

The Highland Council

City of Inverness Area Committee – 3rd March 2016

Agenda Item	14
Report No	CIA/16/16

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 Inverness 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 City of Inverness, the funding allocation is £65,000. 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 At City of Inverness Area Committee on 10th September 2015, and 3rd December 2015, Members agreed to support projects totalling £41,290, leaving £23,710 unallocated.
- 1.3 The CCCGF contributes to the Council's Highland First programme commitment, "Helping communities reduce their energy use and costs."
- 1.4 This report sets out the most recent applications received for the CCCGF in City of Inverness for 2015-16, summarises the applications and provides funding recommendations for Members to consider.

2. Current 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 press. Three applications were received for City of Inverness in the latest funding round:

CITY OF INVERNESS AREA		
Ref. No.	Applicant Organisation	Funding request (£)
12080	Blackthorn Allotments Association	23,299.89
12089	Abriachan Forest Trust	5,000
12125	Inverness College UHI	8,840
	Total	37,139.89
	Available Budget 2015 - 16	£23,710

- 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

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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 CCCGF Award (£)
12080	Blackthorn Allotments Association	39,825.29	16,525.40	23,299.89	14,847.60
12089	Abriachan Forest Trust	23,500	18,500	5,000	3,192.00
12125	Inverness College UHI	25,640	16,800	8,840	5,643.40
	Totals	88,965.29	51,825.40	37,139.89	23,710.00

3.2 The projects detailed in the applications will help communities tackle climate change in different ways, through reducing carbon emissions and promoting low carbon behaviours, and demonstrate value for money in achieving these aims. Additional match funding of £51,825.40 is detailed within the applications and Members' support for these projects will allow this sum to be invested in the area. Without support, these projects may not be able to proceed.

3.3 Abriachan Forest Trust have received £1,750 in funding from the CCCGF this year (Ref No. 11583), as a contribution towards educational equipment for their "Carbon CLEVER in our Community" programme.

3.4 The remaining City of Inverness fund allocation of £23,710 is not sufficient to fund all the projects, although the projects meet all the criteria. This shortfall is £13,429.89. A breakdown per project per Ward is:

Applicant Organisation	Ward	Shortfall
Blackthorn Allotments Association	18	£8,425.29
Abriachan Forest Trust	13	£1,808.00
Inverness College UHI	20	£3,196.60

3.5 There is scope for Members to consider using any Ward Discretionary Budgets at future Ward Business Meetings to meet these shortfalls.

4. Implications

4.1 Resource Implications: The recommendations, if approved, will fully commit the remaining £23,710 City of Inverness CCCGF allocation, but there is a shortfall overall of £13,429.89. Ward Discretionary Budgets may provide another source of funding to allow these projects to proceed.

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 supports local communities in taking practical steps to mitigate against climate change.

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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: 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:

- i. Agree the funding recommendations from the Carbon CLEVER community grant fund as shown below:

Ref. No.	Applicant Organisation	Recommended Award
12080	Blackthorn Allotments Association	14,874.60
12089	Abriachan Forest Trust	3,192.00
12125	Inverness College UHI	5,643.40
	Total	£23,710

- ii. Note that Ward Discretionary Grant for Ward 13, Ward 18 and Ward 20 may provide an additional source of funding to support the projects further.

Designation: Head of Policy and Reform

Date: 11/02/2016

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

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		

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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.

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Appendix 2

**CITY OF INVERNESS AREA COMMITTEE
CARBON CLEVER COMMUNITY GRANT FUND 2015-16**

Summary Applications, Assessments and Recommendations

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Carbon CLEVER Community Grant Fund (CCCGF) 2015-16

Name of Applicant & App. Ref: Blackthorn Allotments Association, 12080		
Application Finance 2015 – 16 Year Project Cost: £39,825.29 Amount Applied for: £23,299.89	Application Finance 2015 – 18 (if applicable) 3 Year Project Cost: £NA	
Recommended Year 1: £23,299.89		
<u>Project Summary: Blackthorn Allotments Association</u>		
<p>We are seeking to establish new allotments in Inverness to meet a desire/need within the local area for growing spaces. We also aim to provide the opportunity for anyone to have a go at growing food, to be part of the allotment community and to improve people's knowledge of food growing. We have secured a site through a local landowner, signed a 10 year lease and have gained planning permission based on plans submitted for 40 plots from the local Council. We are required by the planning permission to do some groundwork before we can open up the opportunity of an allotment to the general public. These include but are not exhaustive: disabled access, disabled parking, general parking, a turning circle, paths, toilets, community building, signage and a water supply. Work on site was started as we received some funding from Awards for All that was required to be used by a certain date, but we are seeking funding in order to finish this vital ground work.</p> <p>The site will have individual plots and easy-access plots, for which we already have a full list of people signed up from all over Inverness (as well as a waiting list). There will also be a communal plot and communal growing garden with wildlife-friendly areas which will allow an even bigger number of people (non-plot holders) to use the site during our 'Open-Gate Times'. These 'Open-Gate' periods will be supervised by a knowledgeable allotment member, and along with public meetings, will provide the opportunity for people to also gain food growing skills and knowledge. Two NHS Highland Community Practitioners are already arranging for a number of local support workers, community groups and organisations to collaborate in the use of easy-access plots and communal areas. They are targeting particularly groups of people considered at risk of deprivation, reduced mental or physical health or with other social difficulties. The Calman Trust are also interested in providing training on site to unemployed young people. Already one local school and nursery wish to make educational visits to the site and we hope to encourage others.</p>		
Measurable Outcomes:		
Year One	Year Two	Year Three
All plots occupied	All plots occupied	All plots occupied
Site open and allotment available to all	Self-sufficient for basic running costs	Self-sufficient for basic running costs
Community events successful and well attended	Community events successful and well attended	Community events successful and well attended
Satisfaction questionnaire to allotments users	Satisfaction questionnaire to allotment users	Satisfaction questionnaire to allotment users

