

## The Highland Council

Lochaber Area Committee – 24<sup>th</sup> November, 2015

Agenda Item	<b>9.</b>
Report No	<b>LA/40/15</b>

**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 at Appendix 1.
- 1.2 At Lochaber Area Committee on 25<sup>th</sup> August, 2015, Members agreed to support projects totalling £10,734.38, which leaves £6,765.62 available for allocation.
- 1.3 The CCCGF contributes to the Council's commitment in Highland First, "Helping communities reduce their energy use and costs."
- 1.4 This report sets out the most recent applications received for the CCCGF in Lochaber for 2015-16, summarises the applications and provides funding recommendations for Members to consider.

**2. 2015 – 16 Applications**

- 2.1 Applications were invited for the 2015-16 grant fund through notices on the Council's website, via social media and through articles in local media. A total of two applications were received for Lochaber in the latest funding round:

<b>LOCHABER AREA</b>		
<b>Ref. No.</b>	<b>Applicant Organisation</b>	<b>Funding request (£)</b>
<b>11785</b>	Isle of Eigg Community Association	10,000
<b>11802</b>	Mallaig & District Swimming Pool	2,000
		<b>12,000</b>
	Remaining Budget 2015 - 16	£6,765.62

- 2.2 At Lochaber Area Committee on 25<sup>th</sup> August 2015, Members agreed to defer a decision on an application from Spean Bridge Community Hall to allow the Hall to liaise with Resource Efficient Scotland regarding exactly which measures were required. Since then, the Hall has completed work on a number of the measures for which it originally sought funding and the application has not been resubmitted.

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- 2.3 The applications received during this funding round 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 (£)
11785	Isle of Eigg Community Association	16,589.77	6,589.77	10,000	10,000
11802	Mallaig & District Swimming Pool	4,000	2,000	2,000	2,000
	<b>Totals</b>	<b>20,589.77</b>	<b>8,589.77</b>	<b>12,000</b>	<b>12,000</b>

- 3.2 The remaining fund allocation of £6,765.62 is not sufficient to fund the recommended projects, given that the total funding applied for is £12,000. This leaves a total shortfall of £5,234.38. A breakdown of this shortfall, per project, is detailed below:

Applicant Organisation	Ward	Shortfall
Isle of Eigg Community Association	12	£4,362.00
Mallaig & District Swimming Pool	12	£872.38

- 3.3 Members are therefore asked to consider whether Ward Discretionary funding might be used to meet the shortfall to allow both recommended projects to commence. Decisions on shortfall funding would need to be made at Ward Business Meetings.

### 4. Implications

- 4.1 Resource Implications: The recommendations, if approved, will commit the remaining £6,765.62 from the Lochaber Carbon CLEVER Community grant fund allocation for 2015/16.
- 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.

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- 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
11785	Isle of Eigg Community Association	£5,638.00
11802	Mallaig & District Swimming Pool	£1,127.62
	<b>Total</b>	<b>£6,765.62</b>

2. Agree that the funding shortfall detailed at paragraph 3.2 should be considered under the Ward 12 Discretionary Budget at the next Ward Business Meeting.

Designation: Head of Policy and Reform

Date: 04/11/2015

Author: Keith Masson, Policy Coordinator – Climate Change.

## 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**

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

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economy including how this will be delivered. This might include income generation, increasing employment, drawing in private investment etc.		
<b>Criterion 6:</b> 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.	<b>X 1</b>	<b>5 (1 x 5)</b>
<b>Assessment:</b> 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.

