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# Dundee Partnership Community Regeneration Fund

# Grant Application 2022/23

Applicant Information		
Name of Applicant Group	roup KIRKTON LIBRARY	
Activity Title	CRAFT CLUB	
Grant Requested (£) £1572.50		

- 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 <u>each</u> Forum, but it is essential that each application can stand on its own if agreed and that the application is <u>not</u> for a city-wide activity, but a local activity that is to take place in more than one Ward.

	VARD WHERE YOUR T WILL OPERATE		PLEASE INDICATE WHICH TYPE C YOU ARE APPLYING FOR	
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East End		Р	hysical & Environmental Improvement	t 🗌
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Strathmartine	$\boxtimes$		oplication will be sent to you via email dicate otherwise	uniess you

C:\download temp\alix.finlayson\Downloads\CRF Application form\_Kirkton Craft Club.docx

## **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	YES
Read the guidance sections of the form	YES
Fully completed the information on the front of the form	YES
Provided a response to all sections of the application form (including indicating a section as 'N/A' where relevant)	YES
Checked that your budget adds up properly?	YES
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?	YES
Included appropriate, measurable outputs & outcomes?	YES
Provided your groups accounts, or other appropriate financial information?	n/a
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)	YES
Checked that the bank details or financial code are correct / complete?	YES
Signed the form and given accurate contact details?	YES

## 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: the project will commence as soon as all (or the bulk) or the resources have been acquired.

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 – the furniture requested will afford us the flexibility to run the club and activities as dictated by numbers attending, whether in the learning suite or the larger open area that we have created within the library with the aim of hosting more events and activities. All participants will be reminded of hygiene rules re. the use of shared resources, and equipment will be cleaned as appropriate.

Who is the grant for? (Name of Applicant Group / Department) Did you receive a Dundee Pa (If yes, list all grants below)		LIBRARY		<del>YES</del> / NO
Title of project fund	ed	Amount granted	When	Was it fully spent?
n/a				•

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

A craft club for adults, to be mostly self-directed, allowing participants to try out and experiment with a range of craft materials, as well as getting together with like-minded individuals.

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

Building stronger communities: increase empowerment of local people Health, care & wellbeing: improve mental health and wellbeing

How many people will benefit from this project?	
Will any specific groups benefit from this project? (male, female, age range or characteristic)	protected
This project is aimed at primarily benefitting adults in the local are universal appeal.	a and has

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

Kirkton Library currently has not run groups or clubs from some time and we are keen to contribute more to the choice of activities on offer within the Library and the Community Centre. A craft group would increase the variety on offer for adults while meeting the needs of those for whom sport-oriented or age restricted groups (children, elderly) are less suitable.

A craft group would sit well with other resources available within the Library (craft books and internet access). The aim is to provide the opportunity to try out a wide range of crafts, encouraging creative expression and social interaction. (As there is already a sewing/knitting/crochet within Kirkton Community Centre, the focus will be on crafts not already provided by this group).

The project has broad appeal and complements activities already available but requires initial investment for resources. Some of the items requested would also facilitate the running of further events and activities.

With the cost of living crisis meaning many must focus on only the essentials in life, a craft club offers the opportunity to relax, meet others, learn new skills and benefit from a creative outlet.

Crafting provides many benefits:

- Encourages creative thinking and learning
- Can open up career progression routes:
- Reduces social isolation, and can provide low-pressure opportunities for people who experience social anxiety.
- Improves cognitive development
- Improves mental health well-being, providing relaxation, a sense of achievement and improving self-esteem

What local consultation has taken place regarding this application? (Please attach evidence summarising the results of any consultation) We have spoken to some of our regular library users to find out what kind of groups or activities they would like to see and crafts were among those suggested. We have also queried with community libraries throughout the UK and craft groups are among the most common and successful of activities offered. 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?)

Current creative classes/groups on offer within this and nearby centres/libraries are well-attended and popular. Our project aims to complement these and increase the range of opportunities available. Library users often ask about available clubs and activities so there is interest/appetite for us to add to what we can provide. This project is the only one that would require initial funding in order for us to be able to run it.

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

We have two aims with this project 1) to offer those who many not have considered or been able to afford crafting to give it ago. 2) to bring individuals together, reduce isolation and encourage community participation.

Whereas exercise and social activities can often be undertaken easily and for free, creative arts – especially for adults - are less easy to access without cost. Quality craft supplies for adults can be expensive and therefore out of reach for many, making it the preserve of those better off. The Kirkton district is among one the most deprived areas within Dundee. By removing the cost barrier, we can foster an inclusive group that is available to everyone.

There is no expiry to this project: initial funding is only required to establish a base line of materials and furniture. The furniture requested can also be used in the provision of more events and activities for the benefit of the whole community.

