

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	Board	

**** 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.

Our Budget is on track. Due to reprofiling of our initial budget we currently have an underspend in our workshop collaborators budget heading. In the last two months of our project we have planned enough workshops. Overall we have enough to fulfil our activities.

Development Officer Feedback:

Still some significant underspends across multiple budget lines.
 Would have hoped that items such as the "Trailer Workshop Fit Out" would have been claimed by now.

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

Workshop Week in November & January

The November Workshop Week was a test run to see if there was interest in this kind of activities. We charged £10 per workshop and after each workshop we asked the participants to fill feedback forms to find out what they thought of our classes and how much they are willing to pay for a 3 hour workshop.

The Workshop Week in January took on board the feedback and was the first series of workshop with a different price for each workshop. Our classes are all subsidised through the funding we receive as we still want to make it as accessible for our members. We offer concession prices to make the financial barrier for some of our audiences even smaller.

Young Tooligan School Workshops

In December we run our Young Tooligan School programme at four high schools in Edinburgh. Through our design challenge workshop we reached 242 students and received very positive feedback from the students and schools. Now that we finally got the contacts it will be easier to continue a collaboration with the schools.

Women's Woodshop Workshop

We have run two successful courses in woodwork for women. Due to the high demand and popularity of the course we will run one more course till the end of the project year.

Christmas Market

In November our volunteers have been making objects to sell for the Christmas market. This has been a great incentive to fundraise and showcase the work we do. The Christmas market was in Portobello giving us some good publicity in the community.

Reflection on your Successes

Since our last progress report we started to offer paid classes for members and non-members. This has been a very good incentive to attract new audiences to the Edinburgh Tool Library.

The School program we did for the Young Tooligan Programme has been in perfect balance with bringing across the Edinburgh Tool Library's ethos of sharing, reuse and making as well as the theoretical element on climate change. Every school gave us positive feedback and said that they would work with Edinburgh Tool Library Again. They all mention the balance between fun and information!

Since our last progress report we have 203 new members.

Reflection on your Challenges

Our Young Tooligan Programme had some difficulty getting into the schools. Now that we finally made the contacts it will be easier for future work with schools.

The programme that we run in the schools was very intense, it would in a more practical sense been better to have some more wiggle room time-wise. And make sure workshops can be run with no aid from the school staff member, as there is no guarantee that there will be support on the day.

Our bike repair target has been the hardest to reach. Due to the winter months cycling / bike repair isn't on the agenda for most people. It has been more difficult to fill our bike workshop classes in the last months then before.

Development Officer Feedback:

Overall looks like some good progress being made.
It also looks like you are developing some good legacy ideas and activities to show how the project could continue to provide carbon savings and benefits for the community.

Good progress on attracting more members to the library.

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.

Recycling

The waste materials that the workshop produces are being separated. Off cuts of natural wood & timber will be cut to firewood size, added to large coffee bags and are for sale at the Tool Library. Materials, like MDF, OSB, Plywood, or anything that is painted are not reusable or recyclable due to their toxic composition. It's therefore that we cannot recycle the produced sawdust as the separation between the toxic and non toxic is to difficult.

Materials used in the Chair of the Future workshop

Each kit was different, made up of a variety of materials which we chose to be a mix of household waste which young people would recognise as well as workshop waste which we could relate back to Edinburgh Tool Library's activities.

All of the materials would otherwise have gone into the bin or been recycled. We made sure there was a wide variety of materials, from things which were strong enough to provide structure to pieces which could be used to join pieces together.

Development Officer Feedback:

Good mitigation activities.

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

By increasing our Tool Library site and opening the new Tool Library & Workshop in Portobello we have gained 678 new members. The members are spread over the various sites but the publicity by opening a new site and offering different activities as thought workshops has helped raise the profile of the Edinburgh Tool Library in Edinburgh.

The library of Portobello & Leith is in full use. We receive reservations for each session and we always get members coming in to discuss projects and the tools they need.

Since our last progress report we received 1,190.50kg in tool donations. Among these are 420.5kg in hand tools and 770kg in WEEE.

The total tools saved from landfill starting from May this year is 3,322.48kg. This is almost triple the amount we had estimated.

*Appendix Outcome 1

Review

Our target of 1,000 new Tool Library members is not on schedule, but we have made good progress in making it more visible in the Portobello area.

Development Officer Feedback:

Good progress made.

The 678 total new tool members matches quite closely with the 53% total carbon saving achievement. It's not easy to separate out all the different Carbon Saving Outcomes on the Carbon Reporter so just looking at the total for the project it has achieved 76.7 tCO2e lifetime carbon savings so far.

Good information on the carbon reporter, I've added in the target on the summary sheet.
Nice additional information in the appendix.

