

REPORT TO: CITY GOVERNANCE COMMITTEE – 28 OCTOBER 2024

REPORT ON: COMMUNITY REGENERATION FUND – PARTICIPATORY BUDGETING

REPORT BY: EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

REPORT NO: 165-2024

1. PURPOSE OF REPORT

1.1 To approve the establishment of a Neighbourhood Capital Fund to increase the numbers and diversity of citizens participation in decision making processes. This is a Participatory Budget to replace the current arrangements for allocating the capital element of the Community Regeneration Fund which is currently carried out through the Community Regeneration Forums.

2. RECOMMENDATIONS

2.1 It is recommended that:

- a) a new Neighbourhood Capital Fund , as described in this report, is established
- b) a Participatory Budgeting exercise to distribute the Neighbourhood Capital Fund is carried out in 2025/26 and thereafter annually

3. FINANCIAL IMPLICATIONS

3.1 The capital allocation, allocated previously to the Community Regeneration Fund will be allocated through an expansive participatory budgeting approach from 2025/26 onwards. The budget and allocations agreed for 2024/25 will roll into the 2025/26 participatory budgeting exercise.

4. BACKGROUND

4.1 Rationale for Change

4.1.1 In order to increase citizen participation in the allocation of the capital element of Community Regeneration Fund, officers were remitted to explore how this funding could be allocated using a more Participatory Budgeting approach and report back to committee in summer 2024. Article II of the minute of meeting of the City Governance Committee of 29 February 2024 Report 70-2024 Community Regeneration Fund refers.

4.1.2 In order to sufficiently prepare for this change including the promotion and marketing of the new system and to allow communities to identify priorities and community groups to prepare bids, it is proposed that this new Neighbourhood Capital Fund begins in in the final quarter of 2024/25 and is included in early 2025/26 as a single Participatory Budgeting exercise to disburse both the previously agreed capital allocation for Community Regeneration Forums for 2024/25 and any monies allocated to this for 2025/26.

4.1.3 Thereafter this exercise will take place annually to disburse any monies allocated to the Neighbourhood Capital Fund.

- 4.1.4 The proposed change should be viewed in the context of broader work to ensure that Dundee as a highly empowered and active citizenship where people from different communities of geography and interest have a say in decisions which affect them and their communities and that this proposal contributes positively to a city with an engaged and informed citizenship.
- 4.1.5 In particular, the move away from a fixed group of community representatives to a broader model of participation will enable Dundee City Council to meet our new obligations to support the voice of children and young people under the United Nations Convention on the Rights of the Child (Incorporation) (Scotland) Act 2024.
- 4.1.6 In 2017 COSLA and the Scottish Government agreed a framework setting out that at least 1% of local government budgets will be subject to Participatory Budgeting by the end of 2021. The framework sets Participatory Budgeting as an enabler for active participation of citizens in local decision making.
- 4.1.7 All local authorities are required to make annual returns to COSLA and the Scottish Government on their Participatory Budgeting work, not just on budgets allocated to Participatory Budgeting but also on the number of citizens participating in such exercises. This change will contribute positively to these returns as well as being a positive change for the people of Dundee.
- 4.1.8 It should be recognised that the current system has served Dundee well for many years and that the volunteers who have given their time to Community Regeneration Forums over the years have improved the lives of the people within those communities which experience the most disadvantage. They will continue to carry out work through disbursement of the revenue element of the Community Regeneration Fund.
- 4.1.9 However, it is incumbent on Dundee City Council and partners to continually explore how we improve our systems and build on what we know works which is why this change is proposed. and the anticipated outcome is to increase overall numbers as well as enhancing the diversity of citizens taking part in our democratic processes.

4.2 Community Regeneration Forums

- 4.2.1 Community Regeneration Forums have been established for over 20 years in the Lochee, Strathmartine, Coldsides, Maryfield, East End and North East wards. The forums are made up of up to 15 elected local community representatives each who allocate a mixture of capital and revenue funding through a grant application and assessment process.
- 4.2.2 West End and The Ferry have different arrangements and no capital allocation and therefore this paper applies only to the six wards mentioned above.
- 4.2.3 In the past the capital element has funded a wide range of community projects and Dundee City Council works requested by communities. A full list of spend between 2021-2023 is detailed in Appendix 1.
- 4.2.4 The Community Regeneration Forums will be supported in the transition to the new arrangements and supported to promote the new arrangements.

4.3 Neighbourhood Capital Fund Proposal

- 4.3.1 The proposed model is that a Participatory Budgeting exercise is undertaken with officers retaining the delegated authority already in place through Community Regeneration Funding arrangements to act upon the recommendations of that exercise and disburse funding accordingly.

