

CCF - PROGRESS REPORT

The focus of the progress report is to update your Development Officer (DO) on the status of your Climate Challenge Fund (CCF) funded project.

Each progress report must be submitted by the following deadlines along with a copy of your **CCF Carbon Reporter** populated with the data you have collected so far.

Progress Reports are due: **August 3rd, November 2nd 2018 and February 8th 2019 (1-year projects)**
May 3rd, August 2nd, November 8th 2019 and February 7th 2020 (2-year projects)

The production of a Final Report is a condition of your grant. These use a different template and will be due in April 2019 for 1-year projects and in April 2020 for 2-year projects.

It is a condition of the grant to provide progress reports on the dates listed above. Claims will be suspended if progress reports are overdue.

Please keep in regular contact with your DO and let them know if any problems arise in-between progress reports. If you have any events or produce resources that you would like promoted through the CCF media channels also forward this information to us.

1. Basic Information

CCF Project #	CCF-5541
Project Name	The Edinburgh Tool Network
Organisation Name	The Edinburgh Tool Library
Report Completed by	Name: [REDACTED] Position: Tool Network Manager
Report Circulated to	ETL Board & Director

**** If there have been changes to any contact details, please notify your DO ****

2. Finances

Please comment here how the project finances are going and whether you are still on track to spend the grant as described in your application. You should review your claims-to-date and compare against your projected claim schedule as detailed on the 'Projection-vs-Actual' tab in your CCF Claims Tracker. This is a monthly track of claims and the included graphs will highlight areas of possible under or over-spend. You can also use this section to comment on the CCF Claims process if you need help or advice. If there are any changes developing which might need a future re-profile request then please let us know.

The changes we have made in our project direction have been correlation with our project finances. We have only made one claim so far and in that regard we seem to have an underspend to the finance projection we had made. In regard of the development of the project the finances seem to be on track for each section. The main spend has been the electric van and the workshop fit out.

After the start of the project we have made a re-profiling request for the purchase of an electric van, more budget for workshop collaborators and the overall project delivery. As we were dependent on the

building process of the new workshop to deliver our open sessions and guided workshops, those last two budget headings are currently having an underspend but will from September be on track.

Development Officer Feedback:

No issues so far, will see where we are at the next performance report in November.

3. Activity Summary

Please provide a summary of the activities that have taken place since your last Progress Report. Provide brief descriptions of key events and workshops which you have held and activities to promote the project, as well as information about relevant internal processes and resources developed. ***It is important to clearly demonstrate how carbon literacy has been incorporated into project activities.***

To ensure the project continually improves and responds to the needs of the community, organisations must review and reflect on activities. In the 'Reflection' sections, comment on both what has worked well during activities as well as areas which could be improved. Are community members changing behaviours in the way you intended because of participating in your activities? If they are not, consider what might be other barriers to behaviour change and how activities could be adjusted to overcome these barriers. Equally there could have been things that have worked well that you could expand on.

You can include small photographs, press releases or any additional materials to give us a flavour of activities as an appendix to the report.

For further guidance on reviewing and reporting on your activities, please see the CCF toolkit section of the CCF Website. www.keepsotlandbeautiful.org/ccftoolkit

Activity Summary

Since our last progress report we have delivered the following activities:

Community outreach:

We have hosted two evening sessions, where we invited the Portobello community, members and volunteers of the Edinburgh Tool Library to the new space to discuss the design plans and receive suggestions to create a space that is as inclusive as possible. These events took place during different stages of the building process to give them an insight into how this community project was developing.

Community Workshops

- We have delivered a planter building workshop during a street event at the new Portobello site.
- We have delivered a bee hotel building workshop as a taster session of the kind of workshops the new project will deliver.

Volunteer Opportunities

We have had the help of volunteers and local community members for two weeks to paint and build the new workshop. This gave the participants a sense of ownership over the new space, that this community project is for them. They added personal and funny touches to the space, like hammer shaped coat hangers for example.

5min Bike Health Checks

We have offered 5min bike health checks on Leith Walk.

