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**Dundee Partnership**  
**Community Regeneration Fund**

**Grant Application (Ferry / West End)**  
**2022/23**

Applicant Information	
Name of Applicant Group	Waverley Sheltered Housing Complex
Activity Title	Furnishings for residents lounge
Grant Requested (£)	£2000

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 2022/23 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 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"/>

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

### 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)

Residents lounge currently open

**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

Standard Covid social measures as per Government guidelines

**Who is the grant for?**  
(Name of Applicant Group / Department)

Waverley Sheltered Housing

**Did you receive a Dundee Partnership grant during 2021-22?**  
(If yes, list all grants below)

/ NO

Title of project funded	Amount granted	When	Was it fully spent?

**Please give a description of what you want this grant for -** (please limit your answer to 500 words or less)

New furnishings and furniture for resident lounge

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

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

**How many people will benefit from this project?**

Will any specific groups benefit from this project? (male, female, age range or protected characteristic)

All residents and visitors age range 54-95 years male and female.

**Please say why the project is needed** (please limit your answer to 500 words or less)

There is a resident lounge which has been well used over the years and we hold celebrations throughout the year such as a recent Christmas party, Jubilee tea party. The furniture in the lounge has been very well used and in some cases unserviceable and is sadly in need of replacement.

As you may know Hillcrest is a charitable organisation, and we have not been fortunate enough to be provided with funding to replace some of the furniture. Since the lockdown most of the residents have been reluctant to return to the lounge. An award from the Community regeneration fund would greatly assist in the improvement of the lounge, which I believe would encourage more to utilise the facility and have a profound social beneficial effect on our residents.

**What local consultation has taken place regarding this application?**

(Please attach evidence summarising the results of any consultation)

Residents have been consulted and are supportive of this application which if successful would greatly improve their facilities.

**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?)

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

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**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)

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)

**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, Hillcrest Futures is a registered charity and have unfortunately have more pressing priorities	

**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 (£)
To be ascertained		
<b>Totals</b>		

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

- 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 unrestricted 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)

N/A

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

Resident useage.

**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)

Immediate

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

ongoing

### 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 2022-23
Outputs; To hold various activities for residents	
Outcomes / Indicators: To improve and encourage social activity and to improve mental health amongst elderly and vulnerable residents following Covid lockdown restrictions	

**City Plan / Local Community Plan Outcome:**

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

<b>Purpose of activity / project within this Outcome:</b>	
	<b>Target 2022-23</b>
Outputs	
Outcomes / Indicators:	

Completed applications should be emailed (preferably in Word file format) to the Dundee Partnership Team, via [alix.finlayson@dundeecity.gov.uk](mailto: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 Learning & Development Worker supporting the Local Community Planning Partnership. Contact details for each of these Workers is on page 10 at the end of the guidance notes.

### 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 10.

##### 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**
- 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).
- 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 Community Workers)
- 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 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 unrestricted 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. 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

## **DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION**

- **All agreed funding must be spent by 31<sup>st</sup> March 2023.** Unspent funds will be reclaimed



## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

### 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.

### 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

### 2022/23 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:

<b>Application Deadline 2022/23</b>	<b>BSC meets on</b>
7 <sup>th</sup> January	17 <sup>th</sup> February
18 <sup>th</sup> February	24 <sup>th</sup> March
18 <sup>th</sup> March	21 <sup>st</sup> April
8 <sup>th</sup> April	19 <sup>th</sup> May
13 <sup>th</sup> May	23 <sup>rd</sup> June
10 <sup>th</sup> June	21 <sup>st</sup> July
8 <sup>th</sup> July	18 <sup>th</sup> August

<b>Application Deadline 2022/23</b>	<b>BSC meets on</b>
5 <sup>th</sup> August	22 <sup>nd</sup> September
9 <sup>th</sup> September	20 <sup>th</sup> October
7 <sup>th</sup> October	17 <sup>th</sup> November
4 <sup>th</sup> November	15 <sup>th</sup> December
2 <sup>nd</sup> December	19 <sup>th</sup> January
6 <sup>th</sup> January	16 <sup>th</sup> February
10 <sup>th</sup> February	23 <sup>rd</sup> March

- Community Workers will contact all applicants as part of the Assessment process prior to discussion of the application at the Local Community Regeneration Forum
- Applicants will be informed of the final decision on their application after the relevant meeting of the council's Building Stronger Communities Group
- If applications are unsuccessful at any point during the process, the applicant will be notified in writing by the Dundee Partnership Team
- 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

## **DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION**

- 5) **Payments cannot be made retrospectively** (all activity and expenditure must be after the approval date at Building Stronger Communities)
- 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 31<sup>st</sup> October. **Failure to submit this will also result in any further applications being rejected until such time as satisfactory reports have been received**

## DUNDEE PARTNERSHIP FUND CRF GRANT APPLICATION

### 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](http://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 project (i.e. *the difference you will make and to whom*). A set target is not required, 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 Planning Partnership (LCPP), including providing support to potential applicants. The contact details for these workers are given below.

##### The Ferry & West End

Communities Officer: Christine Rea	436910	<a href="mailto:christine.rea@dundee.gov.uk">christine.rea@dundee.gov.uk</a>
CLD Worker: Joanne Kelly	438597	<a href="mailto:joanne.kelly@dundee.gov.uk">joanne.kelly@dundee.gov.uk</a>