4.3.2 The full criterion for eligibility is set out in Appendix 2 along with the supporting documentation in Appendices 3-6 but the main criteria would be:

- Applicants will be a charity or constituted community group (including those partnering with Dundee City Council)
- For capital spend within a data zone within the 15% most deprived in Scotland, or, if outside of such a data zone, must still be within the ward and must materially benefit people who experience inequality.
- For capital spend of not less than £6000

4.3.3 This funding will be allocated proportionately across the six Community Regeneration Areas according to need identified through the Scottish Index of Multiple Deprivation. The figures below are calculated according to the number of citizens in each ward who live in the 15% most deprived datazones in Scotland. Allocating the funding in this way is therefore an effective means by which Dundee City Council and partners can meet our statutory obligations to reduce inequalities in communities experiencing socio-economic disadvantage as required by the Community Empowerment (Scotland) Act 2015.

Coldside	£62,600
East End	£67,600
Lochee	£65,100
Maryfield	£22,500
North East	£50,100
Strathmartine	£40,100
The Ferry	£ -
West End	£ -
TOTAL	£308,000

4.3.4 As per 4.3.2 above, the monies need not be spent on capital works sited within a data zone in the 15% most deprived areas if the applicant can demonstrate that the project will reduce inequalities within the ward area and make progress against the Local Community Plan.

4.3.5 In order to maximise the benefit of this new fund there will be a single process for allocating the monies for 2024/25 and any further funding allocated for 2025/26. This will ensure that the maximum funding is available to communities and encourage greater participation in the exercise.

4.4 New Approach

4.4.1 National and international best practice identifies three distinct elements to Participatory Budgeting and further states that best practice involves the community in each of those three stages:

- Idea Generation
- Idea Filtering
- Decision Making

4.4.2 The proposed new three-stage system will slightly increase the average time from an idea submission to allocation from around 10 weeks to around 14 weeks. However, as these are capital projects and part of planned infrastructure projects, the bids should not be so time

sensitive to make this a consideration. The increased time is necessary to ensure that a greater number of citizens can engage and participate in the process.

4.5 Idea Generation

- 4.5.1 In each ward community ideas generation events will be held involving different community groups and residents to generate ideas on how capital spend could progress the Local Community Plan and improve the lives of people in those areas.
- 4.5.2 The idea generation events will bring together a range of different community stakeholders including specifically targeting under represented communities within the city.
- 4.5.3 As mentioned in 4.1.2 above, Dundee City Council has a statutory requirement to seek the views of children and young people. Communities staff will make specific arrangements through schools and through Youth Work activities to involve young people within the idea generation processes and in the idea filtering process described below.
- 4.5.4 The opportunity afforded by this new approach is not just to increase the number of citizens voting on the final projects but to raise the profile of Local Community Planning and citizen involvement more widely and to increase participation and enhance diversity through all stage of the process.
- 4.5.5 Subsequent to the idea generation events, applications will then be invited from community groups and submitted through Dundee's Voice, which is Dundee City Council's online engagement platform.
- 4.5.6 It will continue to be possible for community groups to partner with Dundee City Council to commission Dundee City Council to apply for funding e.g. playpark improvements or renovate a shop unit for community use. As currently, where this happens, any grant will remain internal and be coded to the Community Regeneration Fund budget.

4.6 Idea Filtering

- 4.6.1 As with existing arrangements, applications will be checked by the Dundee Partnership Team and Officers from finance to check that they qualify as capital spend. Communities Officers will then check eligibility of applications for their respective wards and confirm that they meet community need.
- 4.6.2 Idea filtering will then be undertaken by a group of citizens and local community planning partners, invited from those who took part in the ideas generation exercise including young people. This sub-group will report their recommendations to the Local Community Planning Partnership.
- 4.6.3 Communities Officers will be tasked with ensuring that the sub-groups demonstrate enhanced diversity and a range of voices by again specifically recruiting under-represented groups and young people

4.7 Decision Making

- 4.7.1 The agreed proposals will be put forward to a public vote. Dundee's Voice will be used as the voting platform and members of the public will be asked to submit their post code to take them to the relevant ward to cast their votes. Paper based voting will be available in libraries and community centres, that will be input by CBSS staff into Dundee's Voice.
- 4.7.2 All voting formats will require for a name and postcode. Adding an email address to receive any follow up information will be optional.

- 4.7.3 Any citizen from the eligible ward from secondary school age upwards is entitled to vote.
- 4.7.4 Each ward will also host an in-person event during the process to bring applicants together to meet the public and present their bids. There will also be an opportunity for in-person voting at these events to be added onto the final tally.
- 4.7.5 The voting process will be by way of a digital wallet where participants can keep choosing projects until their budget is spent.

4.8 Promotion

- 4.8.1 The Neighbourhood Capital Fund will be promoted through Dundee City Council's social media and existing community networks. Communities Officers will work with our Communications team to develop a logo and branding for the Neighbourhood Capital Fund and a publicity strategy including local press.
- 4.8.2 Opportunities to make use of existing communication networks e.g. through schools, will also be explored.
- 4.8.3 It is also anticipated that applicants themselves will drive promotion of the process as they seek to gain support for their projects in the wider community.
- 4.8.4 Where there are other community consultations or exercises happening at the same time we will look to make use of those exercises to further promote the Neighbourhood Capital Fund .