We have been developing partnerships with local organisations and have promoted the project during the opening of the Bellfield Church in Portobello by assisting the Timebank with tool sharpening sessions. This opening had led to a great partnership with Bellfield Cycle and Portobello Timebank who

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will be collaborating with us on our guided workshop program. We are as well developing a project in collaboration with Bellfield Church for the Portobello community.

The project will deliver a mobile workshop at the Croft Carbon College in the second term of the year. Our focus for this collaboration will be on getting parents and their teenage youngsters to create free little libraries.

For our Young Tooligan Program we have been reaching out to youth organisations and schools. Due to the summer holiday it has been a slow process to establish this program with the schools.

We are in conversation with Whale Arts and Tasting Change to deliver mobile workshops with their community.

Reflection on your Successes

We are very lucky that many projects initiatives and communities approach us for a collaboration. The resources that this CCF funded project is able to deliver in community outreach & building is very high. This makes it very exciting to engage with other communities and projects. The biggest challenge is that our CCF targets not always fit the community work or collaborations we want to make.

The donations of wood and tools that ETL receives keeps growing. The new project has definitely been a result of that. Now that we can collect wood donations and have storage for it.

Reflection on your Challenges

The biggest challenge was to create a workshop / library in a short period of time to start delivering our project. As most of our targets depended on giving workshops or having the lending service of the library in place we felt an internal pressure to have this ready as soon as possible. Now that we opened the workshop we will keep improving the space with the feedback the workshop users will give us.

As the Tool Network is run by a small team we sometimes would require more hands to deliver the high standard of projects we want to do. This is our second challenge to manage our own high expectations and make a program plan that is realistic and functional.

Development Officer Feedback:

It will be interesting to see what impact this has at the next review.

On the carbon reporter you have made a good 17% overall progress to your project target (handy to see this if you put the Target Savings of 197.1 tonnes on the front sheet).

Please confirm if you are using the Activities Grid which will help you collate statistics needed for your final report, and where possible please include a copy with this report.

Are you using the Activities Grid Tracker?

No

Mitigation Efforts

As well as being best practice, it is a condition that CCF grant recipients make efforts to mitigate the impacts of delivering their CCF project. Since your last Progress Report, what decisions have you made to mitigate the impact of the project on the environment? If your grant was conditional on providing

an Environmental Management Plan (EMP), please refer to actions identified in the plan in this section. Considering things such as staff, volunteer and participant travel to project activities, purchasing decisions and procurement.

Since our last progress report we decided to purchase an electric van. We had initially thought to lease a vehicle or transform a horse trailer into a mobile workshop, we realised that for the longevity of the project and the environmental awareness we want to bring across an electric van will suit our project needs better.

It will help us in the delivery of mobile workshops and reaching out to communities that don't have easy access to the Tool Library resources. As well makes it possible to collect wood/ timber donations in a zero running emissions manner.

Development Officer Feedback:

Are you taking any steps to minimise the impact of increasing the tool library sites and using new buildings?

4. Monitoring Progress & Data Collection Strategy

It is a condition of your CCF award that you collect evidence to demonstrate the progress made towards achieve project outcomes. Please detail the evidence being gathered during project activities to demonstrate changes happening in your community.

All organisations must provide an up to date copy of your 'CCF Carbon Reporter' as an appendix to this report.

Outcomes: *These are the agreed outcomes for which the organisation has been funded to deliver.*

Progress Made: *Complete this box with summary on progress towards achieving project outcomes. Focus on the change that is identified in the outcome and make sure that the units of measurement match in both the outcome and data collected. If this is a 'carbon outcome' please include the emission reduction automatically calculated in the 'CCF Carbon Reporter'.*

Review: *In the box state whether targets are on track for being achieved based on the evidence gathered. If you are not on track there might be several reasons why and you need to comment on these.*

Outcome 1

By increasing our Tool Library sites from four to six, we will enable over 1,000 new Tool Library members to share tools, rather than buying them new, as well as being able to divert 1200kg of tools from landfill, reducing CO2e by over 2T each year.

