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GUIDANCE NOTES

Dundee Community Facilities Project Development Fund – REVENUE

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.

Background

Positive diversionary activities for young people such as sport, arts, music or other activities play an important role in supporting young people to gain new skills and experiences, raise levels of self-confidence, encourage interaction amongst different groups and in reducing anti-social behaviour.

Low levels of physical activity are also a major public health challenge and there are vast inequalities in levels of physical activity across the UK. This is exacerbated in areas with limited facilities, with the challenges associated with higher levels of disadvantage.

The 2021 Engage Dundee survey found that access to, and the quality of community play and recreation facilities, were one of the three lowest rated areas across the city.

The UK Government has been investing in facilities to ensure that every young person has access to high quality activities and facilities. Working in partnership with the Ministry of Housing, Communities and Local Government, Dundee City Council has secured £1M of funding to support the development of community focused facilities in deprived communities that provide diversionary activities for young people e.g. sports, indoor activities/youth groups, outdoor activities. This funding is part of the city's recently agreed Community Regeneration Partnership.

Dundee City Council has secured £70,000 of **revenue** funding from the UK Government's Community Regeneration Partnership to support organisations looking to develop new, or improve existing, facilities in the city that support activities for young people e.g. sports, recreation, creative activities.

The aim of the programme is to support local organisations to take forward plans for **capital investment in their local area** be that in a building or outdoor space. Projects not related to plans for future capital investment will not be considered eligible. Projects in this round must focus on facilities that deliver social and physical activities for children and young people.

Parameters of the Fund

- To support local organisations to take forward plans for capital investment in their local area
- This is revenue funding and cannot be used for capital build or refurbishment costs. Examples of revenue costs include staffing, consultants, materials, marketing and publicity, travel expenses, and small items of equipment (generally less than £5k)
- Projects must have a focus on delivering social and physical activities for children and young people that promote well-being.
- Maximum funding per project is £25,000



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- 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:
 - East End
 - Coldside
 - Lochee
 - Strathmartine
 - Maryfield
 - North East
- Projects must show strong evidence of need, including youth engagement findings, community demand, gaps in local provision and statistical information on deprivation, health or youth outcomes.
- Eligible applicants include community groups, charities, third sector organisations and local authorities. Applicant must demonstrate:
 - A governing body of at least three unrelated individuals
 - Experience of delivering services for young people
 - Capacity to manage and deliver relevant projects
- Maximum funding per grant is **£25,000**. Projects will be required to provide match funding of at least 5%. Match funding can be money from another source or could be in-kind support e.g. staff time, but this would need to be recorded by means of timesheets. Larger applications may be considered at the discretion of the Council on a case by case basis. However, if you wish to bid for more than £25,000 you must speak with the External Funding team in advance of making a bid. The average size of grant is likely to be lower than the maximum grant award level.
- Projects must be completed by the 31st of March 2027.
- For purchases or professional fees over £5,000, applicants should provide evidence of obtaining more than one quote, where possible.

Eligible Costs - include

- Feasibility studies
- Options appraisals
- Business planning and financial modelling
- Architect/engineer design work (RIBA Stages 0–2/3)
- Quantity surveyor or technical assessments
- Planning and building warrant fees
- Legal costs (e.g., leases, land agreements)
- Community engagement and consultation
- Project management or specialist support
- Surveys (ground conditions, ecological, accessibility, structural)

These must relate directly to developing the project for young people's facilities.

Ineligible Costs - include

This grant **cannot** be used for:

- Capital works (construction, repairs, equipment purchase)
- Staff costs not directly related to project development
- Activities unrelated to the proposal



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- General operational running costs
- Fundraising activities
- Retrospective costs already incurred

If in doubt, applicants should contact the funding team before submitting.