4.9 Timescale

- 4.9.1 The timescale for implementation would be as follows:
- Ideas generation from different community stakeholder groups – November 2024
 - Application Deadline - February 2025
 - Confirm value of funding available – February 2025
 - Idea filtering from different community stakeholder groups – March 2025
 - Public vote – March – April 2025
 - Announce winner – April 2025
 - Grant money to be spent – no later than 2026/27
- 4.9.2 Projects which cannot meet these timescales will not be eligible to apply.

5. POLICY IMPLICATIONS

- 5.1 This report has been subject to an Integrated Impact Assessment to identify impacts on Equality & Diversity, Fairness & Poverty, Environment and Corporate Risk. An impact, positive or negative, on one or more of these issues was identified. An appropriate senior manager has checked and agreed with this assessment. A copy of the Integrated Impact Assessment showing the impacts and accompanying benefits of/ mitigating factors for them is included as an Appendix to this report.

6. CONSULTATIONS

- 6.1 The Council Leadership Team have been consulted on the preparation of this report and agree with its contents.

7. BACKGROUND PAPERS

7.1 None.

Tony Boyle
Executive Director Neighbourhood Services

Tom Stirling
Head of Communities, Safety & Protection

3 October 2024

CRF Capital Spend 2021-2023

Green indicates where DCC have applied in partnership with a community group

Reference	Applicant & Project Description	Award
2021/22		
CP2101	Rosebank PS Parent Council - Playground Markings on Campus	£8,645
CP2103	Dundee Violet Community Trust - Kitchen Development	£9,090
CP2104	Dens Road Nursery School - Garden Development	£8,711
CP2105	Active Schools - MUGA	£100,000
CP2106	Coldside Community Forum - 6 Defibrillators	£12,360
EEP2101	Douglas Open Spaces Group - Douglas Park	£20,000
EEP2102	Brooksbank Centre & Services - Reception & Office Refurbishment	£7,546
EEP2104	Douglas CC - Community Safety & Security	£7,200
EEP2106	Midlin Day Care - Boiler	£9,156
EEP2107	Douglas & District Racing Pigeon Club - Club house	£15,043
EEP2108	Brooksbank Centre & Services - Maintenance Accessories & Upgrades	£8,982
EEP2109	East End Regen Forum - Defibrillators	£6,301
EEP2110	Douglas Open Spaces Group - MUGA	£42,000
LP2101	Environment Dept - Fruit Trees	£6,568
LP2103	Dundee Violet Community Trust - Kitchen Development	£9,089
LP2104	Road Maintenance Partnership - South Road Park Ramps	£32,750
LP2105	Environment Dept - Beechwood Park Enhancement	£57,598
MP2101	Boomerang Community Centre - Outdoor Improvements	£8,735
MP2102	City Development - Eliza Street Improvements	£40,000
NEP2101	Flexible Childcare Services Scotland Dundee - Lift & Ramp access	£27,000
NEP2102	Whitfield Development Group - Vandal Proof Storage & Lawnmower	£10,654
NEP2103	Fintry Community Safety Panel - Fintry Village Green Improvements	£8,000
NEP2105	Finmill LMG - Defibrillators for Fintry & Mill O Mains	£10,405
NEP2107	Whitfield Development Group - Defibrillators in Whitfield	£6,248
SP2101	Strathmartine Community Larder - Shop Re-fit	£23,124
SP2104	Friends of Clatto - Picnic tables & Signage	£7,080
F2105	Grove Academy - MUGA	£16,828
	Total	£519,113
2022/23		
CP2201	Hilltown LMG - Storage Container & Noticeboard	£9,057
CP2202	Friends of Fairmuir Park - Community Garden Development	£7,579
CP2203	Friends of Fairmuir Park - Garden Improvements	£6,289
CP2204	Environment - Hilltown Park	£30,165
EEP2201	Mid Lin Day Care - Car Park Improvements	£7,080
EEP2202	Douglas Grower's Group - Polytunnel	£6,498
EEP2203	Balerno Bowling Club - Club Improvements	£12,613
EEP2204	Douglas Open Spaces Group - Lighting for MUGA	£29,195
LP2203	Environment - Beechwood Park Enhancements	£20,000