Progress Made

The Edinburgh Tool Network expansion to open one new permanent tool library and workshop in Portobello has due to building developments taken longer than expected. From the start of this project we invited the community and our existing members to be part of the design planning process of the new spaces. Creating a space that fully resonates with the wishes of the community and how they would want to use the resources that the Edinburgh Tool Library has to offer. We hosted a couple of community engagement sessions where members of the public could visit the space and discuss their barriers and wishes for using the future workshop. We have taken on board all their feedback to design the space.

Engaging from the start with the Portobello community has been very positive for the overall development of this new permanent workshop and library. The community and local organisations have been very keen to get involved. We are receiving many tool donations for the library and the workshop. And as our lending service or workshop delivery hasn't started yet due to the building of the spaces, it has been amazing to see how many donations we receive on a weekly basis in Portobello. We even

received stationary machines for the workshop by local community members that rather see their machines being used by many in the workshop than gathering dust in their garage. They rather come work at the workshop on their repair and making projects than in their homes.

We have been collecting data of what would have happened with the item if the Tool Library wasn't around.

The workshop will open in August and the Tool Library in September. The good thing of having the two spaces together at this new permanent base, is that we will have more opening hours of the library. The Portobello Library will be open every day of the week from 9am - 5pm, on Thursdays till 8pm and on Saturdays from 11am - 14pm. By giving our members more daily access to our tool lending service we will stimulate the use of Tool Library, this will make the decision to share and borrow tools easier than to buy a new one.

The donations have fueled the Portobello Tool Library inventory and we have so far diverted 1915.6kg tools from landfill.

Review

The Edinburgh Tool Network current project has changed from the original proposal and will no longer be expanding to two new places but only to one. Building a new workshop that is conform to all health and safety regulations takes time, and opening a new library in a space that is a complete building site has delayed our target of having 1000 new tool library members sharing and using tools.

We were from the start aware that it would take some time before we could open our new permanent spaces, we therefore actively engaged with the local community and invited them to our building site, gave tours and shared the vision of the Tool Library. We as well participated in events with local partner organisations, like the Bellfield Church and started partnerships with local organisations like Bellfield Cycle and the Portobello Timebank.

The initial promotion of the Portobello Tool Library & Workshop in the community will make it possible when we open the to have a good chance in reaching our target of getting more members.

Development Officer Feedback:

Sounds like some great achievements already made, good interaction with the community. Does the reduction in scope have a potential impact on the target outcomes or do you still hope to meet them?

Outcome 2

We will increase the number of our current members who have repaired an existing item or made something from reclaimed materials by 40% - 320 individuals. We will aim to have 50% of all new members – an estimated 200 individuals - reuse or repair a household item within their first year of joining. We estimate that this will save 7.74T of CO2e each year.

Progress Made

Similar to our previous target, this one depends on the opening of the workshop. As the construction of the space has taken longer than expected we haven't started delivering these workshops. The 2nd of August will be the first open workshop session. Due to the Edinburgh festival and summer holidays we will start our full program from September on.

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Open workshop sessions will be given Thursday mornings/evenings and Saturday mornings. To improve the accessibility of the workshop we expanded our opening hours to mornings during the week. Guided workshop that will focus, among others, on tool sharpening and repairing furniture will be given every week from September.

Since we launched the workshop we have received many sign up applications and interest of people wanting to join the Tool Library and use the workshop.

Review

We are behind on this target as we haven't been able to deliver any workshops yet. We do have a full program for September and we are positive that many members will use the new workshop and the guided sessions for their reuse and repair projects.

Development Officer Feedback:

Some good work delivered, will be interesting seeing progress made in the November report.

Outcome 3

We will improve carbon literacy and environmental awareness amongst 300 12 – 17 year olds across Edinburgh.

Progress Made

From the beginning of the Edinburgh Tool Network we had to divert our attention to setting the frameworks of the permanent workshop, library and our mobile workshop program.

