

Agenda Item	16
Report No	LA 30/15

Carbon CLEVER Community Grant Fund 2015-16

Report by Head of Policy and Reform

Summary

This report sets out the applications received for the Carbon CLEVER community grant fund in Lochaber for 2015-16. It details the background to the fund, together with a summary of applications, the assessments and funding recommendations.

1. Background

- 1.1 At a meeting of the Highland Council in June 2014, Members approved the development of the Carbon CLEVER community grant fund (CCCGF). In February 2015, Members agreed at Resources Committee that the £200,000 fund would benefit from localisation, with each Area Committee having a fund allocation based on the number of Members. For Lochaber the funding allocation is £17,500. It was also decided that funding decisions would be taken at Area Committees, with an annual update of the decisions made presented to Resources committee. The criteria and scoring for the fund are available on the Council’s website and attached at **Appendix 1**.
- 1.2 The CCCGF contributes to the Council’s programme commitment to achieve a carbon neutral Inverness in a low carbon Highlands by 2025 by providing support to communities in developing innovative projects which tackle climate change.
- 1.3 This report sets out the applications received for the CCCGF in Lochaber for 2015-16, summarises the applications and provides funding recommendations for Members to consider.

2. 2015 – 16 Award Recommendations

- 2.1 Applications were invited for the 2015-16 grant fund through notices on the Council’s website, by e-mail to Council Members and Ward Managers, via social media and through articles in local media. A total of three applications were received for Lochaber:

LOCHABER AREA		
Ref. No.	Applicant Organisation	Funding request (£)
11504	Knoydart Foundation	8,554.38
11517	Spean Bridge Community Hall	5,786.00
11518	Mallaig & District Swimming Pool	3,800.00
		18,140.38
	Budget 2015 - 16	17,500

- 2.2 The applications have been given a robust appraisal, including:
- An examination of the Applicant's proposals by Council officers to assess the need and appropriateness of the proposals as well as the applicant's capacity to deliver the project using the assessment criteria;
 - A technical assessment of each applicant organisation has been carried out including its governance, experience, activities undertaken, how business is managed, including an examination of its annual reports and accounts; and
 - Where necessary, further information or clarification has been sought.

3. Assessment

- 3.1 A summary of the applications, assessments and comments for each application is shown at **Appendix 2**. Based on these assessments, the awards recommended are:

Ref.	Applicant Organisation	Total Project Cost (£)	Match Funding in Place (£)	Amount Applied For (£)	Recommended Award (£)
11504	Knoydart Foundation	8,554.38	0	8,554.38	6,934.38 subject to conditions
11517	Spean Bridge Community Hall	12,786	7,000	5,786	DEFER
11518	Mallaig & District Swimming Pool	6,800	3,000	3,800	3,800
	Totals	28,140.38	10,000	18,140.38	10,734.38

- 3.2 Knoydart Foundation's application contains some revenue costs which cannot be funded under the Community Grant Fund. However, support is recommended for the capital aspects of the project, with conditions, as detailed in Appendix 2. Members are asked to consider whether individual Ward Discretionary funding might be used to meet the revenue costs which cannot be met by the Community Grant Fund.
- 3.3 Spean Bridge Community Hall's application is reliant upon a report from Home Energy Scotland (HES) in respect of the measures proposed. The Hall was not in receipt of this report prior to submission of their application, and unfortunately, the recommendations contained within the HES report do not match the Hall's application to the Community Grant Fund. It is therefore recommended that a funding decision is deferred to allow further work between the Community Hall and HES to identify exactly what is required.
- 3.4 Additional match funding of £3,000 is detailed in the Mallaig & District Swimming Pool application and Members' support for this project will allow this sum to be invested in the area. Without support, this project may not be able to proceed.
- 3.5 The total recommended funding is £10,734.38, which leaves an underspend of £6,765.62. It is recommended that Members re-consider the application for the

Spean Bridge Community Hall following the engagement proposed at a future meeting and if funds remain after that time to consider if another round of applications is held this financial year (2015-16) or if any underspend is carried forward into financial year 2016-17.

