expenditure are necessary in all cases** and detailed quotes (including company number and other details) are required, particularly where expenditure is greater than £5,000 to demonstrate value for money. Good practice is to secure three competitive quotes for larger items of spend and these should all be submitted along with the application as evidence of seeking value for money
- All applications for Physical or Environmental Improvements must state how maintenance will be carried out
- **All Small Grant & Youth Inclusion agreed funding must be spent by 31st March 2022.** An extension beyond 31st March may be available for Physical & Environmental Improvement approved funding. Unspent funds will be reclaimed

ADDITIONAL GUIDANCE

- Where possible, applicants should seek funding from another source before applying for DP Community Regeneration Funding. This will help it maximise the overall level of funding available to communities across Dundee. In order to achieve this, applicants should plan and apply well in advance of their activity taking place
- During 2021-22 the Dundee Partnership Team will be scoring each application against a set of regeneration priorities. Scores will be used to help guide Community Regeneration Forums in their decision making processes. Scores will be assigned based on answers given to questions in the application form. Priorities focus on; community support for the activity, local consultation, geographical targeting, targeting of disadvantaged groups, tackling deprivation, increasing community capacity, contributing to local and/or city plans, making a measurable difference, and making a longer term difference.

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Section 2 - Process

- 1) Applicants are to complete the application, inclusive of financial and any other evidence required and provide to the Dundee Partnership Team and relevant Community Worker (see below). **Applications must be fully completed, signed and include all relevant bank details or code transfer information**
- 2) Completed applications, with all necessary supporting evidence, are to be submitted and final funding decisions will be made at Building Stronger Communities meetings on the following dates:

Application Deadline 2022/23	BSC meets on
7 th January	17 th February
18 th February	24 th March
18 th March	21 st April
8 th April	19 th May
13 th May	23 rd June
10 th June	21 st July

Application Deadline 2022/23	BSC meets on
5 th August	22 nd September
9 th September	20 th October
7 th October	17 th November
4 th November	15 th December
2 nd December	19 th January
6 th January	16 th February

- 3) Community Workers will contact all applicants as part of the Assessment process prior to discussion of the application at the Local Community Regeneration Forum
- 4) Applicants will be informed of the final decision on their application after the relevant meeting of the council's Building Stronger Communities Group
- 5) If applications are unsuccessful at any point during the process, the applicant will be notified in writing by the Dundee Partnership Team
- 6) Successful applicants will be required to sign an acceptance agreeing to the terms and conditions. These are required to be with the Dundee Partnership Team before money is released for successful applicants
- 7) **Payments cannot be made retrospectively** (all activity and expenditure must be after the approval date at Building Stronger Communities)
- 8) Providing monitoring returns on performance and financial expenditure are part of the terms and conditions relating to an award. These forms will be provided by the Dundee Partnership Team to successful applicants. **Failure to provide these reports will result in any further applications being rejected until such time as satisfactory reports have been received**
- 9) If your award is for year round activity (April to March), an interim report on performance and financial expenditure must be submitted by the 31st October. **Failure to submit this will also result in any further applications being rejected until such time as satisfactory reports have been received**

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Section 3 - Outputs & Outcomes

Applicants should select the appropriate Dundee City Plan Outcome or Local Community Plan Outcome to which their application relates most closely and within which their outputs and outcomes can be recorded. (Both plans are available at (www.dundee.gov.uk).

ACTIVITY OUTPUTS & OUTCOMES

Outputs

These are details of activities (i.e. *what you will do*) and will have numeric targets such as:

- Hold a community event for 400 people. Target = 400 people
- Hold 10 daytime activity sessions over a 10 week period. Target = 10 sessions (you would also be likely to include an output and target for the numbers attending each session)
- 8 hours of street work by two workers per week over 50 weeks. Target = 400hrs

Please only include outputs that are key to the activity/project. If you are unclear about what you should include, contact your local Community Worker in the first instance.

Outcomes / Indicators

These are measures to show the impact of the activity/project (i.e. *what difference you will make and to whom*). There does not have to be a set target, but a numeric response should be possible at the end of the activity

Whilst setting out the outcomes / indicators, **applicants need to be sure that these will be measurable from their recorded data** (or other data that they are able to access) for their own benefit, that of the Forum and of the Dundee Partnership. If you are unclear about what you should include, contact your local Community Worker in the first instance.

- Number of participants reporting an increased knowledge of the benefits of exercise (could be recorded on feedback forms)
- Young people will better understand the dangers of substance misuse (again a feedback form could be used)
- There is a reduced level of reported anti-social behaviour and criminal activity (information from the police could be used)
- Local residents report being happier with their local area (this could be based on information from annual DCC questionnaires or other, more specific, feedback gained at e.g. community events)

COMMUNITY WORKERS

Each of the Wards listed below has a Community Worker/Communities Officer with a specific responsibility for supporting the activity of the local Community Regeneration Forum, including providing support to potential applicants. The contact details for these workers are given below.

Coldside:	Jennifer Kincaid	433580	jennifer.kincaid@dundee.gov.uk
East End:	Claire Shepherd	438643	claire.shepherd@dundee.gov.uk
Lochee:	Claire Ramsay	431832	claire.ramsay@dundee.gov.uk
Maryfield:	Val Kane	438856	val.kane@dundee.gov.uk
North East:	Alan Fraser	438641	alan.fraser@dundee.gov.uk
	Fraser Bain	436958	fraser.bain@dundee.gov.uk
Strathmartine:	Hazel Feilder	436364	hazel.feilder@dundee.gov.uk
	Colin Christie	435851	colin.christie@dundee.gov.uk
	Catriona McNicoll	436415	Catriona.mcnicoll@dundee.gov.uk