Dundee Community Facilities Fund - Application Guidance - Capital

PLEASE EMAIL externalfunding@dundeecity.gov.uk IN ADVANCE OF APPLYING WITH THE NAME OF YOUR ORGANISATION, HOW MUCH YOU PLAN TO APPLY FOR AND WHAT THE FUNDING WILL BE USED FOR.

Please use this to help complete the application. If you are not clear about something or require further advice, please email: **externalfunding@dundeecity.gov.uk**

Funding Timescales

Application Deadline	13th April 2026
Decisions	29th May 2026
Project Delivery Period	1st June 2026 to 31st March 2027

Completing the Application

SECTION 1: APPLICANT DETAILS	
Organisation Name	Provide the legal name of your organisation
Registration Number	If applicable, please provide the registration number of your organisation – Charity Number, SCIO Number, Company Number
Registered Address	Provide the registered address of your organisation
Value of Public Funding received over the last 3 years	How much funding from public sources (e.g. Dundee City Council, Scottish Government) has your organisation had in the last 2 and current financial year (taking 2026/27 as the current year)? e.g. 2024/25, 2025/26 and 2026/27.
Are you a registered charity?	If yes, provide Registration number. If no, please provide an overview of organisational structure. E.g. constituted community group with a bank account that requires two unrelated signatories. Any queries, please contact externalfunding@dundeecity.gov.uk
Is your organisation VAT registered?	If yes, please provide VAT Registration Number
Contact name(s)	Please provide core contact name for project (and a secondary name if possible)
Contact email (s)	Please provide a core contact email (and a secondary email if possible)
Contact Telephone	Please provide a contact telephone number.
Contact Address	Please provide a contact address if different to the registered address above.
SECTION 2: CAPACITY TO DELIVER	
2.1 Summary of organisation's capacity to deliver the project.	How will the project be delivered, what skills are there within your organisation to deliver this project. This could include past experience, personnel/resources available to manage and deliver the project. Contracting in support from architects, quantity surveyors etc. Ability to deliver to tight timescales, manage budgets etc. will be a key determinant or project success. Note that costs of external project delivery support can generally form part of the application.

SECTION 3: PROJECT DESCRIPTION AND OUTCOMES	
3.1 Please provide a summary of the proposed project and the activities that the grant would pay for.	Provide an overview of the project. What will the funding be used to deliver e.g. description of the capital works and the impact it will have on your organisation. Provide information on the aims, output, timing of delivery etc. Maximum 750 words.

3.2 Where will the project be located/project activity take place? Which areas will most of the participants come from?	Provide an overview of where the users of your facility come from/will come from. If this is one key ward area (majority of users) please put this first on the list.
	
	The funding is focused on areas of need and therefore funding will be prioritised for projects taking place in the 20% most deprived neighbourhoods in the city:
	      o East End
	      o Coldside
	      o Lochee
	      o Strathmartine
	      o Maryfield
	      o North East

3.3 Please describe how the project supports engagement in activities by children and young people in the community.	The key priority of this programme is to support projects that engage young people in positive activities, reducing the risk of anti-social behaviour, meeting new people and learning new skills. Access to recreation, leisure and sports facilities is a key challenge, with cost and access to facilities often being the biggest barrier to participation for young people. The programme will see new facilities created and existing facilities expanded/upgraded. What activities will you be delivering and who are your main audiences e.g. girls, boys, age range. We will be looking to ensure that projects funded across the city offer a wide range of options for young people. This doesn't mean each project has to offer multiple options, but we will be looking at the types of activities being offered when considering the applications e.g. we don't want to only support football for example. Maximum 500 words.
3.4 Please describe the anticipated benefits, outcomes and impact of the project.	Provide an overview of the impact you expect your organisation to make, for young people that you are currently engaging with or those who will engage as a result of the project. How many activities will you offer, how many young people do you intend to reach, what benefits will there be to the young people participating. How will the project address inequality experienced by those living in our most deprived communities. Maximum 750 words.
3.5 Provide evidence of the on-going sustainability of the facilities created	How will you organisation ensure that the project continues to deliver once the capital investment is complete? How will you fund the on-going delivery of

and the services being offered once the capital works are completed.	services? Will you be delivering new services, offering the facilities for other clubs to use etc. Maximum 500 words.
3.6 Do you have plans to work in partnership with other organisations to deliver the project or post-completion activities? If yes, please provide details of the partner organisation and what role they will play in delivering your project.	Provide details of any partners you will be working with in the delivery of the project and who will be using the facilities once complete. Projects that show that they are engaging with others are likely to score more highly. Maximum 300 words.
3.7 Provide an overview of how the local community/young people have been engaged in the development of the project.	All applications should show how the community (young people/parents/carers) have been involved in the development of the project. Have you undertaken a survey, had conversations with existing users or potential future users, spoken with partners in your area to identify gaps in delivery etc. Maximum 300 words.