MP2201	Dundee & Angus ADHD Support Group - Stairlift	£6,340
MP2202	Boomerang - Fire Alarm System	£8,947
MP2203	Stobswell Forum - 3 Noticeboards	£7,128
MP2204	Friends of Baxter Park - Fencing	£6,004
MP2205	East Craigie Football Club - Access Improvements (over 2 yrs.)	£3,924
NEP2202	Signpost International - Roundhouse Garden Improvements	£11,741
NEP2204	OPFS - Kitchen Refurbishment	£6,199
NEP2205	Fairfield Community Sports Hub - Flooring	£7,500
SP2201	Environment - MUGA	£55,000
	Total	£241,259
2023/24		
CP2301	Coldside Community Forum - Living Christmas Tree at 5Ways	£6,773
CP2302	UNESCO/ LACD - Covid Memorial Garden	£32,700
CP2303	Dundee North End Community Trust - Path Resurfacing	£28,500
EEP2301	Douglas Community Spaces Group - Water Supply	£6,000
EEP2302	East End CR Forum - Playparks	£30,880
EEP2303	Douglas Community Centre LMG - Lounge refurbishment	£28,879
LP2301	Environment - 3 Living Christmas Trees around ward	£16,932
LP2303	Environment - Spey Drive Play Park	£80,000
LP2304	Campy Growers - Deer Fence	£19,363
MP2301	East Craigie Football Club - Ground Works (with MP2205)	£3,984
MP2303	PSSU/Stobswell Forum - Door Entry in Dundonald Street	£6,000
MP2305	Environment - Princes Street Improvements	£8,502
MP2306	Morgan Academy - Enterprise Me	£6,000
NEP2301	Signpost International - Carbon Reduction Works	£18,298
NEP2302	Longhaugh Nursery - Outdoor Play	£10,100
SP2301	Kirkton Comm Partnership/CET - Green Youth Space	£22,980
SP2302	Downfield Junior Football Club - Kitchen upgrade	£15,592
	Total	£341,483

ELIGIBILITY FOR NEIGHBOURHOOD CAPITAL FUND

Organisational Eligibility

Only not-for-profit, constituted groups will be able to submit proposals for consideration and these will have one of the following structures:

- Constituted community group or club
- Social Enterprise
- Community interest Companies (CIC)
- Registered Charity/(SCIO)
- Schools/Parent Councils
- Dundee City Council

We will not accept applications from:

- Individuals
- Sole traders
- Organisations based outside Dundee
- Anyone who is applying for another organisation
- Organisations focused on making profits and sharing these profits privately – including companies limited by shares, organisations without the right asset locks, or organisation that can pay profits to directors or shareholders.

Project Eligibility

Eligible submissions must be able to demonstrate:

- That their proposals are feasible and can be delivered.
- Their plans for how their proposals will achieve a lasting impact and how they will measure change. Projects that can show how their outcomes will meet/contribute to a local community plan priority for their ward.
- How they have involved people in the community.
- Project must be all capital spend
- Applications must be for a minimum spend of £6000. The maximum will be determined in relation to each ward's allocation
- Applications must meet or contribute to at least one of the respective wards Local Community Plan priorities
- The project must be delivered in the ward in which you are applying,
- Successful applicants may apply the following year, if it is for a different project,
- Submit the latest copy of annual accounts.
- Where an applicant group/organisation has no reserves policy and unrestricted reserves of over 3 months operational costs are held, the project would be expected to contribute 50% of costs. If over 6 months are held, they become ineligible. Where there is a reserves policy this shall be considered before applying this calculation.

We will not fund:

- Any proposals with recurring costs or that place any burdens on Dundee City Council
- Proposals that lobby or require the Council to change policy
- Proposals that the state has a legal obligation to provide, such as bus stops, local bus services etc.
- Items that the Scottish Government or UK Government grants can finance.
- Proposals that involve improvements to buildings that are not owned by the applicant, unless written permission by the owner is given.
- Costs incurred before the project start date
- Organisation management costs.
- Contingency costs.
- Core organisational and overhead costs.
- Items or activities which benefit an individual rather than the community as a whole
- Fundraising activities or donations to other organisations
- Loans, interest payments, bank or credit card charges
- Political or religious activities – applications can be accepted from faith groups if they are for the local community.
- Alcohol or tobacco
- Livestock and associated costs (e.g. food)
- VAT that you can recover from Her Majesty's Revenue and Customs (HMRC).
- The Neighbourhood Capital Fund grant can only be used for funding the proposed project and related costs.

Geographical Eligibility

The capital spend must be on projects within the 15% most deprived data zones or demonstrate that it is for the benefit of and targeted at people living within such a data zone. This must be within Dundee and within the ward to which the applicant is applying.

The definition of Capital Expenditure

The definition of Capital Expenditure, per the Accounting Code of practice is that:

“The cost of an item of property, plant & equipment falling under this section of the code shall be recognised. These include initial costs of acquisition and construction and cost of incurred subsequently to add, or replace part of, or service that asset. of costs that can be capitalised are:

- Staff time working directly on the construction or acquisition of asset but must be measurable.
- Cost of site preparation
- Initial delivery and handling costs.
- Installation and assembly costs
- Costs of testing whether the asset is working properly
- Professional fees that relate directly to the acquisition or construction of an asset.

Feasibility studies and costs of aborted plans cannot be capitalised.

Please note that capital projects need to exceed £6,000 to be eligible for the funding.

Neighbourhood Capital Fund Application

Before completing this application, please ensure you have the following documentation. Please use the checklist below 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:

Read the guidance sections of the form

Fully completed the information on 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,
and that your end date is prior to 31/03/2026

Included appropriate, measurable outputs & outcomes?

Provided your groups accounts, or other appropriate financial information?