The Young Tooligan Program is the mobile workshop we have developed for 12 - 17 year olds across Edinburgh. The program is designed as a series of workshop to look at how we can build our way to a better future. As an integral element of the Tool Library we focus on using reclaimed materials for making items that can benefit the school community or the youth organisation.

As the Tool Network team started to work in May and June the timings for this project were due to summer holidays not ideal. We have set the groundwork and made connections with High Schools and youth organisations. We will have our first workshop on the 15th of August with a youth organisation. We are planning our activities for the school for the Autumn term.

Review

Our main concern for reaching our target of 300 students is that youth organisations cannot guarantee attendance of their participants. Schools will be able to do so, only we won't have the capacity to work with groups larger than 10 participants. As the focus of the project is on delivering workshops at schools and youth organisations we are dependent on the program of the schools. Our ideal situation will be to have some follow up sessions with the same class only this might not be possible due to schools logistics.

Our focus is on delivering a thorough and well developed program that students find interesting and engaging. It will therefore be challenging to combine the amount of students we have to reach and the program we want to teach.

Development Officer Feedback:

Outcome 4

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We will encourage the reuse and reclaiming of materials, particularly timber, by giving people the skills and the tools required to create items from it. Based on the amount of reclaimed materials saved this year, we estimate this would save 21.78T CO2e a year

Progress Made

Since the start of the project we have received many wood and timber donations from Edinburgh based local enterprises, designers or individual households. We as well contacted the Maritime and Coastguard Agency to help collect the washed up timber from the beach, after a cargo vessel had lost them during severe weather. In total we were able to save 1080kg of timber from the beach, materials that will be used in our workshops.

We are happy that organisations / galleries / enterprises know where to find us and that they will contact us to donate their timber/wood materials. Since the start of the project we even have the electric van to collect the donations. This makes it even more attractive for us and organizations to donate and collect reclaimed materials.

As we had to build the workshop in the beginning stages of the project we haven't had the opportunity to deliver our workshop sessions, where members will use the reclaimed materials that have been donated to us.

Still, the new workshop (the workshop benches, cladding the wall) has been made by using only reclaimed material. As volunteers has helped us build this workshop and learned new skills in the process, we have indirectly encouraged them to use reclaimed materials for their own future projects.

Review

As an organisation we are known to use reclaimed materials and accept donations of wood and timber. This will make it possible to keep offering reclaimed materials to our members for their own making and repairing projects when they use the Tool Library Workshop. From a donation perspective we are on track of reaching our goal.

And now that the workshop is finished we will be able to start delivering the workshops that will help in giving people the skills and tools required to make items from reclaimed materials and repair furniture that would otherwise have gone to landfill.

Development Officer Feedback:

Good progress.

Outcome 5

We will teach over 200 people how to fix and maintain their bicycle, regardless of the condition or age of the bike, helping increase the lifespan of their bicycles and encourage people to cycle more. We estimate this will save 10.27T of CO2e each year.

Progress Made

Similar as the other targets we were dependent on the actual workshop to be finished to start delivering bike repair sessions. We have made a collaboration with Bellfield Bicycle and Velow - two local partner organisations who in their own ways encourage people to cycle more. And from September we will deliver monthly bike repair sessions in collaboration with those two organisations.

We have done a pilot 5-min bike health check on Leith Walk in June. This was a good learning experience for us. We had imagined that the location and time was ideal for this but in practice this wasn't the case. We did get good response and feedback from the people that used the bike check and were very keen to learn more in detail about bike repair or wanting to feel more confident knowing how

their bikes worked. We will continue the 5-min bike health checks in Portobello Promenade, where cyclist come on a more leisurely pace and we can link them directly to our bike repair sessions.

Review

As this target dependent on our workshop being finished, we are behind on reaching this target. We are confident that our workshop sessions will be well visited as well as our 5-min bike health checks.

Development Officer Feedback:

Other Monitoring Information (optional)

Please include a summary of additional monitoring information you may have been collecting throughout the previous quarter. This may be useful to provide more context for your final report. Examples could include quotes from project participants and volunteers following events, ad hoc information and case studies about behaviour changes that project participants have made, the impact volunteering has had on wellbeing as reported by volunteers, and unexpected outcomes from activities.