SECTION 4: NEED FOR THE PROJECT	
4.1 Outline the need for your project, and evidence of this need. Include evidence of how the proposed project does not duplicate existing activities/facilities already provided. This can include evidence of demand e.g. other facilities cannot deliver on demand.	Priority will be given to projects that support the key objectives of the programme – delivering quality activities for young people in our communities, that increases their life chances, supports engagement with their peers, helps them to develop new skills etc. This section allows you to provide information on why you feel the project is needed in your area and to provide and data/evidence that supports the need for the project e.g. statistics on poverty, numbers of young people in the community, numbers already engaging, waiting lists for activities, need to provide activities at low or no cost etc. Maximum 750 words.
4.2 Please describe how you project represents good value for the funding requested and the outcomes and objectives the project seeks to deliver.	Value for money will be a key consideration for the funding. What work has been or will be undertaken to ensure best value e.g. in the project costs and to identify additional funding etc. Maximum 300 words.
4.3 Please provide an estimate and description of the project's contribution to the following outputs, outcomes and results.	The project will be expected to deliver some of the key outputs listed. Provide a number and a short sentence outlining how this is achieved. There is space to add outputs you expect to achieve that are not listed.
SECTION 5: RISK MANAGEMENT	
5.1 Please provide a breakdown of risks to the delivery of the project and address how you will mitigate these risks	Outline key risks and how you will try to ensure that they don't happen.
5.2 Statutory Permissions	With the timescales for delivery tight, it is important that you are aware of the potential statutory requirements of

	your project e.g. building warrants, planning applications, noise/lighting assessments. Please provide updates on any of these e.g. have you secured them, applications in progress, still to be made etc.
SECTION 6: PROJECT TIMESCALES	
6.1 List of project milestones/ deliverables and potential timings.	With the projects due to be completed (or at least in delivery) by the end of March 2027 the ability for projects to deliver is key. Provide an overview of key milestones e.g. project design complete, funding secured, start on site, completion date.
SECTION 7: PROJECT COSTS	
Provide an overview of project costs	Provide a budget breakdown (as comprehensive as possible at this time). This will be used to help assess value for money.
SECTION 8: FUNDING PACKAGE	
8.1 Provide a list of project match funding. Note that the minimum match funding is 10% for community groups and 25% for public sector applicants.	Please list all sources of match funding for your project e.g. own funds, other charitable trusts or foundations, public sector funding. Note that this will form part of the scoring in relation to value for money.
SECTION 9: PROCUREMENT APPROACH	
Provide an overview of the procurement approach to be taken.	In ensuring best value for public funding, projects will be required to provide plans for how they will procure the proposed works/purchase equipment etc. For any projects under £50,000 this will require a minimum of 3 quotes for work/purchases. Work over £50,000 will require a fuller procurement approach, that is likely to include an open call for the work. Please provide information on how you plan to procure the work.
SECTION 10: SUPPORTING DOCUMENTS	
To enable a full assessment of the project a range of additional information is required.	Please provide the name of the documents that meet the needs and let us know whether you have provided them. If you cannot provide any of the documents at this time please provide a reason for this and anticipated timescales etc.

Assessment Approach

An Assessment Panel of key officers and partners will consider, assess and score all applications. The assessment will include an analysis of the application and scores on key sections outlined below:

Assessment Area	Maximum Score	Application Questions
Fit with objectives of the programme	15	3.1, 3.2, 3,3, 3.4, 4.3
Community Involvement/geographic location	10	3.2
Match Funding/Value for Money	10	4.2, Sections 7 and 8
Collaboration with Partners	5	3.6
Capacity/Experience to Deliver the Project	15	Sections 2, 8, 9 and 10 and general overview of project deliverability
Benefit to young people/need for the project	10	3.3, 3.7, 4.1,

Assessing split of activity types/audience types	10	3.2, 3.3, 3.4,
Tackling inequality	10	3.2, 3.4, 4.1
Project sustainability / legacy	15	3.5 and general overview of existing experience to deliver

Any project scoring less than 60 will not be considered for funding as it would be considered underdeveloped. However, achieving the minimum score of 60 will not guaranteed a grant.