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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 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 3 – (3 x 1)

Satisfactory justification. Satisfactory demonstration by applicant 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. Application would have benefited by providing some additional information on how this would actually work in practice.

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 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 : 29/40	Technical Assessment: PASS
Summary: An excellent application which meets all of the fund's key criteria. This is a project which will deliver multiple benefits to the local community over a number of years.	
Recommendation: Approved	Amount Recommended: £23,299.89

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Name of Applicant & App. Ref: Abriachan Forest Trust, 12089		
Application Finance 2015 – 16 Year Project Cost: £23,500 Amount Applied for: £5,000	Application Finance 2015 – 18 (if applicable) 3 Year Project Cost: £NA Amount Applied for: £NA	
Recommended Year 1: £5,000		
<p>Project Summary: Community Woodland Firewood Processor</p> <p>The aim of the project is to produce carbon neutral fuel from wood for the local community.</p> <p>The CC contribution would assist with the purchase of a new firewood processor, which would efficiently convert conifer logs into cut and split firewood.</p> <p>The new machinery would be more efficient than the current machine and improve output by some 30%, which is equal to a similar reduced fuel consumption.</p> <p>Converting low value timber into higher value firewood will utilise the natural resources of Abriachan Forest Trust and assist with the sustainable long term management of the trees.</p> <p>With the creation of an additional part-time job, an opportunity for a new entrant into the rural industry will be created.</p> <p>The beneficiaries of the project are:</p> <ul style="list-style-type: none"> • The new employee (new PT post) • The members of Abriachan Forest Trust (better management of their woodland) • The local community (access to renewable heat) • And the wider public (less reliant on fossil fuels in future, reduced carbon footprint). 		
Measurable Outcomes:		
Year One	Year Two	Year Three
Produce £5,000 worth of firewood	Produce £5,000 worth of firewood	Produce £5,000 worth of firewood
Support PT job	Support PT job	Support PT job

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Criteria 1 Score 6 – (3 x 2)

Satisfactory justification. Satisfactory effort at providing justification for project and how it will reduce CO2 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 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 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 3 – (3 x 1)

Satisfactory justification. Satisfactory demonstration by applicant 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. Application would have benefited by providing some additional information on how this would actually work in practice.

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 : 23/40

Technical Assessment:
PASS

Summary: A good application which meets the fund's key criteria well on the whole. This is a project which will deliver important benefits to the Trust and local community over a number of years, maximising the production of firewood and assisting in the better management of the forest.