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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

Open Workshop Portobello:

In the last four months we have had an average of 7.3 participants per open workshop session. We have now established a workshop culture, and before the Christmas period you could notice that, it was very busy with new makers making their Christmas presents. This brings the participants of a total of 219 members.

Member feedback:
*"I was in the Party workshop earlier today and wanted to write to say a very, rather large thank you for the help both **Ma** and **Zoe** (volunteer) {REDACTED} gave me whilst I was there. I was about to turn and leave on arrival - my own issues, harking back to wood work days at school – but both made me so welcome and gave so much support during the time I was there. If you could let them know how much I appreciated their time and kind support and for making me feel it was OK to stay and do what I had come to do".*

Besides our open workshop sessions we run an intensive programme of thought workshops. To create a sustainable model we now run paid classes for members and non-members.

- Thought Workshops: 194 participants
- Workshop Week #1, 13 workshops : 72 participants
- Workshop Week #2, 7 workshops : 43 participants

Thought Workshop feedback:
"It was very supportive and friendly, supportive with a good level of learning and challenge."
"I did enjoy myself. Everyone was nice and helpful to each other and the work was fun too."
"I think the Tool Library is amazing as not only are you teaching people new skills, saving and inspiring a more sustainable environment. The confidence that I think people will gain is priceless and will transcend into other areas of their lives. I'll be back!"

*Appendix Outcome 2 for images of workshops

Review

Our thought workshops are very popular and it's something that we need to develop further as part of the Edinburgh Tool Library. We do still have difficulty getting the participants of the thought workshops to attend the open workshop sessions.

Simultaneously we know that by offering a wide amount of activities we will reach more people with the right message.

Development Officer Feedback:

It's very good to see the positive feedback and the information supplied in the appendix.

Outcome 3

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

Progress Made

The Young Tooligan's Programme has worked with 242 young people across Edinburgh. Among them there are 41 young people we reached through youth organisations, and 201 young people through our design challenge workshop in four high schools.

The Young Tooligans Programme has been split into two sections - Schools and Youth Organisations, each with a distinctly different approach. In Schools we focused on one workshop developed to explore design thinking, the circular economy, carbon literacy, climate change and team building. In Youth Organisations we worked with a more open approach, collaborating with the organisation in developing a workshop which allowed the young people to come together to build something useful for their centre or community.

In both the schools and the youth organisation programme the workshops have some shared elements, in which we explore greenhouse gas emissions and the effect of climate change to life.

It was our strategy to develop a programme which reflects the goals of ETL in terms of supporting sustainability, circular economy thinking, carbon literacy and creativity in our community. The design challenge we developed for the school programme has been very successful for this.

Chair of the Future Workshop:

This is a material driven design workshop that focuses on sustainability and how our future raw material shortages will need an out of the box creative thinking approach when it comes to how we use our materials. The classes were split into smaller groups and were each given a box with waste materials and challenged to design and construct a working chair from it.

The workshop starts with a presentation on climate change to set the context, we then introduce the materials in landfill game. This game was a good warm up for the groups to start thinking about how long it takes for materials to decompose and how much greenhouse gasses they emit. It got them talking to each other, asking questions and getting hands on with some materials. The answers can come as quite a shock and surprise to many of the students.

After this interactive game each group receives a different box of materials, made up of a variety of materials which we chose to be a mix of household waste which young people would recognise as well as workshop waste which we could relate back to Edinburgh Tool Library's activities. All of the materials would otherwise have gone into the bin or been recycled. We made sure there was a wide variety of materials, from things which were strong enough to provide structure to pieces which could be used to join pieces together.

Then the groups are given 15-20 minutes to construct their chair, after approximately 10 minutes they are given a design handouts and asked to answer questions in preparation for the presentation to their peers. In these sheets they are asked questions about the materials used in their design and the sustainability of it. The building of the chair is the core of the workshop, all of the preparation up to this point has been building towards the groups understanding why they are building the chair. We have encouraged them to think differently about the materials which are commonly considered as waste.

At the end of the workshop each group will present their chair and test if they can sit on it. This is an essential component to the workshop, it gives the session momentum and purpose. The pupils hold each other accountable and there is a healthy level of competition where they are motivated by each other. They are given the opportunity to present their ideas, ask questions and celebrate their peers.

The young people were very enthusiastic about this workshop and given good feedback:

Questionnaire: What surprised you the most today?

- *"the time it takes for certain materials to degrade"*
- *"it surprised me how much we affect the environment"*

Questionnaire: What was your favourite part of the workshop?