4. Implications

- 4.1 Resource Implications: The recommendations, if approved, will commit £10,734.38 from the Lochaber CCCGF allocation, with £6,765.62 available for allocation.
- 4.2 Climate Change/ Carbon CLEVER Implications: Through the Climate Change (Scotland) Act 2009 and as a signatory to Scotland's Climate Change Declaration, The Highland Council has a duty to encourage and work with others in the local community to take action to adapt to the impact of climate change, to reduce greenhouse gas emissions and to make public its commitment to action. Through the CCCGF, the Council will be supporting local communities in taking practical steps to mitigate against climate change. Successful applications and projects will also reinforce and support the aims of Carbon CLEVER.
- 4.3 Rural Implications: The CCCGF is open to community groups and organisations throughout the Highlands. As applications will be approved by Members at Area Committees, the fund will benefit the whole Highland region.
- 4.4 Gaelic Implications: The CCCGF follows the Council's policy on signage and branding. The application form seeks to assess project contributions to the promotion of the Gaelic language.
- 4.5 Risk Implications: The recommendations are based on a thorough assessment of the organisations' capacity to deliver efficiently and effectively. The organisations are established and meet current monitoring requirements. The grant funding is managed and monitored using the Council's standard terms and conditions of grant.
- 4.6 Legal Implications: The Highland Council has an obligation to support national efforts to reduce carbon emissions to meet the targets set out in the Climate Change (Scotland) Act 2009. Accounting rules relating to spending of capital grants to third parties will be implemented and specific conditions will be detailed in award notices.
- 4.7 Equalities Implications: To ensure that the grant is accessible to all groups of people, support was made available throughout the process. Applications were screened on a case-by-case basis for equalities implications. Projects which are granted funding will be required to have necessary equality policies in place, and this will be outlined in award notices.

Recommendations

Members are asked to:-

1. Agree the funding recommendations as shown below:

Ref. No.	Applicant Organisation	Recommended Award
11504	Knoydart Foundation	£6,934.38 with conditions
11517	Spean Bridge Community Hall	DEFER
11518	Mallaig & District Swimming Pool	£3,800
	Total	£10,734.38

2. Agree to defer a funding decision on Spean Bridge Community Hall's application until the next Lochaber Area Committee; and at that time if funding remains available Members can decide whether to promote another round of funding this year or to carry it forward into 2016/17.
3. Agree that the revenue costs of £1,620 detailed in Knoydart Foundation's application should be considered under the Ward 12 Discretionary Budget at the next Ward Business Meeting.

Designation: Head of Policy and Reform

Date: 11/08/2015

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Appendix 1

CARBON CLEVER COMMUNITY GRANT FUND – ASSESSMENT CRITERIA

Carbon CLEVER Community Grant Fund – Assessment Criteria Scoring Matrix 2015/16

The Carbon CLEVER Community Grant Fund will be assessed on the six criterion below. A technical assessment comprising organisational governance, experience, track record and capacity to deliver the project, and other sources of funding will also be undertaken.