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**Appendix 2**

**LOCHABER AREA COMMITTEE  
CARBON CLEVER COMMUNITY GRANT FUND 2015-16**

Summary Applications, Assessments and Recommendations

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**Carbon CLEVER Community Grant Fund (CCGF) 2015-16**

<b>Name of Applicant &amp; App. Ref: Isle of Eigg Community Association, 11785</b>		
<b>Application Finance 2015 – 16</b> Year Project Cost: £16,589.77 Amount Applied for: £10,000.00	<b>Application Finance 2015 – 18 (if applicable)</b> 3 Year Project Cost: £NA Amount Applied for: £NA	
<b>Recommended Year 1: £10,000</b>		
<p><b>Project Summary: Eigg Community Hall Enhancement</b></p> <p>Eigg is very proud of its community hall, a real hub of island life and the only space on Eigg for community events. However, despite regular maintenance the windows are in a very poor condition and beyond repair. The hall is cold and feels damp as a result. While some groups are now choosing not to use it at all in the winter months, others persist, using the kerosene fuelled central heating system to try and heat the space even on the mildest of days.</p> <p>We want to replace the single glazed windows - which have been in Eigg's community hall since it was built in the early 1900s - with double glazed windows. This will reduce the number of times the central heating is switched on, reducing both carbon emissions and costs, making the hall warmer, a more attractive to be in and so increase usage. This project will benefit the whole Eigg community, as everyone uses the community hall. It will also benefit visitors who come to enjoy events there, as well as those who come specifically to learn more about how Eigg has been trying to reduce its carbon emissions and become more energy efficient and sustainable in a series of projects that started in 2008.</p> <p>This project will be part of Eigg's long term plan to reduce its energy use and carbon emissions through community based projects that inspire islanders and those who visit Eigg to make similar changes.</p>		
<b>Measurable Outcomes:</b>		
<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Reduction in amount of central heating kerosene oil used to heat the hall and associated reduction in carbon emissions and cost. Estimated saving of at least 25%. Measured by tracking how much fuel was bought and when.	Reduction in amount of central heating kerosene oil used to heat the hall and associated reduction in carbon emissions and cost.	Reduction in amount of central heating kerosene oil used to heat the hall and associated reduction in carbon emissions and cost.
Increase in satisfaction from those using the hall. Measured using the calendar and feedback forms.	Increase in satisfaction from those using the hall.	Increase in satisfaction from those using the hall.
Increase in number of hall bookings and usage. Measured by counting bookings in the hall diary, especially new bookings	Increase in number of hall bookings and usage.	Increase in number of hall booking and usage.

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over the winter months.		
	Increase in the number of times the reduction in carbon emissions and cost is mentioned as part of talks and tours Eigg does for those wanting to find out about our island's ambition to build a greener more sustainable future.	Increase in the number of times the reduction in carbon emissions and cost is mentioned as part of talks and tours Eigg does for those wanting to find out about our island's ambition to build a greener more sustainable future.

**Criteria 1 Score 8 – (4 x 2)**

Strong justification. Good response which clearly provided justification on why and how CO<sub>2</sub> reduction will be targeted. Good level of information provided on how the project will deliver CO<sub>2</sub> 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 8 – (4 x 2)**

Strong justification. Good response which clearly demonstrates that the project will actually address the needs identified. Clear evidence provided that the provision will compliment and provide an additional service rather than duplicate existing activity. The application demonstrates that links have been or are to be made to other provision either by the community or public sector providers.

**Criteria 4 Score 2 – (2 x 1)**

Lack of full justification. Attempt to demonstrate how the project will offer value for money while complementing local climate change initiatives, however with little justification of how this might be achieved in practice.

**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 3 – (3 X 1)**

Satisfactory justification. Satisfactory demonstration by application of how the project will raise awareness and promote behaviour change in the local community. However, would have benefited from further detail in respect of how this will be achieved in practice.

Overall Score Against Criteria : 26/40	Technical Assessment: <b>PASS</b>
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Summary: An excellent application which addresses the fund's key criteria well. The project will deliver significant benefits to a well-used local facility while helping the local community further reduce their carbon impact.