Recommendation:
Approved

Amount Recommended:
£5,000

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Name of Applicant & App. Ref: Inverness College UHI, 12125	
Application Finance 2015 – 16 Year Project Cost: £25,640 Amount Applied for: £8,840	Application Finance 2015 – 18 (if applicable) 3 Year Project Cost: £NA Amount Applied for: £NA
Recommended Year 1: £8,840	
<p>Project Summary: Campus Cycling Project</p> <p>This project aims to achieve a significant, sustainable increase in cycling amongst the Inverness Campus community by provision of shared bikes and associated activities. Key to the application is the principle of becoming independent of grant funding by building skills and experience amongst Campus staff and students, so that they can manage the scheme in the longer term.</p> <p>Cycling is on the up in Inverness and surroundings at the moment. The new Cycling INverness advocacy document “Creating A City Fit for the Future” lists a wide range of current activities and future aspirations for the area. ICUHI's new Inverness Campus has had cycling designed in from the beginning, and improvements to cycling infrastructure in and around the campus also benefit the wider community.</p> <p>The Inverness Campus includes not only Inverness College University of the Highlands & Islands (ICUHI) but also student residences (150 places, due for completion by July 2016), Highlands & Islands Enterprise offices (from April 2016), UHI staff, Scotland's Rural Agricultural College, the Centre for Health Sciences, Raigmore Hospital and a range of other private, public and third sector organisations.</p> <p>Cycling rates are relatively high in Inverness: recent census data shows that 5.6% of journeys to work in the city are made by bike, the highest of the seven Scottish cities, and HiTrans report that an average of 250 people per day use the Millburn Rd cycle route. However, there is certainly scope for increasing cycling rates: in Dublin, for example, cyclists account for 11% of all traffic and the Dublinbikes hire scheme is one of the most successful in the world with 54,808 annual subscribers and more than 10 million journeys made since its launch in 2009. Dublin is of course a much bigger city, but is comparable in terms of weather to Inverness, as is Amsterdam where 40% of all journeys involve a bike.</p> <p>With ICUHI as the first and largest organisation to make its home at Inverness Campus, further promoting cycling directly through the College gives an excellent opportunity to achieve real and lasting modal shift to cycling, with all the consequent well-understood benefits from reduction of carbon footprint and congestion to increased well-being. There is also clear potential to extend the scheme to the wider Campus community.</p> <p>How we will achieve this:</p> <p>We are applying for funds to purchase a fleet of 10 bikes, plus associated equipment. This equipment includes helmets, locks, lights, and marketing materials. It includes funds for 4 public pumps that would help riders to fix the most common problem with any bike – a flat tyre. It also includes funds for GPS tracking devices to be fitted to each bike. While these would have obvious benefits to the security of the bicycles themselves, they would be invaluable in monitoring the usage of the bicycles and could provide invaluable data for associated academic research.</p> <p>Working in partnership with local Social Enterprise Black Isle Bicycles (www.blackislebicycles.co.uk) and other relevant organisations such as Cycling Scotland, these bikes will be available to students, staff and visitors across the campus, along with an</p>	

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integrated, flexible package of support for cycling in general.

With these bikes, users would be able to make short journeys around the campus by bike, saving time over walking and reducing carbon emissions by not driving. Black Isle Bicycles would undertake the maintenance of the fleet, as well as supporting cycling in a wider sense by offering activities such as:

- On-site bike maintenance for people who use their own bikes;
- Maintenance skills training sessions;
- On-road skills training / confidence building sessions;
- “Buddy” rides on commutes, with conventional or ebikes, again building skills and confidence;
- Monitoring of uptake of the above to help organisations gauge progress towards carbon reduction targets;

Building in an academic research aspect to better evaluate the impact of different measures (ICUHI’s Psychology Dept are in principle interested in this);

- Supporting the establishment of a Cycling Club at ICUHI;
- Supporting Bike User Groups within Campus organisations;
- Supporting the establishment of a cycling event on-campus;
- Supporting campus employers to achieve Cycle-Friendly Employer status with Cycling Scotland;
- Supporting ICUHI to achieve Cycle-Friendly Campus status with Cycling Scotland.

The fleet of bikes for this project need to be robust and to only require low maintenance. Elephant Bikes (www.elephantbikes.co.uk) have already been identified as being our preferred supplier – they sell refurbished ex-Post Office Pashley bikes (as well as donating a bike to a partner project in Malawi for every one they sell). They can also customise the bikes, and it would be our intention to have the bikes branded with scheme contact information in ICUHI colours to raise awareness and for security issues.

Measurable Outcomes:

Year One	Year Two	Year Three
Number of bike hires/journeys	Number of bike hires/journeys	Number of bike hires/journeys
Distances travelled by hire bike	Distances travelled by hire bike	Distances travelled by hire bike
Number of scheme members	Number of scheme members	Number of scheme members
Number of trips and mileage per user	Number of trips and mileage per user	Number of trips and mileage per user
Numbers of people attending skills/training sessions	Numbers of people attending skills/training sessions/events	Number of people attending skills/training sessions
Feedback from user surveys	Numbers of volunteers getting trained to deliver activities	Numbers of volunteers getting trained to deliver activities
	Feedback from user surveys	Feedback from user surveys

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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 emissions levels and proposed reductions through project but could have been more comprehensive.

Criteria 2 Score 4 – (4 x 1)

Strong justification. Good response which demonstrates clear leadership aims and how these will be delivered. Good and credible evidence to demonstrate that participants will at least begin leading on low carbon behaviour in the community.

Criteria 3 Score 6 – (3 x 2)

Satisfactory justification. Satisfactory demonstration by applicant that 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 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 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 4 – (4 X 1)

Strong justification. Good response which covers all points requested and comprehensively provides information on how key criteria will be met.

Overall Score Against Criteria : 25/40	Technical Assessment: PASS
Summary: A good application and a positive project which will help promote and encourage active travel in and around the new Inverness Campus. The project has been well planned and will deliver important benefits not only to the campus, but also local businesses and social enterprises.	
Recommendation: Approved	Amount Recommended: £8,840