For official use only:

Ref:

Logged 🞏

Scanned 🞏

Input 🞏

**Dundee Partnership**

**Community Regeneration Fund**

**Grant Application**

**2019/2020**

|  |  |
| --- | --- |
| **Applicant Information** | |
| **Name of Applicant Group** |  |
| **Activity Title** |  |
| **Grant Requested (£)** |  |
| - 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 it's 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 |  | PLEASE INDICATE WHICH TYPE OF GRANT YOU ARE APPLYING FOR |
|  |  |  |
| Coldside |  | Small Grant |
|  |  |  |
| East End |  | Physical & Environmental Improvement |
|  |  |  |
| Lochee |  | Youth Inclusion |
|  |  | |
| Maryfield |  | |
|  |  | |
| North East | Please note that communications regarding this application will be sent to you via email unless you indicate otherwise | |
|  |
| Strathmartine |

## 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.

**Data Privacy Notice**

We will be collecting data for the purpose of allowing us to process applications to the Dundee Partnership Community Regeneration Fund. Please see the full privacy notice for further information at:

[www.dundeecity.gov.uk/sites/default/files/publications/dp\_privacy\_statement\_for\_applicants.pdf](http://www.dundeecity.gov.uk/sites/default/files/publications/dp_privacy_statement_for_applicants.pdf)

**Agreement**:

I have read and understood the privacy notice, and give permission for my data to be used for the purpose stated (**note that without this permission we will be unable to process the application**)

|  |  |
| --- | --- |
| Please tick here if you agree |  |

**Have you**:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Who is the grant for?**  (Name of Applicant Group / Department) |  | | | |
| **Did you receive a Dundee Partnership grant during 2018-19?**  **(If yes, list all grants below)** | | | | **YES / NO** |
| **Title of project funded** | | **Amount granted** | **When** | **Was it fully spent?** |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **How many people will benefit from this project?** | | **MALE** |  | **FEMALE** |  |
|  | **WHOLE COMMUNITY (tick if applicable)** | | | |  |

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

|  |
| --- |
| **What community consultation has taken place regarding this application?** |
|  |

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

|  |
| --- |
| **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) |
| **How will the planned project be maintained?** (please state who will be responsible for this) |
| **What is the expected 'life' of the improvement?** (e.g. before it will require replacement) |
| **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) |

|  |  |
| --- | --- |
| **What other sources of funding have you secured / tried to secure for this project?** (Detail below, including applications that are pending or that have been turned down) | |
| Source of Funding (detail if this funding is for more than 1 year, if applicable) | £ |
|  |  |

|  |  |  |
| --- | --- | --- |
| **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). | | |
| Cost Heading | Full Costs  (£) | DP Aid  (£) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Totals** |  |  |

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

|  |  |
| --- | --- |
| **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)* |  |
| **What is the planned end date of the event/activity?** |  |

**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:** | |
| **Purpose of activity / project within this Outcome:** | |
|  | **Target 2019-20** |
| Outputs |  |
|  |  |
|  |  |
|  |  |
| Outcomes / Indicators: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **City Plan / Local Community Plan Outcome:** | |
| **Purpose of activity / project within this Outcome:** | |
|  | **Target 2019-20** |
| Outputs |  |
|  |  |
|  |  |
|  |  |
| Outcomes / Indicators: |  |
|  |  |
|  |  |

|  |
| --- |
| * **If your group holds reserves to the value of three or more months operating expenses, or you are requesting more than £5,000 in funding, then a copy of your group's annual accounts are required with this application. Please indicate if accounts are being submitted below** * **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 |
|  |
| **What other documents are you attaching to evidence the budget costs for this application?** (e.g. quotes, estimates, projected income and expenditure) |
|  |

|  |  |  |
| --- | --- | --- |
| **BANK DETAILS** | | |
| **Name of Account** |  | |
| **Name of Bank** |  | |
| **Sort Code** |  | |
| **Account Number** |  | |
| **Council Departments should supply a financial code for transfer of funds** (Failure to do so will delay the transfer) | |  |

|  |  |
| --- | --- |
| **Name** (please print) |  |
| **Position in Organisation** |  |
| **Address** |  |
| **Date** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| Note: all paperwork relating to this application will be sent electronically to this email address. If you would prefer paper copies, please check here: 🞏 | |

|  |
| --- |
| **Please ensure bank details have been provided and the application is signed before submission** |