Sourced and attached all relevant quotes?
(three quotes are required to ensure value for money is being considered)

Checked that the bank details or financial code are correct / complete?

Signed the form, given accurate contact details and ticked the GDPR box?

A copy of your constitution is included

Evidence of landowner permission - If required

Evidence of planning permission – if required

Spreadsheet with detailed costs
Plan showing location of proposed works
Copy of lease
Copy of insurance(s)
Risk assessment
Correspondence with relevant stakeholders
Copy of other funding sources if applicable
Any other supporting information

Please submit this application form via Dundee Voice and all supporting documentation in one email to – CCF@dundeecity.gov.uk

Organisational details

- 1) Organisation name (Including organisation number if applicable*)
- 2) Organisation address including postcode*
- 3) Name of person completing the application.
- 4) Position/job title within the organisation*
- 5) Email address*
- 6) Telephone number*

Bank Details

- 7) Name of bank*
- 8) Account name*
- 9) Sort Code*
- 10) Account number*

Proposed Project

- 11) Which ward does your project take place in
<https://www.dundeecity.gov.uk/service-area/neighbourhood-services/communities-safety-and-protection/local-community-planning>
- 12) Which local community plan priority does your project address* Link to community plans (manually enter)

Ward 1 – Strathmartine

Cost of Living

Children and Families

Health and Wellbeing

Develop a network of community growing spaces and community gardens

Empowering Communities

Ward 2 – Lochee

Cost of Living

Health and Wellbeing

Climate change

Empowering Communities

Children and Families

Ward 4 – Coldsid

Cost of Living

Health and Wellbeing

Children and Families

Empowering Communities

Climate Change

Ward 5 – Maryfield

Cost of living

Health and Wellbeing

Empowering Communities

Climate Change

Children and Families

Ward 6 – North East

Cost of Living

Empowering Communities

Health and Wellbeing

Children and families

Climate Change

Ward 7 – East End

Cost of Living

Children and Families

Health and Wellbeing

Climate Change

Empowering Communities

- 13) Project description: describe the project that the grant will be used for, detailing the outcomes contributing to the community plan priority (400 words max) *
- 14) Provide evidence of need and details of engagement with the community that has identified this as a priority? (evidence of engagement with stakeholders, local community, groups etc)* (300 words)
- 15) Project start date (earliest start date X)*
- 16) Project End Date (No later than March 2026)*
- 17) Project location*
Please provide the full address.
- 18) Does the project require land ownership permissions. Please include landowner details for the proposed location and written confirmation that the project has permission to proceed on that land.*
- Yes
 - No
- 19) Does the project require planning permission and has this been obtained ?*
- Yes
- No
- Don't know -contact planning@dundeecity.gov.uk before submitting your application.

Project costs

- 20) Total amount requesting from Neighbourhood Capital Fund ? *
- 21) Are you seeking funding from other sources? *
- Yes
- No
- 22) If you answered “yes” to the above question, please provide details of other sources of funding. Note that additional funding is required to be confirmed when applying.
- 23) What is the total cost of the project (including other funding sources and X fund)?*
- 24) Does your organisation hold free reserves of more than three months operating expenses.?* If your organisation holds between 3-6 months of unrestricted reserves, then your project will only be able to receive 50% funding, if considered. No funding will be awarded if you hold more than 6 months of unrestricted reserves.
- 25) How much match funding are you able to provide?*
- Please list a breakdown of match funding.
- 26) Please provide a breakdown of what the grant will be spent on?*

Cost heading	Cost (£)
Total	

Project delivery

- 27) Who will manage the delivery of the project?*

- 28) Will there be ongoing maintenance associated with the project? If yes, who will be responsible for this and how will it be funded?*

- 29) How are you going to monitor the project's success?*

Other information

- 30) Is there any further information you would like to provide in support of your application? (maximum 400 word)

DUNDEE CITY COUNCIL
NEIGHBOURHOOD CAPITAL FUND AWARDS
TERMS AND CONDITIONS

1 Preamble

- 1.1 The Neighbourhood Capital Fund awards will be used for physical and environmental projects that make a strong and direct contribution to the local community plans for 2022-2027 for the relevant ward.
- 1.2 Dundee City Council (DCC) is operating to disburse awards in a way that safeguards public money and ensures that awards are properly accounted for and used for the purpose above.
- 1.3 Bodies in receipt of an award must only use it for the agreed purposes as set out in their application, voted for by the public, and agreed by DCC.
- 1.4 The following terms and conditions apply to all bodies in receipt of an award from the Neighbourhood Capital Fund and form part of the offer of award by DCC and acceptance by the body in receipt of the award.

2 Purpose of Award

- 2.1 Bodies in receipt of an award must use it to meet the outcomes as detailed in their application and any subsequent variations agreed by DCC prior to the date of the offer of award and for that purpose only.
- 2.2 The award should not be used to substitute for other expenditure by bodies in receipt of an award.

