

Climate Challenge Fund Update Report

April – June 2018

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1.0 Introduction

This report summarises the activity of Keep Scotland Beautiful in relation to the Administration and Management of the Scottish Government’s Climate Challenge Fund between the 1 January and 31 March 2018. During this period, the significant activity of the CCF team was:

- Closure of CCF5;
- Provision of support to the 110 CCF6 Grant Recipients to begin to implement their CCF project;
- 2018 Q1 ERDF claim compiled and submitted to ZWS;
- Further updates to the CCF information management system;
- Implementation of the Capacity Building Programme 2018/19;
- Completed the development of the carbon reporting tool for CCF6 Grant Recipients.

2.0 Operation – Administration

2.1 Key Milestones

Keep Scotland Beautiful’s response to the Climate Challenge Fund 2017-2021 tender specification included key milestones which are detailed in the table below.

Key Milestone	Completion Date	Comment
Planning and Project Management	Start Up Phase complete by 30 June 2017	
Develop Operations Plan		Complete - 3 April 2017
Establish Stakeholder Working Group		Complete
Establish Grant Recipient Working Group		Complete
Establish Communications Group		Ongoing
Review Application Process and Guidance		Complete
Review Monitoring and Evaluation Process		Ongoing
Communications and Marketing		
Develop Communication Strategy		Complete
Promote Availability of CCF Funding		Complete – no funding rounds currently available
Relaunch Ideas Bank		Complete – more promotion will follow once clarity is provided re: future funding rounds.

Capacity Building Programme		
Review and Develop Capacity Building Programme		Complete
Review CO ₂ e Guidance Documents		Complete – new carbon tool in use by Grant Applicants to CCF 6 Carbon Literacy Guide produced
Establish Framework of Mentor Organisations		Ongoing – This has been established. There are currently five mentor organisations, involving seven mentors, on the Framework.
Planning and Project Management		
Generate 2,500 Enquiries to the Fund	31 March 2021	Ongoing
Generate 750 Expressions of Interest	31 March 2021	Ongoing (469 for GP24, 16 in June 2018)
Generate 600 Grant Applications	31 March 2021	Ongoing (284 Draft Applications and 226 Final Applications for GP24) CCF7 reopened on 5 June 2018.
Generate 500 Development Grant Applications	31 March 2021	99 received between July and September 2017. There were six Development Grant applications received in June 2018.
Assess and Prepare 600 Application Summaries for the Independent Grants Panel	31 March 2021	Ongoing (232 completed for GP24)
Provide Effective Secretariat Service for Six Independent Grants Panel Meetings	31 March 2021	Ongoing (N.B. the tender anticipated two meetings per year. This is no longer the plan.) There will be two CCF Grants Panel meetings in 2018/19 (GP25 November 2018 and GP26 February 2019)
Provision of ERDF Compliance Advice to Grant Recipients	31 March 2021	Ongoing
Ensure Service Compliance with ERDF Requirements	31 March 2021	Ongoing
Provide Three Annual Training Sessions to the Independent Grants Panel	31 March 2021	Ongoing (December 2017, March 2018)

900 Grant Recipient Visits by Development Officers	31 March 2021	Ongoing
200 Payment Cycles	31 March 2021	Ongoing
Introduction of Improved CO2e Emissions Reduction Reporting	1 November 2017	Complete
ERDF Reporting (monthly, quarterly and annually)	31 March 2021	Ongoing
16 Quarterly Reports for the Scottish Government	31 March 2021	Ongoing
Four Annual Reports for the Scottish Government	31 March 2021	Ongoing (need to discuss this with Scottish Government to agree content) This report includes the closure of CCF and data relating to Grant recipient's performance in 2017/18 so should be considered as an annual report.
Develop Closure Plan	31 December 2020	Ongoing
Prepare and Publish Final Programme Report	31 July 2021	Ongoing
Communications and Marketing		
Launch Revised Fund Website	1 April 2017	Complete – development will continue through the lifetime of the CCF
Implement Communications Strategy	From 17 April 2017	Ongoing
Produce Marketing Materials	30 April 2017	Complete – development will continue through the lifetime of the CCF
Produce Marketing Templates for Grant Recipients	30 April 2017	Complete
Produce Climate Change Resources for Grant Recipients	30 April 2017	Complete – development will continue through the lifetime of the CCF
80 Case Studies	31 March 2021	Ongoing (13 to date)
Host Four CCF Awards Dinners	31 March 2021	Ongoing
40 Application Development Events	31 March 2021	Ongoing

Capacity Building Programme		
36 Half Day Carbon Literacy Workshops Aimed at Grant Applicants	31 March 2021	Ongoing
60 Project Toolkit Workshops	31 March 2021	Ongoing
15 Online Films	31 March 2021	Ongoing
Produce Shifting Normal Online Guide	30 June 2017	Complete - https://www.keepsotlandbeautiful.org/sustainability-climate-change/climate-challenge-fund/plan-and-run-your-ccf-project/plan-your-ccf-project/shifting-normal/
400 Individuals Gain Carbon Literacy Accreditation	31 March 2021	Ongoing – over 150 as of 30 June 2018
Support 30 Climate Conversation Sessions Delivered by Community-led Organisations	31 March 2021	Ongoing (take up of this has been limited by Community-led organisations). This is not currently a priority.
16 Thematic Events	31 March 2021	Ongoing – four have taken place in 2017-18 Four are planned for 2018/19
Four Gatherings	31 March 2021	Ongoing – 2 November 2017. - 3 December 2018
20 Grant Recipient Produced Resources Submitted to the Online Resource Library	31 March 2021	Ongoing
Recruit and Support 10 Mentors	31 March 2021	Ongoing – Five mentors have been recruited to date.