Recommendation: <b>Approve</b>	Amount Recommended: <b>£10,000</b>
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<b>Name of Applicant &amp; App. Ref: Mallaig &amp; District Swimming Pool, 11802</b>	
<b>Application Finance 2015 – 16</b> <b>Year Project Cost: £4,000</b> <b>Amount Applied for: £2,000</b>	<b>Application Finance 2015 – 18 (if applicable)</b> <b>3 Year Project Cost: £NA</b> <b>Amount Applied for: £NA</b>
<b>Recommended Year 1: £2,000</b>	
<p><b>Project Summary: Our Carbon Neutral Swimming Pool</b></p> <p>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.</p> <p>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 inefficiencies in other parts of the system are having a negative impact on our carbon emissions and energy costs.</p> <p>We plan to use this fund to implement improvements to lighting efficiencies recommended in a Carbon Trust Survey completed in 2012. A copy of the report is included with the application. The lighting in many areas is mainly 1,500 mm T8 twin fluorescent strip lights. These lights would be replaced with T5 (either single or twin) fittings which are approximately 30 to 40% more efficient.</p> <p>In some areas such as changing areas, observation room and mess rooms, which are only occupied intermittently, dimmable fittings with integrated motion sensors, would also be selected as shown in the following image. This would reduce light levels in sensitive areas such as changing rooms but would not plunge the area into darkness, unless this setting was specifically selected. It should be noted that this type of fitting with the integrated controller would also be selected in circulation areas whereby the lights switch to “dim” on approach then full brightness when the occupant is adjacent to the fitting. We would also change the light in the pool hall from 150W to 100W LED lamps helping to increase the overall efficiency and make it more efficient to switch the light off when the pool hall is unoccupied.</p> <p>The fitness suite is illuminated by recessed 600m x 600mm CAT II, 4 x 18W fluorescent units and this area appeared significantly over lit with measured luminance levels of between 600 and 900 lux. In most fitness areas lux levels of between 300 and 400 lux are considered acceptable. It is recommended that lux level is reduced by disabling half of the lamps within the existing fittings. It should be noted that dependant on the control circuits inside the fittings, it may be that twin sets of tubes are controlled together which means that selection of which tubes to disable may be limited. In a minority of occasions it will not be possible to disable single or twin tubes, in which case it may be necessary to disable every other complete fitting if this does not create too many “dark” areas. PIR motion controllers (auto “OFF &amp; ON”) would also work in this area to prevent the lights being left switched on when the room is not occupied.</p>	

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All of these changes are in public areas of the building so we therefore plan to provide information boards which highlight the improvement and the benefits to the lights and the saving that can be made financially and reduction in carbon.

**Measurable Outcomes:**

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Reduced energy consumption by 6,860kWh.	Reduced energy consumption by 6,860kWh.	Reduced energy consumption by 6,860kWh.

**Criteria 1 Score 6 – (3 x 2)**

Satisfactory justification. Satisfactory effort at providing justification for project and how it will reduce CO<sub>2</sub> in the community. Evidence of current emissions levels and how these will be reduced provided, although application would have benefited from a clearer, more detailed rationale.

**Criteria 2 Score 5 – (5 x 1)**

Very strong justification. Excellent response which strongly demonstrates leadership aims and provided comprehensive and additional information on how these will be delivered. Clear and proven pathway for beginning to move participants towards leading on low carbon behaviour in the community.

**Criteria 3 Score 8 – (4 x 2)**

Strong justification. Good response which clearly demonstrates that the project will actually address the needs identified. Clear evidence provided that the provision will compliment and provide an additional service rather than duplicate existing activity. The application demonstrates that links have been or are to be made to other provision either by the community or public sector providers.

**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 4 – (4 X 1)**

Strong justification. Good response which clearly demonstrates how the project will deliver economic benefits for the local community. Good evidence that a sustainable economic legacy will be left by the project.

**Criteria 6 Score 3 – (3 X 1)**

Satisfactory justification. Satisfactory demonstration by application of how the project will raise awareness and promote behaviour change in the local community. However, would have benefited from further detail in respect of how this will be achieved in practice.

Overall Score Against Criteria : 30/40	Technical Assessment: <b>PASS</b>
Summary: An excellent application which addresses the fund's key criteria well. The project will deliver significant carbon and cost savings to a well-used local facility.	
Recommendation: <b>Approve (with conditions)</b>	Amount Recommended: <b>£2,000</b>
Condition: Funding recommended on the basis that match funding of £1,000 from Friends of Mallaig Swimming Pool is agreed.	