1. Assessment of Application

CRITERION	WEIGHTING	MAX SCORE
Criterion 1: Carbon Reduction – applications must lead to a reduction in carbon dioxide emissions in the community.	X 2	10 (2 x 5)
Assessment: The application must identify how the project will reduce CO ₂ in the community and measure this data. Level of specific targeting identified including how the project is going to target CO ₂ reduction in the community. A practical approach should be taken to ensure project proposals maximize carbon emission reduction.		
Criterion 2: Leadership – applications must demonstrate leadership in maximising carbon emission reduction & encourage behaviour change in the community	X 1	5 (1 x 5)
Assessment: The application must demonstrate that the project will take a lead role in the community in respect of demonstrating excellent practice in carbon reduction.		
Criterion 3: Engagement – applications must demonstrate community consultation in respect of the project, as well as efforts to engage with stakeholders	X 2	10 (2 x 5)
Assessment: Application should highlight how project will engage with local communities and assist in building community capacity – i.e. use of volunteers, developing project management skills etc.		
Criterion 4: Value for Money – applications must demonstrate that the project offers good value for money	X 1	5 (1 x 5)
Assessment: Application should highlight how project will offer value for money whilst complementing (not reinventing) other local services and programmes which tackle climate change.		
Criterion 5: Economic Benefit – applications must describe how the project will benefit the community, from an economic perspective	X 1	5 (1 x 5)
Assessment: Application should specify ways in which the project will result in economic benefits for the local economy including how this will be delivered. This might include income generation, increasing		

employment, drawing in private investment etc.		
Criterion 6: Raise Awareness & Promote Behaviour Change – applications must provide details about the project’s expected sustainable legacy and how it will promote behaviour change in the community.	X 1	5 (1 x 5)
Assessment: Application should demonstrate how the project will raise awareness of climate change and what measures will be put in place to promote low carbon behaviours in the community.		

Scoring of Application

0 – Unacceptable	No information provided or justification provided indicates that applicant does not meet key criteria
1 – Poor justification	Limited attempt to provide key information
2 – Lack of full justification	Modest attempt at providing key information with little justification on how key criteria will be met
3 – Satisfactory justification	Reasonable effort at providing key information on all points and meeting criteria
4 – Strong justification	Good response which covers all points requested and comprehensively provides information on how key criteria will be met
5 – Very strong justification	Excellent response which provides all key information requested and gives substantial additional information which clearly meets criteria

Maximum score is 40 points.

2. Technical Assessment (pass or fail)

The purpose is to make a judgement on the applicant organisation’s governance, experience, track record and capacity to deliver the project. This will be assessed by Council Officers and will include the following:

- History of Organisation;
- Record of previous funding being spent appropriately;
- Track record of delivering similar projects within or outwith the Highland Council area;
- Capacity of Organisation to deliver the project;
- Application costs offer good value for money – i.e. are judged as reasonable costs;
- Alternative sources of funding, for example through Climate Challenge Fund or other grants; and
- Appropriate governance arrangements are in place, including sound financial management.