**Important Note: By signing this form below you are agreeing to our use of your personal data as specified on Page 2. Without this permission we will not be able to process your application.**

|  |  |
| --- | --- |
| **Signature of Applicant 🡪**  (responsible for completing financial and activity reports) |  |

|  |
| --- |
| **Completed applications should be sent to the Dundee Partnership Team,**  **Floor 3, 8 City Square, Dundee, DD1 3BG**  **or emailed to** [**Alix.Finlayson@dundeecity.gov.uk**](mailto:Alix.Finlayson@dundeecity.gov.uk)  **If delivering in person they should be handed to Reception, 20 City Square, Dundee, DD1 3BS.**  **Please also return a copy of the completed form to the relevant Community Worker supporting the Community Regeneration Forum:**  Coldside: Jennifer Livingstone - Coldside Community Office, 201-203 Hilltown  Maryfield: Val Kane - Arthurstone Library, 5 Arthurstone Terrace  East End: Hayley Tunstall - The Hub, 171 Pitkerro Road  Lochee: Claire Ramsay - Lochee Library, High Street, Lochee  North East: Jacqui Fleming – The Crescent, 71 Lothian Crescent  Strathmartine: Hazel Feilder - Ardler Community Centre, Turnberry Avenue |

**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

**REQUIREMENTS**

* All applicants must compare their reserves and their annual expenditure. If reserves are more than a quarter of annual expenditure then annual accounts must be submitted with their application to the Dundee Partnership Team. 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
* **Estimates / Quotations for expenditure are necessary in all cases** and detailed quotes are required where expenditure is greater than £5,000 to demonstrate value for money. Good practice would be to secure three competitive quotes for larger items of spend
* All applications for Physical or Environmental Improvements must state how maintenance will be carried out
* **All agreed funding must be spent by 31st March 2020.** Unspent funds will be reclaimed

**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 by the deadlines given below. These deadlines are accompanied in the table below by the earliest date at which funding will be made available if successful. (See also point 7 below)

**2019/20 APPLICATION DEADLINES**

|  |  |
| --- | --- |
| **Application to DPT by:** | **Funding available after:** |
| 17th January | 2nd April |
| 14th February | 2nd April |
| 14th March | 18th April |
| 11th April | 23rd May |
| 16th May | 20th June |
| 13th June | 18th July |
| **Application to DPT by:** | **Funding available after:** |
| 18th July | 22nd August |
| 15th August | 19th September |
| 19th September | 24th October |
| 17th October | 21st November |
| 7th November | 12th December |
| *5th December* | *23rd January 2020* |

1. Community Workers will contact all applicants as part of the Assessment process prior to discussion of the application at the Local Community Regeneration Forum
2. Applicants will be informed of the final decision on their application after the relevant meeting of the council's Building Stronger Communities Group
3. If applications are unsuccessful at any point during the process, the applicant will be notified in writing by the Dundee Partnership Team
4. Successful applicants will be required to sign an acceptance agreeing to the terms and conditions. Original signed acceptances are required by the Dundee Partnership Team before money is released for successful applicants
5. **It should be noted by applicants that the above process will take between 6 to 10 weeks. Payments cannot be made retrospectively** (all expenditure must be after the ‘funding available after’ date in the table on page 7)and so applicants must ensure that they apply in sufficient time to receive any funding before expenditure on their planned activity starts
6. 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**
7. If your award is for year round activity (April to March), an interim report on performance and financial expenditure must be submitted by the 30th November. **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 areavailable at ([www.dundeecity.gov.uk](http://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 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 Livingstone 433580 [jennifer.livingstone@dundeecity.gov.uk](mailto:jennifer.livingstone@dundeecity.gov.uk)

East End: Hayley Tunstall 436797 [hayley.tunstall@dundeecity.gov.uk](mailto:hayley.tunstall@dundeecity.gov.uk)

Lochee: Claire Ramsay 431832 [claire.ramsay@dundeecity.gov.uk](mailto:claire.ramsay@dundeecity.gov.uk)

Maryfield: Val Kane 438856 [val.kane@dundeecity.gov.uk](mailto:val.kane@dundeecity.gov.uk)

North East: Jacqui Fleming 438593 [jacqueline.fleming@dundeecity.gov.uk](mailto:jacqueline.fleming@dundeecity.gov.uk)

Strathmartine: Hazel Feilder 436364 [hazel.feilder@dundeecity.gov.uk](mailto:hazel.feilder@dundeecity.gov.uk)