

The Highland Council
Caithness Committee – 25th April 2016

Agenda Item	7.
Report No	CC/10/16

Carbon CLEVER Community Grant Fund

Report by Head of Policy and Reform

Summary

This report sets out the application received for the Carbon CLEVER community grant fund in Caithness. Local Members have already approved this application and it is presented for the decision to be homologated.

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). The CCCGF contributes to the Council's programme commitment to support communities in reducing their energy use, associated carbon emissions and costs.
- 1.2 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 Caithness & Sutherland, the funding allocation is £40,000 (£22,500 for Sutherland, £17,500 for Caithness).
- 1.3 Since the grant fund was established, the Caithness and Sutherland Area Committee has been disbanded and the Caithness Committee established. Responsibility for the allocation of the Caithness funding allocation of £17,500 is devolved to the Caithness Committee.
- 1.4 The deadline for applications to the Caithness portion of the fund closed in February. One application was received. To ensure that funding could be allocated this financial year, the application was circulated to local members and was approved by members. This report sets out the application received for the CCCGF in Caithness for 2015-16 and asks members to homologate the decision that was taken

2. 2015 – 16 Award 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. One application was received for a project in Caithness:

Applicant Organisation	Funding request (£)
Harbour Mission Baptist Church	13,494.65

- 2.2 The application was 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 the applicant organisation has been carried out

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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. Assessments

- 3.1 A summary of the application, assessment and comments is shown at Appendix 2. Based on the assessment, the award recommended was:

Ref.	Applicant Organisation	Total Project Cost (£)	Match Funding (£)	Amount Applied For (£)	Recommended Award (£)
12149	Harbour Mission Baptist Church	13,494.65	0	13,494.65	13,494.65

- 3.2 The project detailed in the application will help the Church to reduce carbon emissions and improve comfort and efficiency through the installation of a new boiler and radiator system. The measures proposed will reduce carbon emissions by approximately 7.1 tonnes a year, and will save around £1,600 per annum on heating costs. The new heating system will also improve comfort levels for the various local groups who use the building.
- 3.3 The Ward Manager circulated the application to local Members for approval. It was agreed to approve this application and it is presented to this committee for the decision to be homologated.

4. Implications

- 4.1 Resource Implications: Through the Carbon CLEVER community grant fund, Caithness has a budget allocation of £17,500. The application presented in this report commits £13,494.65. Uncommitted funds will not be carried forward to the new financial year.
- 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 are supporting local communities to take action on climate change.
- 4.3 Rural Implications: The CCCGF is open to community groups and organisations throughout the Highlands. Applications are approved by Members at local Committees, and therefore 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 organisation's capacity to deliver efficiently and effectively. The organisation is established and meets current monitoring requirements. The grant funding is

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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. Projects which are granted funding will be required to have necessary equality policies in place, and this will be outlined in award notices.

Recommendation

1. Members are asked to homologate the decision to fund the application as detailed:

Ref. No.	Applicant Organisation	Recommended Award
12149	Harbour Mission Baptist Church	£13,494.65

Designation: Head of Policy and Reform

Date: 22/03/2016

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 is 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	WEIGHT-ING	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 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		

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

Name of Applicant & App. Ref: Harbour Mission Baptist Church, 12149		
Application Finance 2015 – 16 Year Project Cost: £13,494.65 Amount Applied for: £13,494.65	Application Finance 2015 – 18 (if applicable) 3 Year Project Cost: £NA Amount Applied for: £NA	
Recommended Year 1: £13,494.65		
<p>Project Summary: The aims of the project are to reduce the energy consumption of the Church, to achieve lower running costs and improved environmental impact. This will be achieved by installing a new space and water heating system. We request grant assistance with the capital cost of this installation.</p> <p>The project will be of significant financial benefit to the church, making estimated annual energy cost savings of approximately £1,583. These savings will assist the Church to stabilise its finances, and progress its programmes as a community facility for the people of Wick. There will also be substantial reductions in CO2 emissions to the environment, estimated at over 7.1 tonnes per annum.</p> <p>Whilst this project has clear financial and environmental benefits it will also have a significant impact on comfort levels within the building which will only enhance the experience of those the use the building.</p>		
Measurable Outcomes:		
Year 1 Measurable Outcome	Year 2 Measurable Outcome	Year 3 Measurable Outcome
Reduced energy consumption, measurable by gas consumption and payments	Reduced energy consumption, measurable by gas consumption and payments	Reduced energy consumption, measurable by gas consumption and payments

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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 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 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 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 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 2 – (2 X 1)

Lack of full justification. Attempt to demonstrate how the project will raise awareness and promote behaviour change in the local community, however little evidence of how this will be achieved in practice has been provided.

Overall Score Against Criteria : 19/40

Technical Assessment:
PASS

Summary: The project will undoubtedly lead to improvements in the building, which will make it a more efficient venue and help reduce carbon emissions going forward. While the application wasn't particularly well articulated, and would have benefited from more detail about how the Church could raise awareness in the community, there is sufficient merit in the proposals to justify a recommendation of award, subject to the conditions detailed below.

Recommendation: Approve, with conditions

Amount Recommended:
£13,494.65

Conditions:

1. Promote measures and associated carbon / cost savings to local groups and users of the Church;
2. Appropriate local PR, and signage around the building to promote savings generated as a result of the new systems would be desirable in terms of awareness-raising.