Appendix 2

LOCHABER AREA COMMITTEE

CARBON CLEVER COMMUNITY GRANT FUND 2015-16

Summary Applications, Assessments and Recommendations

Carbon CLEVER Community Grant Fund (CCCGF) 2015-16

Name of Applicant & App. Ref: Knoydart Foundation 11504	
Application Finance 2015 – 16 Year Project Cost: £8,554.38 Amount Applied for: £8,554.38	Application Finance 2015 – 18 (if applicable) 3 Year Project Cost: £NA Amount Applied for: £NA
Recommended Year 1: £6,934.38	
<p>Project Summary: Knoydart Carbon Cycle (Bike Hire)</p> <p>At present, visitors to Knoydart are unable to hire bikes, but are able to hire Land Rovers and in recent years Land Rover hire has significantly increased. We aim to provide a reliable bike hire service (in response to visitor requests) and to encourage the use of bikes rather than renting vehicles, which in turn reduces the carbon footprint of visitors. We intend to use the bike hire business to promote enjoyment of the outdoors, health and wellbeing and the wider environmental benefits of choosing two wheels over four. In addition, we would offer a local rate, in order to encourage community members to hire bikes rather than vehicles.</p> <p>Bike hire will be promoted via the Knoydart Foundation website, Visit Knoydart, flyers and a Facebook page. Bookings will be taken and managed by the Ranger Service. We have an existing shed in the village that given minor repairs could be utilised for bike storage. Bike maintenance would be completed by the Community Maintenance Company, a subsidiary of the Knoydart Foundation and as a result, Ranger Bike Hire would be reinvesting in a local business and providing local employment.</p> <p>We are applying for funding for 10 bikes (7 adult/10 year old + sized and 3 children's sizes), for helmets and a stock of parts, and for the cost of maintaining the bikes for the first year; we aim to be self sustaining by year 2.</p> <p>The project will benefit visitors to Knoydart, who will have the opportunity to explore the area without leaving a carbon footprint. It will also widen the area for exploration for those people who are unable to drive. In using a bike, they will undertake exercise which will promote good health.</p> <p>The community will benefit from the project as traffic will be reduced. We are responsible for maintaining our own tracks, many of which are fragile and incur damage, often due to visitor's inexperience of driving them. Community members who choose to hire bikes will benefit directly from a reduced rate. The environmental benefits include reduction in the carbon footprint of visitors; this is two-fold as the fuel required to power cars on Knoydart and the vehicles themselves have to be imported by a fuel-powered boat.</p> <p>In addition, we are requesting funding for a replacement battery and servicing for the Ranger Electric Quad Bike. We depend on the quad for transporting recycling and rubbish from the campsite and for transportation of materials across Knoydart for maintenance work and when working with volunteers. Our current quad has been used daily for five years and now requires work. Due to visitor demand, at present we offer Land Rover tours. If we didn't, a private individual would, and we can ensure that tours are delivered responsibly, whilst providing an opportunity for us to talk to visitors about carbon related issues. We hope to purchase an electric vehicle in the future, to be used for Ranger Tours, but at present there are no road legal electric vehicles suitable for carrying passengers off road.</p>	
<p>Measurable Outcomes:</p> <p>Bike hires May – October: 15 bike hires per month £1,125 (total income)</p>	

Criteria 1 Score 2 – (1 x 2)

Poor justification. Limited attempt to provide information on how the project will target CO₂ reduction. Limited attempt to evidence that the project meets a community need to lower emissions.

Criteria 2 Score 2 – (2 x 1)

Lack of full justification. Attempt to demonstrate leadership aims, however lacking level of information or justification which demonstrates the effectiveness of intervention in addressing leadership aims. Weak level of justification on how participants will move towards the outcome of leading on low carbon behaviour in the community.

Criteria 3 Score 4 – (2 x 2)

Lack of full justification. Attempt to demonstrate that the project will actually address the needs identified. Modest attempt to provide evidence provided that the provision will compliment and provide an additional service rather than duplicate existing activity.

Criteria 4 Score 1 – (1 x 1)

Poor justification. Limited attempt to demonstrate how the project will offer value for money while complementing local climate change initiatives.

Criteria 5 Score 3 – (3 X 1)

Satisfactory justification. Satisfactory demonstration by application of how the project will deliver economic benefits for the local community. However, would have benefitted from more comprehensive evidence/projections.

Criteria 6 Score 1 – (1 X 1)

Poor justification. Limited attempt to demonstrate how the project will raise awareness and promote behaviour change in the local community.

Overall Score Against Criteria : 13/40

Technical Assessment:
PASS

Summary: While there are some good ideas within the application, it would have benefitted from more focus on how the project will reduce carbon emissions in the region and how this will be measured. Despite this not having been particularly well articulated within the application, there is enough potential merit to recommend funding, with conditions. However, the bike maintenance costs (£1,620) cannot be met as this is a capital fund with no scope to provide revenue funding.

Recommendation:

APPROVED (subject to conditions below)

Amount Recommended:

£6,934.38

Conditions:

1. Obtain quotations from at least three suppliers to ensure best value is delivered for all aspects of the project.
2. Develop methodology to calculate carbon savings – the Council’s Climate Change team can assist in respect of this requirement.
3. Develop a robust marketing and engagement plan to maximise exposure of the scheme and ensure a lasting sustainable legacy. The Climate Change team can again offer guidance in this respect.