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) Once the initial investment has been made, used resources can be replaced or supplemented by the Library. Library staff will also initiate and maintain its promotion.

What is the expected 'life' of the improvement? (e.g. before it will require replacement) It is hoped that the group can run indefinitely, for as long as there is interest from the community.

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 can add the CRF logo to promotion and paperwork relating to the Craft Club

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 – unaware of currently available funding opportunities that might support this project.	

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 <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 (£)
2x CONTOUR PLUS FOLDING TABLES (YPO: £150.55 each)	£301.10	£301.10
1x CONTOUR PLUS SMALL TABLE (YPO: £92.65 each)	£92.65	£92.65
5x STACKING CHAIRS (YPO: £21.75 each)	£108.75	£108.75
2x LOW LEVEL TABLES (YPO: £143.50 each)	£287.00	£287.00
2 x STORAGE UNIT (Really Useful 7 drawer unit: £40 each)	£80.00	£80.00
STORAGE BOXES; 3 PACK	£20	£20.00
4x SMALL STORAGE BOX W. INTERNAL TRAYS (£7 each)	£28	£28.00
RANGE OF CRAFT SUPPLIES – SEE DOCS. ATTACHED	£655	£655
Totals	£1572.50	£1572.50

• 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)

Additional pages are attached at the end of this document, detailing intended purchasing for craft materials showing copy/pasted baskets from Hobbycraft with a price for the equivalent items purchases from Amazon for comparison (screen grabs of the Amazon basked can also be provided if required). Overall Hobbycraft proved to be the cheaper option and the £655 cost is based on their prices. *(NB. As these are adult craft items, I could not find the majority of them sourced from suppliers via Civica Authority Purchasing).* 

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

Numbers attending the group will be recorded, as well as tracking use of the materials provided. We will also request feedback from participants, in terms of the current activities and resources made available, and how these could be added to or improved.

What is the planned start date of the event/activity?	Spring 2023
Please note turn around on applications is 6 - 10 weeks and funding cannot be retrospective (see section 2 of the guidance notes)	
What is the planned end date of the event/activity?	No end

## **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 <u>City Plan</u> / <u>Local Community Plan</u> 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:		
Purpose of activity / project within this Outcome:		
Increase empowerment of local people		
	Target 2022-23	
Outputs		
Provide access to quality crafting materials and resources	100% annually	
Offer choice and variety for a broad learning experience	100% annually	
No cost activity with refreshements available	100% annually	
Outcomes / Indicators:		
Increasing confidence and sense of achievement	Within first year	
Increase in skills and learning	Within first year	

## City Plan / Local Community Plan Outcome:

## Purpose of activity / project within this Outcome:

Improve mental health and wellbeing

	Target 2022-23
Outputs	
Opportunity to relax and interact with others	100% annually
Opportunity for learning and self-improvement	100% annualy
Outcomes / Indicators:	
Reduce social isolation	Within first year
Improved confidence & positive mental health	Within first year

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

Please also send an 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.

## **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 <u>www.dundeecity.gov.uk</u> 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. 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 31<sup>st</sup> March 2023. An extension beyond 31<sup>st</sup> 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.

## **Section 2 - Process**

- 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
- 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 <sup>th</sup> January	17 <sup>th</sup> February
18 <sup>th</sup> February	24 <sup>th</sup> March
18 <sup>th</sup> March	21 <sup>st</sup> April
8 <sup>th</sup> April	19 <sup>th</sup> May
13 <sup>th</sup> May	23 <sup>rd</sup> June
10 <sup>th</sup> June	21 <sup>st</sup> July
8 <sup>th</sup> July	18 <sup>th</sup> August

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

- 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 31<sup>st</sup> October. Failure to submit this will also result in any further applications being rejected until such time as satisfactory reports have been received

## 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.dundeecity.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.

<u> </u>		405000	
Coldside:	Rhea Dryden	435838	rhea.dryden@dundeecity.gov.uk
East End:	Claire Shepherd	438643	claire.shepherd@dundeecity.gov.uk
Lochee:	Claire Ramsay	431832	claire.ramsay@dundeecity.gov.uk
Maryfield:	Val Kane	438856	val.kane@dundeecity.gov.uk
North East:	Alan Fraser	438641	alan.fraser@dundeecity.gov.uk
Strathmartine:	Hazel Feilder	436364	hazel.feilder@dundeecity.gov.uk
	Colin Christie	435851	colin.christie@dundeecity.gov.uk
	Catriona McNicoll	436415	Catriona.mcnicoll@dundeecity.gov.uk

## **BLANKS & BASES**

HOBBYCRAFT: £60.50 (AMAZON EQUIVALENT: £76.81)

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## **GLUES & ADHESIVES**

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## PAPER CUTTING HOBBYCRAFT: £194.50 (AMAZON EQUIVALENT: £185.53)

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