3 Financial Record Keeping

- 3.1 Bodies in receipt of an award must ensure that adequate systems are in place for recording all expenditure and income. Bodies shall provide any information that DCC may reasonably require to satisfy themselves that the award is being used for the purpose it was given and to ensure compliance with these terms and conditions.
- 3.2 Bodies in receipt of an award must facilitate arrangements for representatives of DCC to have access to review the activities and financial records of the body.
- 3.3 Bodies in receipt of an award must undertake to report to DCC any suspicions of fraud and irregularity immediately.

3.4 Bodies in receipt of an award must ensure that all financial records, (including the retention of relevant invoices, receipts etc.) are properly maintained and retained for 6 years after the expenditure occurs.

3.5 All funds must be spent by 31st March 2026. Unspent funds will be reclaimed.

4 Reporting

4.1 Bodies in receipt of an award must complete a report that shows in detail the financial expenditure relating to the activity and provides a summary of what was achieved, including any outcomes or outputs included in their application.

4.2 Reporting should be made using the Neighbourhood Capital Fund Report template provided with the offer of award.

4.3 Supporting evidence for all expenditure must also be included with the submitted report. Copies of invoices, receipts, etc. will suffice for these purposes. Originals are not required.

4.4 Reports must be submitted within one month of the agreed Project End Date.

5 Asset Management

5.1 Owners of assets with a useful life of more than a year must maintain a register of these assets in accordance with generally accepted accounting practice. Copies of this register will require to be forwarded to Neighbourhood Capital Fund Working Group

5.2 When disposing of assets purchased with the assistance of an award, all owners should adhere to the general principles that receipts should be maximised and should not generate cash benefits for any individual .

5.3 DCC, or any authorised officer on their behalf, have a right to enter upon any land or buildings and to inspect any moveable property or books of account where the land, buildings or moveable property have been acquired with the aid of an award or the books of account relate to activity which is receiving or has received an award.

General

6.1 Bodies in receipt of an award must be free of any political bias and must not use the award to fund activities involving political campaigning.

6.2 Bodies in receipt of an award shall ensure that nothing contained in any materials produced or submitted to DCC by the body in receipt of the award or anyone acting on its behalf nor the reproduction of such materials, shall constitute an infringement of any third party copyright or intellectual property

right and shall indemnify DCC against all actions, proceedings, claims and demands made by reason of any such infringement.

6.3 Bodies in receipt of an award shall not be entitled to assign, sub-contract or otherwise transfer their rights or obligations under the terms and conditions without the prior written consent of DCC.

6.4 Bodies in receipt of an award shall ensure that in relation to award that they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.

7 Publicity

7.1 Bodies in receipt of an award shall ensure, where reasonably practicable, that they acknowledge in all publicity material relating to the activity funded by the award the contribution of DCC by way of the Neighbourhood Capital Fund to its costs. DCC will require to approve the form of such acknowledgement prior to its first publication.

7.2 In all cases where works involving capital expenditure are to be carried out, a board or plaque available to public view should be erected near the site if possible, clearly showing an award from the Neighbourhood Capital Fund . Bodies in receipt of an award shall ensure where capital expenditure has provided outdoor facilities or has converted or provided new buildings, that a plaque or board is prominently placed for public view which highlights the Neighbourhood Capital Fund as a source of the expenditure.

8 Funding

8.1 Unless otherwise agreed with DCC, an award shall not be used to substitute for other sources of funding to which the body has already had access and which has come to an end.

8.2 The award may be used as match funding to attract other sources of funding although this may be dependent on the rules of the other source of funding.

9. Default and recovery of award

9.1 DCC may reduce, suspend, vary or withhold payment of an award or any part of an award, or require all or part of an award to be repaid in the event that the body in receipt of an award or any representatives on its behalf:

9.1.1 fails to carry out the purpose of the award;

9.1.2 is in breach of the obligations under these terms and conditions;

9.1.3 fails to perform or negligently performs any obligation under these terms and conditions;

- 9.1.4 passes a resolution that it be wound up, or a court makes an order that the body be wound up, in either case otherwise than for the purposes of reconstruction or amalgamation, or circumstances arise which would enable a court to make such an order or the body is unable to pay its debts within the of the Insolvency Act 1986. A receiver, manager, administrator or administrative receiver is appointed to the body, or over all or any part of the body's property, or circumstances arise which would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.
- 9.2 In the event that the body in receipt of any award becomes bound to pay any sum to DCC in terms of this clause, the body in receipt of an award shall pay DCC the appropriate sum within 14 days of a written demand for it being given by or on behalf of DCC to the body in receipt of an award.
- 9.3 Any failure, omission or delay by DCC in exercising any right or remedy to which they are entitled by virtue of this clause shall not be construed as a waiver of such right or remedy.

10 Insurance

- 10.1 Bodies in receipt of an award shall ensure that they maintain comprehensive insurance policies to cover the liability of the body in respect of any act or consequences of any negligence for which it or its employees may become liable. It will also indemnify and keep indemnified DCC, their servants, agents and anyone acting for them against all actions, claims, demands, costs and expenses incurred by or made against DCC and their foresaids in respect of loss, damage or personal injury (including death) which arises directly or indirectly anything done or omitted to be done under the award.

