For official use only:

Ref: ED23

**Dundee City Council**

**Equality & Diversity Fund**

**Grant Application 2023/24**

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| **Applicant Information** | |
| **Name of Applicant Group** |  |
| **Activity Title** |  |
| **Grant Requested (£)** |  |
| **Purpose of Grant Fund**  **The aim of the new grant is to:**  **Directly support Dundee City Council’s Mainstreaming Equalities Agenda and meet our General Duty to pay due regard to the need to:**   * Eliminate discrimination * Advance equality of opportunity * Promote good relations across the range of protected characteristics   **The General Equality Duty covers the following protected characteristics:**   * Age * Disability * Gender reassignment * Pregnancy and maternity * Race * Religion or belief * Sex * Sexual orientation   The General Equality Duty also covers marriage and civil partnerships, with regard to eliminating unlawful discrimination in employment. | |
| **How Much Can Be Applied For?**  **Applications up to £1000 will be considered but we expect that the average grant awarded will be around £500.**  **Who can apply**   * Charities * Voluntary and Community Organisations * Faith Organisations * Social enterprises   ***Others will be considered on a case by case basis – please contact our Equalities & Fairness Officer for more details:***  [***ross.craig@dundeecity.gov.uk***](mailto:ross.craig@dundeecity.gov.uk) | |
| **Essential Criteria**  **Applicants Must:**   * Demonstrate how their project or activity supports Dundee City Council to mainstream equalities across their community and/or helps us to meet our General Equality Duty * Highlight the relevant protected characteristic(s) of the individuals or groups and the barriers that they face within the application * Describe the outcomes that their project/activities expect to achieve * Advise how any grant awarded will be spent   **Example:**  **Protected characteristics:** Young people in Dundee who are profoundly deaf.  **Relevant barriers:** Social isolation, lack of awareness of and communication barriers preventing their participation in mainstream youth opportunities.  **Outcomes:** Young people who are profoundly deaf are enabled to participate fully in mainstream youth opportunities through appropriate supports.  **Equality Duty:** Supporting young deaf people's access to mainstream services will challenge discrimination, advance equality of opportunity and promote good relations across the young people from deaf and hearing communities. | |

## Checklist for the Equality & Diversity Fund Application Form

Before submitting your application form to our Equalities & Fairness Officer, 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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| Read the guidance sections of the form |  |
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| 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? |  |
|  |  |
| Included appropriate, measurable outputs & outcomes? |  |
|  |  |
| Provided your groups accounts, or other appropriate financial information? |  |
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| Sourced and attached all relevant quotes? |  |
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| Checked that the bank details or financial code are correct / complete? |  |
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| Signed the form and given accurate contact details? |  |

## Before Starting on the Application, Please Consider and Complete the Question Below:

**If this has 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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| **Who is the grant for?**  (Name of Applicant Group) |  | | | |
| **Did you receive a Dundee City Council or Dundee Partnership grant during 2021-22 or 2022-23?** (If yes, list all grants below) | | | | **YES / NO** |
| **Title of project funded** | | **Amount granted** | **When** | **Was it fully spent?** |
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| **Please describe why your planned activity / project is needed, including stating how this meets our essential criteria.**  (Use an additional sheet / expand this text box if required) |
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| **Please give a description of what you want this grant for. This should describe the activity / project planned, including relevant details of geography / location.** (Use an additional sheet / expand this text box if required) |
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| **Approximately how many people will benefit from this project?** |  |

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| **What evidence do you hold that the relevant community supports this application?**  (For example, was it proposed by members of a particular group? Does it directly address need identified by community members? Do you have any feedback from consultation relating to this application?) |
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| **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) | £ |
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| **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. | | |
| 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 (or applicable financial statement) 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 also 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 our Equalities & Fairness Officer if unsure ([ross.craig@dundeecity.gov.uk](mailto:ross.craig@dundeecity.gov.uk)) |
| **What other documents are you attaching to evidence the budget costs for this application?** (e.g. quotes, estimates, projected income and expenditure) |
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| **How do you intend to monitor the project Outputs and Outcomes?** |
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| **What is the planned start date of the event/activity?**  Please note that funding cannot be retrospective i.e. funds must be agreed before any expenditure is made |  |
| **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.