The first months of the Tool Network project have been building the foundation of the programs we want to deliver in this year of CCF funding. In regard to the legacy of the Edinburgh Tool Library we find it incredible important that the workshops/ programs we run represent our ethos and are delivered on a high standard.

Documentation to monitor our community outreach and participants journey in changing behaviour are therefore still in development and will be ready to use when we will have the weekly sessions. Learning from other projects how to engage effectively and using creative methodology to monitor this data is currently at the core of this development.

Transparency is very important to us and we want to make visible and tangible the carbon savings that the tool library is making each month/year. In collaboration with a product designer we are designing a participatory tool that takes our members on the journey each tool has been on and gives them a direct idea of how much carbon is saved by borrowing or donating it. Making data collection simultaneously a format that triggers and intrigues the mind of the participant and makes them more carbon literate.

Development Officer Feedback:

5. Planning a Sustainable Legacy

Please use this section to detail any work which has taken place to secure a legacy for your project. Reflect on resources which have been created that will continue to be useful in the future, volunteer training and development, income generation, physical improvements to community spaces which can be utilised ongoing, feasibility studies etc. Consider what your organisation will do to sustain the impact of the project beyond the availability of CCF support.

To secure the legacy of our project our focus has been on connecting with the local community and local organisations. We are establishing a steering group that will discuss the direction and focus of the project. The steering group will be made up by individuals of the Portobello community that are either members or volunteers of the Edinburgh Tool Library.

The Edinburgh Tool Library has always run with the amazing support of volunteers. We are currently improving our volunteers journey to make this support more sustainable and constant. This will be important for the legacy of the Portobello workshop & library.

The workshop will in the long run be able to generate the income for the rent. Artists or craftsman can rent the workshop to deliver their own classes or training, or groups like the Men Shed can hire the space for their own programs.

The electric van was an important legacy purchase, as this will make it possible to be as environmental friendly and cost efficient in delivering our projects and collecting donations in the future.

Development Officer Feedback:

Good to see you have a planned future income stream.

6. Capacity Building Program and Training

In the last quarter, have you used any of the resources produced by the CCF Capacity Building Program (CBP)? This could include attending training or networking events, watching any webcasts or using any resources / tools available online. It is a condition that all CCF grant recipients have a representative participate in the Carbon Literacy for Communities course. Please also let us know when you have attended or intend to participate in this course. For continuation projects this might have been during the delivery of a previous project.

- <https://www.keepsotlandbeautiful.org/ccfplanandrun/>
- <https://www.keepsotlandbeautiful.org/ccfevents/>

If you have participated in any other training or events arranged by another organisation, such as CEMVO, Home Energy Scotland, Zero Waste Scotland, SCCAN etc., please also list these here.

The Tool Network team has attend all the CCF Capacity Building Events. Our team member [REDACTED] [REDACTED] has participated in the Carbon Literacy for Communities course.

Development Officer Feedback:

The CCF Capacity Building Programme Monthly e-Bulletin will provide you with an update on the latest news, events, funding opportunities and resources to help your organisations do the amazing work you do. We encourage project staff and volunteers to sign-up to this e-bulletin at: <https://tinyurl.com/y86zv2jv>

7. Support needed

Please tell us about any additional support that you would like from the CCF Team. Make sure that you check the resources on the CCF website, which have a range of online resources, training and events and sign posts to resources by others to help you to deliver your project.

- www.keepsotlandbeautiful.org/ccf

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Due to changes in the CCF team, our project did not have an official development officer the last months. My initial expectations of the development officer were that they would help us guide our project in regards to the requirements of the CCF funding and would think along our project desires and outcomes. In this stage, the main required additional support would be to have a development officer who can be fully involved in this project.

Development Officer Feedback:

Hopefully this can be the case.

I will try to arrange a visit in the next few weeks to get a better understanding and first hand experience of the project.