



For official use only:

Ref: S2302

Logged ☐  
Scanned ☐

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

### **Grant Application** **2022/23**

Applicant Information	
Name of Applicant Group	Strathmartine Community Empowerment Team (SCET)
Activity Title	Strathmartine Newsletter
Grant Requested (£)	5952.00

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

PLEASE INDICATE WHICH TYPE OF GRANT YOU ARE APPLYING FOR	
Small Grant	x
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. Kangaroo Print will organise print and delivery at agreed times throughout the year.

**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. Print and delivery of the newsletter will be undertaken by Kangaroo Print.

<b>Who is the grant for?</b> (Name of Applicant Group / Department)	SCET		
<b>Did you receive a Dundee Partnership grant during 2021-22?</b> (If yes, list all grants below)			<b>YES</b>
<b>Title of project funded</b>	<b>Amount granted</b>	<b>When</b>	<b>Was it fully spent?</b>
Strathmartine Family Summer Programme	14,663.00	May	Yes
Strathmartine Newsletter	1,488.00	January	Pending

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

To design and deliver 4 newsletters that will be used to share information with local households and organisations across Strathmartine. Each edition of the newsletter will focus on a theme that is relevant at the time e.g. cost of living, holiday provision, local support and advice etc.

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

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

DCC City Plan - Building Stronger Communities

**How many people will benefit from this project?**

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

Whole Strathmartine community will benefit.

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

Households are feeling the impact of post covid-19 restrictions and the ongoing increased cost of living crisis and are more in need than ever of knowing what support is available, both locally and city-wide. The newsletter will be a physical engagement tool that supplements information shared on social media networks for those that use. However, there are still large numbers of households in our community that do not access these sites for information and they are dependant on other ways of sharing information to enable them to know what support and advice is there for them.

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

(Please attach evidence summarising the results of any consultation)

Door knocking sessions by SCET workers, paper consultations during the past year and Community Collective consultation sessions. Strathmartine Forum members have also intimated that they would like to see a newsletter being made available for communicating with the wider community.

**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?)

Information gathered directly from local people at events mentioned above.

**How will the project / activity tackle deprivation or benefit those experiencing deprivation?**

(Refer to Section 1 of the Guidance Notes)

The newsletter will be free to households to receive and information shared in it can encourage local people to attend a range of activities in their community that can alleviate financial and social deprivation e.g. community cafes, food larders, community hubs, health & wellbeing groups, social interaction groups.

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

**For Physical & Environmental Improvements (which must be Capital worth at least £6,000 in value) the following questions must be answered:**

**Have all relevant permissions been agreed?** (please state what these are) n/a

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

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

**Could a plaque indicating the Community Regeneration Fund as a source be added on location for this award?** (If there would be additional costs for this, please indicate this in the budget section) n/a

**What other sources of funding have you secured / tried to secure for this project?**

- **If none, please state why this is the case**

(Detail below, including applications that are pending or that have been turned down. We may ask for further evidence of an application for other funding)

Source of Funding (detail if this funding is for more than 1 year, if applicable)	£
None	

**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 (£)
4 x 7500 newsletters printed and delivered	5952.00	5952.00
<b>Totals</b>	5952.00	5952.00

- **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 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

n/a as SCET do not hold any reserves

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

Design, print and delivery quote.

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

<p><b>How do you intend to monitor the project Outputs and Outcomes?</b></p> <p>Number of newsletters delivered. Feedback from residents</p>
--

<p><b>What is the planned start date of the event/activity?</b> Please note turn around on applications is 6 - 10 weeks and funding cannot be retrospective (<i>see section 2 of the guidance notes</i>)</p>	<p>April 2023</p>
<p><b>What is the planned end date of the event/activity?</b></p>	<p>March 2024</p>

### Outputs & Outcomes

It is expected that applicants will have evidence to support performance information when completing returns on the performance against target. Consideration of this should be given when outputs and outcomes are set out.

Applicants will usually refer to one [City Plan](#) / [Local Community Plan](#) Outcome, but the opportunity is given for up to two, if required. **Please refer to section 3 of the Guidance Notes** for examples of outputs and outcomes / indicators.

<b>City Plan / Local Community Plan Outcome:</b>	
<b>Purpose of activity / project within this Outcome:</b>	
	<b>Target 2022-23</b>
Outputs	
4 x 7500 newsletters delivered to Strathmartine household and projects	30,000 newsletters
Outcomes / Indicators:	
Community members are more informed of opportunities in their communities.	

<b>City Plan / Local Community Plan Outcome:</b>	
<b>Purpose of activity / project within this Outcome:</b>	
	<b>Target 2022-23</b>
Outputs	
Outcomes / Indicators:	

## 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](mailto: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 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 [www.dundeecity.gov.uk](http://www.dundeecity.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. 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

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

### 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

- 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:

<b>Application Deadline 2022/23</b>	<b>BSC meets on</b>
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
5 <sup>th</sup> August	22 <sup>nd</sup> September

<b>Application Deadline 2022/23</b>	<b>BSC meets on</b>
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.dundee.gov.uk](http://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 project (i.e. *the difference you will make and to whom*). A set target is not required, 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	<a href="mailto:jennifer.kincaid@dundee.gov.uk">jennifer.kincaid@dundee.gov.uk</a>
East End:	Claire Shepherd	438643	<a href="mailto:claire.shepherd@dundee.gov.uk">claire.shepherd@dundee.gov.uk</a>
Lochee:	Claire Ramsay	431832	<a href="mailto:claire.ramsay@dundee.gov.uk">claire.ramsay@dundee.gov.uk</a>
Maryfield:	Val Kane	438856	<a href="mailto:val.kane@dundee.gov.uk">val.kane@dundee.gov.uk</a>
North East:	Alan Fraser	438641	<a href="mailto:alan.fraser@dundee.gov.uk">alan.fraser@dundee.gov.uk</a>
	Fraser Bain	436958	<a href="mailto:fraser.bain@dundee.gov.uk">fraser.bain@dundee.gov.uk</a>
Strathmartine:	Hazel Feilder	436364	<a href="mailto:hazel.feilder@dundee.gov.uk">hazel.feilder@dundee.gov.uk</a>
	Colin Christie	435851	<a href="mailto:colin.christie@dundee.gov.uk">colin.christie@dundee.gov.uk</a>
	Catriona McNicoll	436415	<a href="mailto:Catriona.mcnicoll@dundee.gov.uk">Catriona.mcnicoll@dundee.gov.uk</a>