Applications will be required to demonstrate how they will meet either/both of the grants twin aims. **Please refer to Grant Purpose and section 3** **of the Guidance Notes** for examples of outputs and outcomes / indicators and link to Equality Mainstreaming Report.

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| **Mainstreaming Equality Outcome(s) / General Equality Duty Contribution and relevant Protected Characteristic(s)** | |
| **Purpose of activity / project within this Outcome:** | |
|  | **Target 2023-24** |
| Outputs |  |
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| Outcomes: |  |
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| **BANK DETAILS** | |
| **Name of Account** |  |
| **Name of Bank** |  |
| **Sort Code** |  |
| **Account Number** |  |

**Data Privacy Notice**

We will be collecting data for the purpose of allowing us to process applications to the Equality & Diversity 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**)

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| Please tick here if you agree |  |

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| **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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| **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.**

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| **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 our Equalities & Fairness Officer, via** [**ross.craig@dundeecity.gov.uk**](mailto:ross.craig@dundeecity.gov.uk)**.** *Please note that at present we are unable to deal with paper-based applications due to our current working arrangements* |

**GUIDANCE NOTES**

**Section 1 - Requirements**

If you require assistance in completing this form, please contact one of the Equalities & Fairness Officers using the details given on page 10.

**REQUIREMENTS**

* Applicants must **Demonstrate how their project or activity supports Dundee City Council to mainstream equalities across their community and/or helps us to meet our General Equality Duty.**
* Applicants must **Highlight the relevant protected characteristic(s) of the individuals or groups and the barriers that they face within the application**
* Applicants must **Describe the outcomes that their project/activities expect to achieve and advise how they will spend the Grant if awarded**
* **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**. 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
* Where part or all of an award is for salaries, the **employee(s) should be receiving at least the** **Scottish Living Wage (currently £10.90 per hour)**. This supports Dundee’s status as a Living Wage City and is in line with Fair Work First principles

**ADDITIONAL GUIDANCE**

* Where possible, applicants should seek funding from another source before applying for Equality & Diversity Funding. This will help it maximise the overall level of funding available to equalities groups and communities across Dundee. In order to achieve this, applicants should plan and apply well in advance of their activity taking place
* Unspent funds at the end of the activity may 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. **Applications must be fully completed, signed[[1]](#footnote-1) and include all relevant bank details or code transfer information**
2. An Equalities & Fairness Officer will contact all applicants as part of the Assessment process before the application is passed on to the decision makers
3. Applicants will be informed of the final decision on their application as soon as possible. This decision will be sent to the specified email address
4. **Payments cannot be made retrospectively** - All activity and expenditure must be after the date on which funding is agreed
5. Providing monitoring returns on performance and financial expenditure are part of the terms and conditions relating to an award. These forms will be provided 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**

**Section 3 - Outputs & Outcomes**

Applicants should demonstrate how their project or activity supports Dundee City Council to mainstream equalities across their community and/or helps us to meet our General Equality Duty.

This can be demonstrated, by selecting the most appropriate Equalities Outcome (s) and highlighting which protected groups will benefit from their application and within which their outputs and outcomes can be recorded.[Mainstreaming Equality Report](https://www.dundeecity.gov.uk/sites/default/files/publications/122-2021_mainstreaming_equalities.pdf) – outcomes pages 17-19)

**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 50 people. Target = 50 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 5 weeks. Target = 40hrs

**Please only include outputs that are key to the activity/project.** If you are unclear about what you should include, contact one of the Equality & Fairness Officers 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, and that of Dundee City Council.If you are unclear about what you should include, contact one of the Equality & Fairness Officers in the first instance. Examples:

* 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)

**EQUALITY & FAIRNESS OFFICERS**

The council has two Equality & Fairness Officers within the Community Planning Team. Their contact details are below;

Ross Craig 307482 [ross.craig@dundeecity.gov.uk](mailto:ross.craig@dundeecity.gov.uk)

Anna Yule 431197 [anna.yule@dundeecity.gov.uk](mailto:anna.yule@dundeecity.gov.uk)

1. Applications submitted electronically must clearly originate from the named person responsible from the application e.g. the email address used should match the name. [↑](#footnote-ref-1)