11. Governing Law

These terms and conditions are governed by the Law of Scotland and the parties hereby prorogate to the exclusive jurisdiction of the Scottish Courts

Neighbourhood Capital Fund 2024/25 Award Letter

I am pleased to inform you that [Insert group] bid for the **Neighbourhood Capital Fund 2024/25** has been approved and therefore, on behalf of Dundee City Council, I offer the award on the following basis.

1. **Body in receipt of Award:**
2. **Amount Awarded:**
3. **Purpose of Award/Activity undertaken:**
4. **Project Start Date:**
5. **Project End Date:**
6. **Conditions of Award:**

The Award must be spent by 31 March 2026 and any intention to vary the budget submitted in the application requires agreement from the Dundee Partnership Team. Further conditions are contained in the Terms and Conditions enclosed.

7. Reporting requirements

On completion of activity, your group is required to submit a report on the activities undertaken and the outcomes achieved as a result of receiving the award. Community Capital Fund Report Template is enclosed for the reports on the activity/performance and expenditure.

Please **keep all documentation, including receipts**, relating to this award. Copies of these **MUST** be submitted with the above reports.

Please **complete & sign** the enclosed form below, once you have read the terms and conditions, and return the scanned signed form to CCF [@dundeecity.gov.uk](mailto:ccf@dundeecity.gov.uk) or if you are unable to print and scan the document then please reply by email confirming you accept the offer of grant and the terms and conditions. Once we have received the signed form, arrangements will be made to transfer the award. Please retain a copy for your own records.

If you have any queries, please do not hesitate to contact the team via the above email address.

Yours sincerely

Dundee Partnership Team

**Neighbourhood Capital Fund 2024/25
Grant Acceptance Form**

Please complete & sign this form and return it immediately to CCF [@dundeecity.gov.uk](mailto:ccf@dundeecity.gov.uk) and retain a copy for your own records. **PLEASE NOTE THAT NO MONIES WILL BE RELEASED UNTIL THIS FORM IS RECEIVED.**

1.	Name of Organisation	<p>On behalf of the above organisation, I accept the award, as detailed in your letter of as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">Amount of Award: £</td> <td style="width: 55%;"></td> </tr> <tr> <td>Project Name:</td> <td></td> </tr> </table>	Amount of Award: £		Project Name:													
Amount of Award: £																		
Project Name:																		
2.	Terms & Conditions of Award	<p>On behalf of the above organisation, I have read, understand and accept the terms and conditions of award specified in the award letter.</p>																
3.	Official Start Date	<p>The official start date of the activity will be:</p>																
4.	Payment Details:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="text-align: center;">External Organisations</th> </tr> </thead> <tbody> <tr> <td>Name of Bank Account (external projects)</td> <td></td> </tr> <tr> <td>Name of Bank</td> <td></td> </tr> <tr> <td>Sort Code</td> <td></td> </tr> <tr> <td>Account Number</td> <td></td> </tr> <tr> <td>Internal Transfer Code</td> <td style="text-align: center;">Dundee City Council:</td> </tr> <tr> <td>Budget Code</td> <td></td> </tr> <tr> <td>Individual Accepting on Behalf of Organisation</td> <td></td> </tr> </tbody> </table>		External Organisations	Name of Bank Account (external projects)		Name of Bank		Sort Code		Account Number		Internal Transfer Code	Dundee City Council:	Budget Code		Individual Accepting on Behalf of Organisation	
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Name (please print)																		
Position in Organisation																		
Date																		

	Telephone Number	
	Email address	
6.	Signature:	

XF/ Report Due: Report Received:
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DUNDEE CITY COUNCIL

Neighbourhood Capital Fund Award Report 2024/25

Name of Applicant/Group:	
Name of Activity / Project:	
Amount of Grant Awarded:	
Date of Award:	

FINANCE

ITEMS PURCHASED	BUDGET	ACTUAL SPEND	VARIANCE
TOTALS			
Comments:			

1. Briefly, what was the project's aim? (max 100 characters)

2. What is your story? (max 500 words)

Please tell us about your initiative / project in a way that brings it to life for other people. What is your initiative about? What was the need? Which other organisations have helped you and/or worked with you?

3. What measures are you using to determine your success and what was your outcome?

Please provide a brief narrative and record any specific outcomes and outputs in the below table.

	Target 2024-25	Achieved 2024-25
Outputs		
Outcomes/Indicators:		

5. Where can people find out more?

Please add a website or social link so people can find out more about your project.

Do you have a sharable video link for your project? If yes, please add below:

Please email project images to CCF [@dundeecity.gov.uk](mailto:CCF@dundeecity.gov.uk), stating your project title in the email.
Insert file names below:

6.

Contact Details/Confirmation:

Signature	
Name (please print)	
Position in organisation	
Date	



Integrated Impact Assessment

Committee Report Number: 165-2024

Document Title: Community Regeneration Fund - Participatory Budgeting

Document Type: Procedure

Description:

Committee to establish a participatory budgeting process for the Community Regeneration Fund

Intended Outcome:

Broadening base of citizen participation and reducing inequalities

Period Covered: 01/07/2024 to 01/07/2024

Monitoring:

Through the Communities Team

Lead Author:

Nicky MacCrimmon, Community Learning & Development Manager, Neighbourhood Services,

nicky.maccrimmon@dundee.gov.uk , 01382435822,

1 Shore Terrace, Dundee, DD1 3AQ

Director Responsible:

Tony Boyle, Executive Director Neighbourhood Services, Neighbourhood Services

tony.boyle@dundee.gov.uk, 01382 434746

5 City Square Dundee DD1 3BA

Equality, Diversity and Human Rights

Impacts & Implications

Age: No Impact

Disability: No Impact

Gender Reassignment: No Impact

Marriage & Civil Partnership: No Impact

Pregnancy & Maternity: No Impact

Race / Ethnicity: No Impact

Religion or Belief: No Impact

Sex: No Impact

Sexual Orientation: No Impact

Are any Human Rights not covered by the Equalities questions above impacted by this report?

No

Fairness & Poverty

Geographic Impacts & Implications

Strathmartine:	Positive
Lochee:	Positive
Coldside:	Positive
Maryfield:	Positive
North East:	Positive
East End:	Positive
The Ferry:	No Impact
West End:	No Impact

Positive Implications: The proposal seeks to broaden the base of citizens living in regeneration areas who are able to generate ideas and make decisions on capital spend to improve their communities and reduce inequalities in those communities which experience the most disadvantage.

Household Group Impacts and Implications

Looked After Children & Care Leavers: No Impact

Carers: No Impact

Household Group Impacts and Implications

Lone Parent Families: No Impact

Single Female Households with Children: No Impact

Greater number of children and/or young children: No Impact

Pensioners - single / couple: No Impact

Unskilled workers or unemployed: No Impact

Serious & enduring mental health problems: No Impact

Homeless: No Impact

Drug and/or alcohol problems: No Impact

Offenders & Ex-offenders: No Impact

Socio Economic Disadvantage Impacts & Implications

Employment Status: No Impact

Education & Skills: No Impact

Income: No Impact

Caring Responsibilities (including Childcare): No Impact

Affordability and accessibility of services: Positive

The proposal seeks to bring services and activities close to people in localities and to assist with the viability of those local services.

Fuel Poverty: No Impact

Cost of Living / Poverty Premium: No Impact

Connectivity / Internet Access: No Impact

Income / Benefit Advice / Income Maximisation: No Impact

Employment Opportunities: No Impact

Education: No Impact

Health: No Impact

Life Expectancy: No Impact

Mental Health: No Impact

Overweight / Obesity: No Impact

Child Health: No Impact

Neighbourhood Satisfaction: Positive

The proposal seeks to broaden the base of citizens living in regeneration areas who are able to generate ideas and make decisions on capital spend to improve their communities and reduce inequalities in those communities which experience the most disadvantage.

Transport: No Impact

Environment

Climate Change Impacts

Mitigating Greenhouse Gases: No Impact

Adapting to the effects of climate change: No Impact

Resource Use Impacts

Energy efficiency & consumption: No Impact

Prevention, reduction, re-use, recovery or recycling of waste: No Impact

Sustainable Procurement: No Impact

Transport Impacts

Accessible transport provision: No Impact

Sustainable modes of transport: No Impact

Natural Environment Impacts

Air, land & water quality: No Impact

Biodiversity: No Impact

Open & green spaces: No Impact

Built Environment Impacts

Built Heritage: No Impact

Housing: No Impact

Is the proposal subject to a Strategic Environmental Assessment (SEA)?

No further action is required as it does not qualify as a Plan, Programme or Strategy as defined by the Environment Assessment (Scotland) Act 2005.

Corporate Risk

Corporate Risk Impacts

Political Reputational Risk: Positive

The proposal seeks to broaden the base of citizens living in regeneration areas who are able to generate ideas and make decisions on capital spend to improve their communities and reduce inequalities in those communities which experience the most disadvantage.

Economic/Financial Sustainability / Security & Equipment: No Impact

Social Impact / Safety of Staff & Clients: Positive

The proposal seeks to broaden the base of citizens living in regeneration areas who are able to generate ideas and make decisions on capital spend to improve their communities and reduce inequalities in those communities which experience the most disadvantage.

Technological / Business or Service Interruption: No Impact

Environmental: No Impact

Legal / Statutory Obligations: No Impact

Organisational / Staffing & Competence: No Impact

Corporate Risk Implications & Mitigation:

The risk implications associated with the subject matter of this report are "business as normal" risks and any increase to the level of risk to the Council is minimal. This is due either to the risk being inherently low or as a result of the risk being transferred in full or in part to another party on a fair and equitable basis. The subject matter is routine and has happened many times before without significant impact.