- *"Building the chair, and finding out how to use some of the material and working around problems."*
- *"Working as part of a team to build a chair."*

Quotes School:

[REDACTED] - Portobello High - *"Thanks to Edinburgh tool library for educating our 'tooligans' today all about sustainability and how to build a chair out of materials that may have otherwise gone to waste. We had an amazing day and some fantastic chairs were made!"*

** Posted on the school twitter <https://twitter.com/portobelloft/status/1075159422748508166>

[REDACTED] - George Heriots - *"S3 Design & Manufacture pupils had a productive time when the Edinburgh Tool Library came to visit. Pupils discussed and analysed the impact of materials on the environment before going to construct chairs from waste material. It was a fun but very informative workshop."*

[REDACTED] - Trinity Academy - *"I thought the afternoon was a perfect balance of intro/theory and practical activity, with occasional stops for further theory input. Which is why they will have been so engaged. We would be more than happy to have you back in to run the same workshop should you wish to do so!"*

Quotes Youth Organisations:

[REDACTED] - Boys Group, Trinity Academy - *"Great workshop, spot on with the young people. This is exactly what they need, to be doing something hands on and practical - (it gives them) confidence building and something a bit different in their day."*

[REDACTED] - Canongate Youth Project - *"It was really good to see them surprise themselves when they didn't know what to expect on the day... The hands on element brought the sustainability to life, usually we try to talk about it but it can get complicated and difficult so it's been great to see them engage with it practically."*

*Appendix Outcome 3

Review

In December we did 9 workshops in four high schools across Edinburgh: Portobello High School, Broughton High School, Trinity Academy, George Harriot's School. As we

In future it would be good to work out how to write a workshop which is 1.5 hours for a 2 hour slot - i.e. have contingency time rather than just managing to fit everything in. With a longer lead in it would be really beneficial to work with a group over two sessions, this would allow for more 'course work' and play and would make the sessions feel less rushed.

The Young Tooligans Programme could be a stand alone project within ETL, with its own funding stream and youth focused outcomes to get young people engaged with climate change and ETL. The positive response we receive from youth organisations and schools gives a good indication that there is a strong interest in this development.

Development Officer Feedback:

Good reporting of activities and impacts.

It might be that the programmes that you are developing would be something other CCF groups might want to consider using.

Good activities to show how the project is meeting the Climate Literacy requirement of the CCF fund.

Outcome 4

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

The thought workshops we offer, among them Workshop Week, only use reclaimed materials. We have run workshops in building chairs, ramps, chopping boards, stools & planters. The amount of wood used in each workshop differs, but it shows our participants what beautiful items you can make with materials that have been discarded as waste.

Since our last progress report we have saved 2,056kg of wood from landfill. In total we have saved this year 10,946.67kg from landfill.

In our open workshop our members make various things with the wood that is available. From planters to chairs, to detailed end grain coasters.

Review

As the Edinburgh Tool Library is known for reuse, the fact that all our workshops use reclaimed materials is not surprising for our members.

New members are surprised when they see the collection of wood that we encourage them to use for free. Last week we had a new member using the workshop for the first time, found some timber and made in two hours something new from it. The member is happy to have used their own skills to make something instead of buying it or the material new.

As we constant receive wood donations it will be something that we can keep offering to our members.

Development Officer Feedback:

Good progress, I see from the original application the target was 18t of wood reuse so looks like the project is very much on track.

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

Since our last progress report, we have run 4 bike repair workshops. Of them two were in basic bike repair, the other two more specialised in maintaining the drive chain and wheel hubs. We will run another four workshops till the end of our project year. Among them will be two in collaboration with the charity Bikes for Refugees.

We received a good response from our participants. But we did notice that these classes took longer to be fully booked. Due to the winter period, bicycle maintenance wasn't on our members main agenda. We had to promote our bike workshops more than our woodworking courses.

In total we have helped 31 people to fix and maintain their bicycle. This comes around 330kg of bicycles that are being reused.

Review

Our bike repair target has been the most difficult to reach. Our members use our library or the workshop for their DIY. Bike repair is an extra service

Development Officer Feedback:

Good effort and some good lessons learned.

For the last few months I would concentrate efforts on meeting the community requirements rather than trying to meet the project targets. If there is more of a response to the tool library activities and workshops, then this is where the project should be focused.

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.

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.

We have created lesson plans for the workshops we have run to this date and trained our volunteers to teach these classes. This will make it possible to continue our new programme of workshops in the future and create a stream of revenue for the Edinburgh Tool Library.

Development Officer Feedback:

Also, the development of the Tooligan activity.

Continued supply of materials such as wood is important to the legacy.

The increased membership of the library is also important.

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 [REDACTED] [REDACTED] has participated in the Carbon Literacy for Communities course.

Development Officer Feedback:

It would be very useful to hear thoughts and opinions on any training. Whether it would be recommended to other groups and especially what improvements need to be made to make sure it best suits the needs of the projects.

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

Development Officer Feedback: