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Dundee Partnership Community Regeneration Fund

Grant Application 2023/24

Applicant Information		
Name of Applicant Group	CLD East Youth Team MidCraigie & Linlathen	
Activity Title	MidCraigie and Linlathen Youth Provisions – (Two evenings per week, holiday programmes/trips, food insecurity and winter cozy clothes appeal)	
Grant Requested (£)	£24,625.23	

- 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.

TICK THE WARD WHERE YOUR PROJECT WILL OPERATE		PLEASE INDICATE WHICH TYPE OF GRANT YOU ARE APPLYING FOR		
Coldside			Small Grant	
East End	Х		Physical & Environmental Improvement	
Lochee			Youth Inclusion	Х
Maryfield				
North Fast				

Strathmartine

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

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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)

The group has now been established for over 2 years and will continue to run at the start of the next financial year, April 2023. We have seen an increase in numbers this year. Delivery will continue on Tuesday and Wednesday evenings in Rowantree Primary School with staff, resources, and risk assessments in place.

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

Although guidance has been relaxed we will continue to follow guidelines set out by the Scottish Government and CLD Standards Council. We will adhere to Rowantree Primary School guidance in regards to maximum numbers of people per room/area. PPE will be on offer at every session for those who wish it. We will ensure that the areas we are working in are well ventilated and will use the outside space as often as possible.

Who is the grant for? (Name of Applicant Group / Department)	Dundee MidCrai Provisi			
Did you receive a Dundee Pa (If yes, list all grants below)	artnership g	rant during 2022-23?		YES
Title of project fund	ed	Was it fully spent?		
CLD East Youth Team Mid Linlathen Youth Provis		£20,922.05	April 2022	Yes

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

The East Youth Team runs two evening provisions at Rowantree Primary School on Tuesday and Wednesday evenings. These provisions prove popular and on average, there is approximately 30 young people who attend the P7 Youth Group on Tuesday evenings and 55+ young people attend the S1+ Group on Wednesday evenings (with numbers usually rising in the summer months). It came to light through consultation with young people that they would like a football drop in, so we have just started this at Fairfield on Thursdays after school this has the capacity to take 20-30 young people.

We promote our youth groups through interactions with P7 classes at Rowantree and at lunchtime drop-ins at Craigie High School. We also have social media pages where we inform and showcase what young people have been up to.

This year has seen an increase of young people accessing our youth provisions in MidCraigie and Linlathen, this may be a result of the cost of living crisis and the impact it is having on families in the area. There has been an influx of young people specifically coming along to group for their 'tea'.

If the funding is granted, we would be looking to continue the weekly evening provisions for local young people, providing a variety of activities (sports, arts and crafts, games and creative projects.) Monies would be used for purchasing new resources identified by the group participants.

We also provide hot meals and snacks at each session for all young people targeting food insecurity making sure they all get fed. Monies would pay for a variety of foods, ingredients & snacks.

During the school holidays we would use monies to organise and provide holiday programmes, giving the young people opportunities and experiences to take part in free trips and activities both in Dundee and out with. Many families struggle during the holidays to provide and keep their children entertained as trips can be costly, we will also ensure young people have access to food during holiday periods. Christmas is a particularly tough time for families who have financial struggles therefore the youth team would like to provide a targeted group of young people with special Christmas Hampers, containing a variety of self-care products, small gifts and treats.

Last year 80 young people accessing our provisions benefited from the cozy clothes funding provided by yourselves. Increased living costs means many households are cutting back on essentials, with low income households most at risk, young people in MidCraigie and Linlathen would benefit from this fund again, with an additional cohort of young people being identified.

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

CLD Plan 2021-2024 -

CLD Partners will maintain a targeted approach to identify the most vulnerable families & young people within communities

LCPO –

We need to respond to the cost of living crisis.

We need local opportunities to be involved in learning, social and physical activities which promote wellbeing.

City Plan –

Reduce child poverty and inequalities in incomes, education & health

There will be a reduction in the attainment gap with an increase in the attainment of pupils living in the 20% most deprived areas.

A greater variety of opportunities that meet the needs and aspirations of our young people will be available so that they are encouraged to stay in the area after leaving school and/or university or college.

How many people will benefit from this project?		MALE	40- 50	FEMALE	40- 50
	WHOLE	COMMUNITY	(tick i	if applicable)	

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

As part of the East End Youth Team our work is targeted at young people living in high areas of deprivation. The SIMD 2020 briefing has highlighted the statistics for the child population (aged 0-15) in the most deprived areas with 92.5 % (SIMD 5%) identified in Linlathen and 79.1% (SIMD 5%) identified in Mid Craigie.