Name of Applicant & App. Ref: Spean Bridge Community Hall, 11517

**Application Finance 2015 – 16
Year Project Cost: £12,786.00
Amount Applied for: £5,786.00**

**Application Finance 2015 – 18 (if
applicable)
3 Year Project Cost: £NA
Amount Applied for: £NA**

Recommended Year 1: DEFER

Project Summary: Community Hall Energy Improvements

- To replace current lighting fixtures with new LED lights throughout
- To carry out remedial plasterwork to some walls due to mould damage
- To replace main front door and fire escape doors which are draughty and rotting.

By carrying out energy efficiency measures in this building, the savings made in energy bills will be used to give back to the community in the future. A more sustainable building will create a better community facility and ultimately become a more desirable venue for all.

Lack of comfort for users is a huge problem therefore by making the building more draught-proof and by improving the lighting system, more groups and in particular older groups of the community, will feel encouraged to use the hall again.

The hall will invest £7,000 of its own funds for an air-source heating system and the grant sought from Carbon CLEVER will allow us to fully act upon the recommendations made in our Home Energy Scotland report.

Measurable Outcomes:

1. Attract more groups to use the facility, in particular older members of the community.
2. Track numbers attending toddler group.

Criteria 1 Score 4 – (2 x 2)

Lack of full justification. Attempt to provide information on some aspects of the criteria although limited justification for targeted identified areas. Some evidence of identifying current emission levels and proposed reductions through project but could have been more comprehensive.

Criteria 2 Score 3 – (3 x 1)

Satisfactory justification. Satisfactory demonstration by applicant that proposed project will address leadership aims. Satisfactory evidence that the project will potentially begin to move towards the outcome of leading on low carbon behaviour in the community. However, would have benefited from more comprehensive evidence.

Criteria 3 Score 6 – (3 x 2)

Satisfactory justification. Satisfactory demonstration by applicant that the project will actually address the needs identified. Satisfactory evidence provided that the provision will compliment and provide an additional service rather than duplicate existing activity. The application would have benefited from demonstrating stronger links to existing provision by community or public sector providers i.e that they are not working in isolation.

Criteria 4 Score 1 – (1 x 1)

Poor justification. Limited attempt to demonstrate how the project will offer value for money while complementing local climate change initiatives.

Criteria 5 Score 2 – (2 X 1)

Lack of full justification. Attempt to demonstrate how the project will deliver economic benefits for the local community, however little evidence of how this would be achieved in practice.

Criteria 6 Score 4 – (4 X 1)

Strong justification. Good response which clearly demonstrates that the project will raise awareness and promote behaviour change in the local community. Good evidence that lasting behaviour change will be a result of the project.

Overall Score Against Criteria : 20/40

Technical Assessment:
PASS

Summary: While this is a positive application which clearly addresses the fund's key criteria and will help provide a much improved facility for local people, the project recommendations in the Home Energy Scotland report do not tally with what has been applied for. It will therefore be necessary to work with both the Community Hall and Home Energy Scotland to identify exactly which measures are required and the associated costs before a recommendation for funding is made.

Recommendation:

DEFER

Amount Recommended:

£NIL

Name of Applicant & App. Ref: Mallaig & District Swimming Pool, 11518

Application Finance 2015 – 16
Year Project Cost: £6,800
Amount Applied for: £3,800

Application Finance 2015 – 18 (if applicable)
3 Year Project Cost: £NA
Amount Applied for: £NA

Recommended Year 1: £3,800

Project Summary: Our Carbon Neutral Swimming Pool

Mallaig and District Swimming Pool is a community led sport social enterprise. The centre was built in 1993 to provide a much needed local facility to help the people of Mallaig learn to swim as fishing is the main industry in the town. Over the past 22 years the swimming lessons provided by the pool have been a vital part of helping to keep people safe, particular young people, in an area which has such easy access to large bodies of water. The teaching of swimming is still a very important part of what we currently do but our aims have widened to supporting and providing opportunities to promote the health and wellbeing of the communities we serve. In order to do this we want to ensure that the pool is around for the next 20 years and beyond.

It is our aim within the next five years to make the pool and facilities a carbon neutral centre. This target will mean a win/win situation for both the environment and the future sustainability of the centre. It will help the environment by significantly reducing our current carbon emissions. It will also reduce our running costs helping to ensure the future sustainability of a vital resource for a remote community. We have already made progress towards this aim by installing in 2011 a new biomass boiler to reduce the need for the original oil boilers. This part of the system is working very well but major inefficiencies in other parts of the system are having a negative impact on our carbon emissions and energy costs.

We plan to use this fund to implement two priority recommendations from a Carbon Trust Survey completed in 2012:

1. Install variable speed controller onto main circulating pool pump.

The pool pumps are presently operating at full speed all year around to allow for circulation, filtering and chemical dosing, but for extended periods when the pool is not in use, this circulation rate can be reduced if managed correctly by use of a Variable Speed Controller on each of the pumps. The pool pumps could therefore be set to a speed which will give a flow rate sufficient to keep the water at the required quality. Pumps could be set to run at one fixed speed during occupied hours and at a slower speed overnight.

2. Improve controls on existing heating system and install VSD's onto Constant Temperature Heating Pumps

The fitting of Variable Speed Controller's on constant temperature heating pumps which feed AHU's will also contribute to energy savings, both by a reduction in pump electrical demand, along with a reduction of system heat demand by regulating flow rate to the actual heat demand called for by the AHU heater batteries. This also reduces unnecessarily heat losses within constant temperature circuits.

Addressing these inefficiencies will have significant savings for the environment and the energy costs for the centre. The implementation of the recommendations are significant steps as we move towards our aim of Carbon Neutral centre. Our centre has very tight operational margins so it would not be possible for us to even contemplate the financing of this kind of support. This support will mean we can help both the environment and the people of the communities we serve.

Measurable Outcomes:

Reduce energy consumption by 16,000kWh in 2015/16

Reduce energy consumption by 39,320kWh in 2016/17

Criteria 1 Score 8 – (4 x 2)

Strong justification. Good response which clearly provided justification on why and how CO₂ reduction will be targeted. Good level of information provided on how the project will deliver CO₂ reduction.

Criteria 2 Score 3 – (3 x 1)

Satisfactory justification. Satisfactory demonstration by applicant that proposed project will address leadership aims. Satisfactory evidence that the project will potentially begin to move towards the outcome of leading on low carbon behaviour in the community. However, would have benefited from more comprehensive evidence.

Criteria 3 Score 2 – (1 x 2)

Poor justification. Limited attempt to demonstrate how the project will engage with local communities and assist in building community capacity.

Criteria 4 Score 4 – (4 x 1)

Strong justification. Good response which clearly demonstrates how the project will offer value for money while complementing local climate change initiatives such as through the planned use of volunteers and/or existing facilities as an important part of the project delivery. Application also details that some match or additional funding is in place which furthers the scope of the project.

Criteria 5 Score 1 – (1 X 1)

Poor justification. Limited attempt to demonstrate how the project will deliver economic benefits for the local community.

Criteria 6 Score 1 – (1 X 1)

Poor justification. Limited attempt to demonstrate how the project will raise awareness and promote behaviour change in the local community.

Overall Score Against Criteria : 19/40

Technical Assessment:
PASS

Summary: A positive project which will lower emissions in the region and demonstrates good value for money, while the facility works towards its carbon neutral vision. Funding is recommended on condition that the funding the pool already receives from the Council is not deemed State Aid, and a declaration in this regard will be requested.

Recommendation:

Approved (subject to conditions below)

Amount Recommended:

£3,800

Conditions:

1. Signed letter declaring that Council funding is not deemed State Aid.
2. Evidence provided that match funding detailed in application is in place.