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**Dundee Partnership**

**Community Regeneration Fund**

**Grant Application (Ferry / West End)**

**2021/22**

|  |  |
| --- | --- |
| **Applicant Information** | |
| **Name of Group** |  |
| **Activity Title** |  |
| **Grant Requested (£)** |  |
| The Local Community Planning Partnerships (LCPPs) in the Ferry and West End will examine their existing Local Community Plans to identify outstanding actions with a direct relationship to community regeneration and consider allocation of some or all of their available funding to commissioning works that would allow achievement of these agreed priorities. Each area has a total allocation of £20,000 for 2021/22 with which to commission activities, and so activities that attract external funding may be prioritised. | |
| 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 ward, 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 |
|  |
| The Ferry □ |
|  |
| West End □ |
|  |
| Please note that communications regarding this application will be sent to you via email unless you indicate otherwise |

## Checklist for the DP 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**:

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| --- | --- |
| Completed the questions on Page 3 relating to covid-19 |  |
|  |  |
| 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 10) and that your end date is within the financial year? |  |
| Included appropriate, measurable outputs & outcomes? |  |
|  |  |
| Provided your groups accounts, or other appropriate financial information? |  |
|  |  |
| Sourced and attached relevant quotes? |  |
| (multiple quotes are required where >£5,000 is being applied for to ensure value for money is being considered) |  |
|  |  |
| Checked that the bank details or financial code are correct / complete? |  |
|  |  |
| Signed the form and given accurate contact details? |  |

## 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.**

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| 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) |
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| **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 |
|  |

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| --- | --- | --- | --- | --- |
| **Who is the grant for?**  (Name of Group / Department) |  | | | |
| **Did you receive a Dundee Partnership grant during 2020-21?**  **(If yes, list all grants below)** | | | | **YES / NO** |
| **Title of project funded** | | **Amount granted** | **When** | **Was it fully spent?** |
|  | |  |  |  |
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| **Please give a description of what you want this grant for** - (Use additional sheet if required) |
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| **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)** | | | |  |

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

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| **What local consultation has taken place regarding this application?**  (Please provide evidence summarising the results of any consultation) |
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| **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?) |
|  |

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

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| **For Physical & Environmental Improvements 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) |

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

|  |  |
| --- | --- |
| **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) | £ |
|  |  |

|  |  |  |
| --- | --- | --- |
| **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  (£) |
|  |  |  |
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| **Totals** |  |  |

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

|  |  |
| --- | --- |
| **What is the planned start date of the event/activity?**  Please note turn around on applications is 6 - 12 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 targets. Consideration of this should be given when outputs and outcomes are set out.

Applicants will usually refer to one [City Plan](https://www.dundeecity.gov.uk/city-plan-for-dundee-2017-2026/introducing-the-city-plan) / [Local Community Plan](https://www.dundeecity.gov.uk/service-area/neighbourhood-services/housing-and-communities/local-community-planning) 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 2021-22** |
| Outputs |  |
|  |  |
|  |  |
|  |  |
| Outcomes / Indicators: |  |
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|  |  |
| --- | --- |
| **City Plan / Local Community Plan Outcome:** | |
| **Purpose of activity / project within this Outcome:** | |
|  | **Target 2021-22** |
| Outputs |  |
|  |  |
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| Outcomes / Indicators: |  |
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**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 |  |

|  |  |
| --- | --- |
| **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. *Please note that we are currently unable to send / receive physical paperwork due to our working arrangements* | |

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| --- | --- | --- |
| **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) | |  |

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

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

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

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| **Completed applications should be emailed (preferably in Word file format) to the Dundee Partnership Team, via** [**d**undee.partnership**@dundeecity.gov.uk**](mailto:dundee.partnership@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 Community Workers/ Communities Officer for West End and The Ferry.**  The Ferry: Jacqui Fleming 438593 [jacqueline.fleming@dundeecity.gov.uk](mailto:jacqueline.fleming@dundeecity.gov.uk)  West End: Joanne Kelly 438597 [joanne,kelly@dundeecity.gov.uk](mailto:hayley.tunstall@dundeecity.gov.uk)  Ferry/West End: Natalie Mackland 436796 natalie.mackland@dundeecity.gov.uk |

**GUIDANCE NOTES**

**Section 1 - Criteria & Requirements**

If you require assistance in completing this form, please contact the relevant Communities Officer.

**CRITERIA**

* Applications will be identified by the Local Community Planning Partnership (LCPP) for either The Ferry or West End Ward and the above details will then be completed by the agency / department identified to carry out the activity
* 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**
* 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 Communities Officer)
* LCPPs 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 Communities Officer)
* All applicants applying to fund or part-fund staff costs must be paying the staff member(s) at least the relevant Scottish Living Wage hourly rate. <https://scottishlivingwage.org/what-is-the-real-living-wage/>
* Applications **from school staff and parent councils are no longer eligible for this funding**. Consideration should instead be given to applying for Pupil Equity Funding or other external funding.

**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 would be to secure three competitive quotes for larger items of spend and these should 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 agreed funding must be spent by 31st March 2022.** 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 the Local Community Planning Partnership 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.

**Section 2 - Process**

* **It should be noted by applicants that the below process can take between 6 to 12 weeks as the LCPP only meet once every 3 months. Payments cannot be made retrospectively and so applicants must ensure that they apply in sufficient time to receive any funding before expenditure on their planned activity starts**
* Applicants identified by the LCPP are to complete the application form, inclusive of financial and any other evidence required and provide to the Dundee Partnership Team and Communities Officer. **Forms must be fully completed, signed and include all relevant bank details or code transfer information**
* Completed application forms, with all necessary supporting evidence, are to be submitted as early as possible to enable the LCPP Chair and local Communities Officer to consider the content and agree that it is to proceed
* Communities Officer will contact all applicants as part of the Assessment process prior to discussion of the application at the LCPP
* The application will then be submitted to the Building Stronger Communities (BSC) group for ratification
* Applicants will be informed of the final decision on their application after the relevant meeting of the Building Stronger Communities Group. No spend can be made prior to the date of this meeting

**2020/21 APPLICATION DEADLINES**

Completed applications, with all necessary supporting evidence, are to be submitted and final funding decisions will be made at Building Stronger Communities on the following date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Application Deadline** | **BSC meets on** |  | **Application Deadline** | **BSC meets on** |
| 12th February | 18th March |  | 6th August | 23rd September |
| 19th March | 22nd April |  | 10th September | 21st October |
| 9th April | 20th May |  | 8th October | 18th November |
| 7th May | 17th June |  | 5th November | 16th December |
| 4th June | 22nd July |  | 3rd December | 20th January |
| 9th July | 19th August |  | 7th January | 17th February |

* Successful applicants will be required to sign an acceptance agreeing to the terms and conditions. Completed acceptances are required by the Dundee Partnership Team before money is released for successful applicants
* 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**
* 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 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 Communities Officer 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 LCPP and of the Dundee Partnership.If you are unclear about what you should include, contact your local Communities Officer 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)

**COMMUNITIES OFFICER & COMMUNITY WORKERS**

Both Wards listed below have the same Communities Officer as well as a dedicated Community Work for each ward with a specific responsibility for supporting the activity of the Local Community Planning Partnership, including providing support to potential applicants. The contact details for the officer are given below.

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

West End: Joanne Kelly 438597 [joanne,kelly@dundeecity.gov.uk](mailto:hayley.tunstall@dundeecity.gov.uk)

Ferry/West End: Natalie Mackland 436796 natalie.mackland@dundeecity.gov.uk