From the statistics and through continuous consultation with local young people, Rowantree PS and the residents of MidLin it was identified that there was still a need for free accessible youth provision in the area.

Our groups are targeted at young people Primary 7 and above to engage with youth provision over three evenings. Delivering at Rowantree PS and Fairfield Community Astro pitch keeps us in the heart of the community and is accessible to the local young people. Rowantree PS is a venue that allows the youth team to engage with local young people and provide a safe space/provision where we can address some of the inequalities faced by young people whilst building up good supportive relationships.

The youth provisions will offer young people the opportunity to take part in a range of diversionary activities/programmes in turn encouraging positive and informed choices, reducing antisocial and offending behaviours and increasing wellbeing. Young people will be encouraged to get involved in the planning of our activities and programmes.

We also offer volunteering opportunities for older young people within the local community. Young people are usually identified from accessing youth provision or relationships that have built up through CLD engagement. Our volunteers develope transferable skills for learning, life and work and can work towards achieving a Saltire Award for their commitment. They also get the opportunity to participant in a variety of training programmes such as first aid, REHIS, child protection.

What local consultation has taken place regarding this application? (Please provide evidence summarising the results of any consultation)

We continually consult with local young people throughout the year to ensure that our provisions are meeting their needs. We welcome fresh ideas and encourage the young people to have a voice to build up their programmes.

Positive feedback from young people attending groups, staff at Rowantree and parents informs our plans for developing provisions and shows us that the provisions are successful. We have responded to recent consultation and are now providing a football drop-in, to young people, targeting their physical and mental wellbeing.

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 numbers attending our groups have increased over the past year, showing that local young people not only support this application but enjoy and need these provisions we provide.

Feedback from the local community has been positive and if they could have us running every night of the week they would!

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

The SIMD2020 briefing has highlighted the East End Ward as having one of the highest rates of children and young people living within deprivation. There are 5 data zones within the East End that are ranked within 5% most deprived and 2 datazones within the 15% most deprived.

Linlathen (92.6%), and Mid Craigie (79.7%) are the community areas that have the greatest proportions of their populations living in data zones ranked in the 20% most deprived.

The youth team aim to provide free, accessible youth provisions on Tuesday, Wednesday and Thursday evenings for local young people. We will consult and encourage young people to design the programme/activities to ensure the needs of the young people are being met and that they are getting the most out of their experience. We hope to create a safe and fun environment where young people can engage with peers, get support from staff and flourish in a positive environment.

The free provision will run throughout the year over three evenings (Tuesday, Wednesday & Thursday) with the exception of the Christmas break. It will offer holiday provisions, full of free activities and trips, giving young people the opportunity to try new things and make great memories. Thus, reducing the financial burden on families (especially through the long summer holiday period).

All young people will be offered food at our evening provisions, tacking food insecurity and reducing the stigma of food poverty.

Running the provisions also allows the youth team to identify young people who would benefit from additional support. We can put things in place or sign post where needed.

Providing clothing vouchers to young people ensures some of their basic need are being met.

The youth team are building up positive relationships with young people and offering a service to all young people bridging the gap in societal inequalities.

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)

Rowantree P.S have agreed to storage of all equiptment/resources

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)	£	
DCC Staffing -	IN KIND	
2 x Qualified CLD Youth Work Staff 2 x Youth Workers 6 x Assistant Youth Workers		
DCC Communities Let - 50 weeks x 2 evenings @ Rowantree Primary School	IN KIND	

50 weeks @ Fairfield Community Pitches	DCC Budget

Cost Heading	Full Costs (£)	DP Aid (£)
Food Insecurity - £ 4,400	£4,400	£4,400
50 weeks x 3 Evening Provisions		
£1 per head x 80 young people per week (full meals) £0.40 per head x 20 young people snacks at football		
Resources - £ 1,248.68	£1,248.68	£1,248.68
Art materials = \pounds 261.22 Replenishing Beauty products = \pounds 209 Outdoor Sports Equipment = \pounds 149.48 Computer Console & Games = \pounds 628.98		
Holiday Programmes and Trips - £10,251.55	£10,251.55	£10,251.55
M&D's Theme Park - £1,839.00		
£17.95 x 80 wristbands £ 5.00 x 80 food vouchers £ 3.00 booking fee 72 yp 8 staff		
Wild Shore Aqua Park – £1,190		
£17 ph x 70 = £1,190 65 yp 5 staff		
Innoflate – £836.25		
Based on a group of 30 Full Hire & Food see invoice attached		
Blair Drummond - £1,007		
£14 yp X 64 =£896 £18.50 staff x 6 =£111		
Edinburgh Show – Shrek The Musical £1,400		
$40 \times \pounds 35 = \pounds 1,400$		

