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Dundee Partnership **Community Regeneration Fund**

Grant Application **2022/23**

Applicant Information	
Name of Applicant Group	St Marys CC LMG
Activity Title	Children's Workers
Grant Requested (£)	7,099.32

- 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	
East End	
Lochee	
Maryfield	
North East	
Strathmartine	x

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

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"/>

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 children's workers are already working in the community centre and funding will allow this work to continue.

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

The LMG keep up-to-date with DCC and Scottish Government guidelines in relation to Covid-19 and will react appropriately if any new guidelines are introduced.

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Who is the grant for? (Name of Applicant Group / Department)	St Mary's CC LMG		
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?
Children's Workers	6437,00	April	Pending
Funday	670.00	August	Yes
Jewellery course	5,000.00	December	Pending
Fridge Freezer	979.00	August	Yes

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Please give a description of what you want this grant for - (Use additional sheet if required)
To provide salary costs for two children's workers to continue providing twice weekly children's club sessions where children 5-8 & 8-11 attend free, fun and activity-based sessions after school. Also, to purchase resources and refreshments for the clubs. In addition, it will be used to provide children's parties at Halloween and Christmas.

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

Strathmartine – Children and Families - Improve health and wellbeing outcomes for children and young people who experience inequalities.

How many people will benefit from this project?	MALE		FEMALE	
15 people for each twice weekly session (30) 40 per party x2 (80)	WHOLE COMMUNITY (tick if applicable)			X

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

Local families use the clubs as they are in the local community and near to the schools their children attend making it easier for the children to get to. This allows parents and carers to meet their child and walk them to and from the centre with no travel costs. It also enables some parents to work after school time knowing their child is in a safe and engaging environment.

What local consultation has taken place regarding this application?

(Please provide evidence summarising the results of any consultation)

Families have stated a need for children's clubs to be available in the local community that allows their children access to an educational setting that also helps them develop their social interaction skills. LMG and children's workers promote the clubs to school family development workers, staff from One Parent Family Scotland and other community workers in the area. Social media is also used if spaces become available and this has attracted new children in the past year.

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

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?)

Continued attendance from local young people and their siblings has proven the continued need for this provision. Numbers attending previous Halloween and Christmas parties have remained very high and shows an ongoing demand for these activities where families can send their children at no cost. The children's clubs are also noted as being helpful when the children are moving through age settings and are encouraged to move in to DCC youth work provision. The clubs have attracted new families to the provision in the last 12 months; some as a result of social media and others being word-of-mouth at school gates and amongst friendship groups.

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)

This project is able to alleviate some of the poverty felt by local families as it is free provision and takes place at a time when many parents/carers might be working. By providing a safe place for their children after school, the project is enabling parents/carers to stay at work and earn money when they might otherwise have to choose between work and collecting their children from school.

There is also a healthy snack provided at the sessions so the children are not too hungry in the time between leaving school and returning home after the group ends. The increased costs of energy has resulted in many households in the community struggling to heat their homes for long period of times and attendance at the clubs gives the opportunity to have heating reduced/off while children are not at home.

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.	0.00

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 (£)
Children's Workers x2	5,854.32	5,854.32
Payroll	110.00	110.00
Entertainment x2 parties	200.00	200.00
Healthy snacks x38 weeks @£6.50 per week	250.00	250.00
Party refreshments & resources x2	360.00	360.00
Crafts	325.00	325.00
Totals	7,099.32	7,099.32

- **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

Accounts attached

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

Children's Workers and Payroll administration costs

Party entertainment costs

Craft costs

2022 accounts

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

Weekly attendance recording at children's group sessions

Recording number attending Halloween and Christmas parties

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)

01/04/2023

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

31/03/2024

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: Strathmartine – children and families - improve health and wellbeing outcomes for children and young people who experience inequalities.	
Purpose of activity / project within this Outcome: To provide affordable children's activities to improve health & wellbeing outcomes for children and young people who experience inequalities.	
	Target 2023-24
Outputs	
To provide children's work sessions in St Marys Community Centre 15 children per session (30 per week)	2 per week x 38 weeks
To provide 2 children's parties (40 per party)	2 parties (80 attending)
Outcomes / Indicators:	
Children will feel more secure and will build relationships / gain a sense ownership within the centre.	80

City Plan / Local Community Plan Outcome:	
Purpose of activity / project within this Outcome:	
	Target 2023-24
Outputs	
Outcomes / Indicators:	

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

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

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 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	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.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:	Alison Low	435839	alison.low@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
Strathmartine:	Hazel Feilder	436364	hazel.feilder@dundee.gov.uk

DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

[St Mary's CC LMG Accounts 2020-2021](#)

St Marys Community Centre
Scottish Charity SC037600

Receipts and payments account for the year ended 31 March 2021

	Note	Unrestricted	Restricted	Rank	Total Funds 2021
Receipts					
Lettings		2,305.66			2,305.66
Fees		0.00			0.00
Fundraising		0.00			0.00
Grants		100.00	12,183.00	15,750.00	28,033.00
donations		40.10			40.10
Total Receipts		2,445.76	13,474.54	15,750.00	31,670.30

	Unrestricted	Restricted	Rank	Total Funds 2021
Payments				
Salary costs		7,830.24	18,295.47	26,125.71
Heat & Light, Utilities	3,690.45			3,690.45
Telephone/internet	667.01		672.95	1,339.96
Charitable Activities			397.88	397.88
Sundries & Supplies				0.00
Maintenance & Repairs	336.00	952.00		1,288.00
Garden	304.00		45.60	349.60
Equipment	1,442.39	4,465.04		5,907.43
Administration				0.00
Sundry Supplies & Services	296.33	57.23		353.56
Food Larder		124.89		124.89
Training			85.00	85.00
Governance	200.00			200.00
Insurance	432.60			432.60
Bank Charges	0.00			0.00
Total Payments	7,368.78	13,429.40	19,496.90	40,295.08

Surplus /(Deficit)	<u>-4,923.02</u>	<u>45.14</u>	<u>-3,746.90</u>	<u>-8,624.78</u>
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DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

Children's Workers & Payroll Admin Costs

<u>St Marys Community Centre</u>				3%	Annual	Monthly
		2021-2022	2022-2023	COL Increase	2022-2023	2022-2023
		33 weeks	38 weeks			
Childrens Worker	4.5	2664.06	3067.71	92.03	3159.74	263.31
Childrens Assistant	4.5	1906.25	2195.08	65.85	2260.93	188.41
Payroll costs					110	
				TOTAL	5530.67	