Funding Timescales

Application Deadline	5pm on 13 th April 2026
Decisions	29 th May 2026
Project Delivery Period	1 st June 2026 to 31 st March 2027

Completing the Application

SECTION	INFORMATION REQUIRED
1.1	Legal name of your organisation – as used on governing documents
1.2	Registration number (if applicable) e.g. Registered Charity, Company Number. If not registered, please provide some information on the make-up of your organisation e.g. community group with a constitution/board.
1.3	Provide registered address of your organisation
1.4	To facilitate any grant award, we require to know if you have had any other public funds in the last 2 and current financial year (we are assuming the project won't start until after 1 st April 2026, which is why we have included the years we have.
1.5	What is the annual turnover of your organisation.
1.9	What does your organisation do – how do you engage with young people
2.1	Provide details of the project that you are looking to deliver – which the funding will be used to develop. Does this include building works on a new building that you are looking to take over, or on outdoor space or the refurbishment or expansion of existing space that your organisation occupies/owns.
2.2	What stage is your project development at? Have you undertaken any feasibility work, design work, consultation etc. Do you have an understanding of the wider project costs?
2.3	Why is the project needed? What challenge will your project help your organisation overcome, or how will your project support young people to access activities. What information do you have that supports the need for your project. Have you undertaken any community consultation about your plans?
2.4	What benefits will your project have for young people? The fund aims to support diversionary youth work
2.5	Who are the young people that will benefit? What age groups do you work with, what community are you supporting (geographic or community of interest) – provide numbers etc.
2.6	Once any planned work is completed what services would you anticipate delivering from the space.
3.1	What will you use the money for? How will it help you to take forward your project?
3.2	If this work is funded and undertaken, what is the next stage of the development plan for your project?



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4.1	In this case the project relates to the activities you are seeking funding for now, rather than the longer term project.
4.2	What skills do you have on your committee/governing body to help deliver your project? Provide an overview of the skills that exist or where you are accessing skills from external sources e.g. using the revenue funding being sought to help support project development and delivery.
5.1	Provide timescales for the revenue funded element of the project e.g. start date, interim reports, end date.
6.1	Provide costs for the revenue funded element of the project.
6.2	Please tell us where the match funding will come from -this can be from another funder or from your organisation’s own accounts.
6.3	How much money are you asking the Community Facilities Fund for?

Assessment Approach

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

Initial Gateway Check – Pass/Fail

- Revenue costs supporting development of a project delivering activities for children and young people
- Eligible organisation
- Project will be based in a priority ward
- Match funding of at least 5% (Section 6.2)
- Total project costs less than £25,000 unless agreed in advance with the Council
- Project can be completed by 31st March 2027 (Section 5)
- Applicant either already owns/leases the premises the project will be delivered from or has a credible route to ownership/lease (Sections 2.7 and 2.8)

Outcome: If all gateway checks are a pass, proceed to scoring.

Assessment Criteria

Project Need and Rationale – score 15 (Section 2.3, with supporting data cited across 2.1-2.6)

What good looks like:

- Clear gap in provision for children and young people
- Organisation with strong local connections/existing delivery models
- Strong local demand e.g. waiting lists, services gaps, deprivation, consultation results, engagement with schools
- Responds to local need

Outcomes for young people – score 15 (Sections 2.4, 2.5 and 2.6)

What good looks like:

- Project with direct delivery aimed at children and young people



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- Projects that support the well-being of young people through social activities, physical activities etc.
- Numbers of young people supported are realistic, achievable and in line with the project costs of the project

Revenue Project Definition – score 15 (Sections 2.1 and 2.2)

What good looks like:

- Clear description of proposed revenue costs
- Reasonable route map/plan to delivery

Community Engagement – score 15 (Sections 2.3 and 4.1)

What good looks like:

- Community engagement already taken place to develop project idea
- Community engagement planned during the funding period
- Young people clearly engaged in the process

Organisational Capacity – score 10 (Section 4.2)

What good looks like:

- Organisation has demonstrated previous experience of delivering similar projects
- Organisation has identified areas where support is required that will help deliver