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Ice-Skating & Cinema - £ 987.30		
Ice-Skating £6 X 70 = £420 £1 x 62 = £62 £2 x 8= £16		
Cinema £6.99 x 70 = £489.30		
Edi Fountain Park Gravity & Tenpin - £2,032		
Gravity £18.95 x 40 = £758 (x 2 Trips)		
Tenpin £6.45 for 2 Games x 40 = £258 (x2 Trips)		
(Spoke to customer service on phone were unable to email a quote but said as it's large group would get concession prices)		
Xmas Pantomime - £ 960		
Panto		
70 x £13.50 = £945 £15 booking fee Based on last years costings		
Coach Hire - £ M&D's - 70 seater £600 Wild Shore - 49 seater £200 x2 = £400 Innoflate - 49 seater £275 x2 = £550 Blair Drummond - 70 seater £550 Playhouse - 49 seater £575 Ice-skating & Cinema - 70 seater £300 Fountain Bridge - 49 seater £525 x2 =£1,050 Whitehall - 70 seater £300	£4,325	£4,325
Winter Cozy Clothes Appeal - £3,600	£3,600	£3,600
Provide 80 young people with £45 Overgate Vouchers to buy warm winter Clothes (coat, hat, gloves, pj's, socks etc.)		
$80 \times \pounds 45 = \pounds 3,600$		
Christmas Hampers - £800	£800	£800
Provide 40 young people with Christmas eve hampers		

$40 \times \pounds 20 = \pounds 800$		
Totals	£24,625.23	£24,625.23

• 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

N/A

What other documents are you attaching to evidence the budget costs for this application? (e.g. quotes, estimates, projected income and expenditure)

Please find attached quotes and estimates.

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

DCC database (Cognisoft) for statistics regarding attendance numbers Feedback from young people and partner agencies Observations from staff and staff recordings Social Media interactions

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)	Week beginning 3rd April 2023
What is the planned end date of the event/activity?	Ongoing

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:

 Improve physical, mental and emotional health for children and young people who experience inequalities

Purpose of activity / project within this Outcome:

- To increase Health and Wellbeing outcomes for young people in the MidCraigie and Linlathen area, especially those who experience inequalities.
- To enhance opportunities for children and young people across the local area
- To divert young people from antisocial and risk taking behaviours.

	Target 2021-22	
Outputs		
Number of weekly activity provisions	150 over 3 evenings	
Number of Holiday activities/trips provided for the April, Summer, October, Christmas & school Holidays	11	
Number of Clothes vouchers tackling cloth poverty	80	
Number of sessions targeted at food insecurity	150 with snacks being provided at 50	
Outcomes / Indicators:		
Number of young people accessing weekly provisions	120+	
Number of young people engaging in holiday provisions	120+	
Number of young people benefiting from Cozy Clothes Appeal	80	
Number of young people being fed	120+	
Number of young people receiving Christmas Hampers	40	

City Plan / Local Community Plan Outcome:		
Purpose of activity / project within this Outcome:		
	Target 2021-22	
Outputs		

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Outcomes / Indicators:	

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 Worker/Communities Officer supporting the Community Regeneration Forum:

Coldside:	Alison Low - Coldside Community Office, 201-203 Hilltown
East End:	Claire Shepherd – Douglas Community Centre & Library, Balmoral Avenue
Maryfield:	Val Kane - Arthurstone Library, 5 Arthurstone Terrace
Lochee:	Claire Ramsay - Lochee Library, High Street, Lochee
North East:	Alan Fraser – The Crescent, 71 Lothian Crescent
Strathmartine:	Hazel Feilder - Ardler Community Centre, Turnberry Avenue

Email addresses for the above Community Workers are in the format firstname.lastname@dundeecity.gov.uk

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)
- All applicants applying to fund or part-fund staff costs must be paying the staff member(s) at least the relevant Scottish Living Wage hourly rate. <u>https://scottishlivingwage.org/what-is-the-real-living-wage/</u>
- 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.

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	BSC meets on
12 th February	18 th March
19 th March	22 nd April
9 th April	20 th May
7 th May	17 th June
4 th June	22 nd July
9 th July	19 th August

Application Deadline	BSC meets on
6 th August	23 rd September
10 th September	21 st October
8 th October	18 th November
5 th November	16 th December
3 rd December	20 th January
7 th January	17 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

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.

Coldside:	Alison Low	435839	alison.low@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