2.2 Applications

The CCF reopened for applications on 5 June 2018. The application process has been split into two rounds (GP25 and GP26). GP25 is for Grant Applicants who have funding for 2018/19 only. It is anticipated that circa £2,000,000 (depending on the ERDF contribution), in both 2019/20 and 2020/21, will be awarded to around 20 Grant Recipients.

The key dates for GP25 are detailed in the table below:

Deadline	Date
Expression of Interest	20 July 2018 (by 5pm)
Draft Application	20 August 2018 (by 5pm)
Final Application	19 October 2018 (by 5pm)
Grant Panel meeting	28 November 2018

GP26 is for any community-led organisation that is not currently in receipt of a CCF Grant and is planning to develop a climate action project for the period 2019/21. It is anticipated that circa £2,240,000 (depending on the ERDF contribution), in both 2019/20 and 2020/21, will be awarded to around 25 Grant Recipients.

The ERDF is not contributing funds to the CCF for 2020/21.

The key dates for GP26 are detailed in the table below:

Deadline	Date
Expression of Interest	3 August 2018 (by 5pm)
Draft Application	19 September 2018 (by 5pm)
Final Application	7 December 2018 (by 5pm)
Grant Panel meeting	20 February 2019 (by 5pm)

Any Grant Applicant declined at the first Grants Panel meeting will not be able to revise their application for the second Grants Panel meeting.

CCF Grant Recipients who already have a grant award for 2019/20 are not eligible to apply for funding either of these funding rounds.

There are currently 79 awards for 2019/20, therefore it is likely that there will be a total of circa 124 awards for 2019/20 following the completion of the GP25 and GP26 rounds.

2.3 Development Grants

The CCF reopened for Development Grants on the 5 June 2018. The number of applications received funded and declined in each round is detailed in the table below.

Month	Number	Funded	Declined
June 2017	6	4	2
Total	6	4	2

Table 1: Number of Development Grants

*1 Development Grant received in the August funding round was withdrawn by the Grant Applicant.

The overall success rate for Development Grants during this period was 66%, with the four awards having a total value of £3,550.

2.4 Ideas Bank

Following the reopening of the CCF, KSB has encouraged current Grant Recipients to consider submitting a Project Idea as well as discussing with the Stakeholder Working Group how they could either revise their existing Project Idea or submit a new one. This has resulted in Transition Stirling and Lightburn Elderly Association Project submitting new Project Ideas and Community Energy Scotland revising their existing one.

The current seven Project Ideas are listed on the Ideas Bank section of the CCF website (<http://www.keepsotlandbeautiful.org/sustainability-climate-change/climate-challenge-fund/applying-for-ccf-funding/ideas-bank/>).

2.5 Working Groups

The CCF Stakeholder Working Group (SWG) has met four times 16 June, 25 September 2017, 24 January 2018 and 8th June 2018 since it was established.

The current membership of the group is:

- Keep Scotland Beautiful
- Scottish Government
- Zero Waste Scotland
- Adaptation Scotland
- Home Energy Scotland
- Local Energy Scotland
- Nourish Scotland
- Sustrans Scotland
- Federation of City Farms and Gardens
- Cycling Scotland
- CEMVO Scotland
- Sustainable Scotland Network
- Cycling UK
- CRNS
- SCCAN
- Scottish Water
- Community Energy Scotland
- The Business Partnership
- Carplus
- Eco-Congregation Scotland

3.0 Operation – Grant Recipients

3.1 Outstanding CCF4 Issues

Heart of Scotstoun

Heart of Scotstoun began to make monthly payments of £100 in November 2017. Further payments have been received in December 2017, January, February, March, April, May and June 2018.

Beith Development Trust

Beith Development Trust was awarded £82,053.45 to complete the refurbishment of Geilsland House – the grant has been fully claimed and a final report submitted. The Scottish Government and Keep Scotland Beautiful completed a site visit on the 10 May 2018 to inspect the refurbishment of the property and discussed the legacy of the CCF projects.

3.2 CCF5 2017-2018

3.2.1 Grant Recipients

At the 23rd CCF Grants Panel meeting in February 2017, 113 applications were approved for funding totalling £9,969,082. Following the meeting CCF-4879 Tayport Community Garden requested a reduction of £40,819 in their grant as they had also been awarded funding from the Big Lottery. This adjustment resulted in the value of full CCF awards being £9,928,263. With the awarding of 75 Development Grants across July, August and September 2017 totalling £106,006 and the additional award of £82,053 to Beith Development Trust the total value of CCF awards in 2017-18 is £10,116,321.

Following the withdrawal from the CCF of two further projects the current total value of awards is £9,850,784. These figures are detailed in the table below.

Description	(£)
CCF5 Full Awards by Grants Panel	9,969,082
Less Tayport Community Garden award	40,819
Adjusted CCF5 Awards	9,928,263
Beith Development Trust	82,053
CCF5 Development Grants	106,006
Total CCF5 Award	10,116,321
CCF5 Variations	
CCF-4984 - Dunbar Waste Innovation Centre	147,096
CCF-5133 - Grinneabhat Refurbishment and Community Growth	118,441
Actual CCF5 Award	9,850,784
Total CCF5 Claimed	9,312,063

Keep Scotland Beautiful worked with the 114 Grant Recipients since 1 April 2017 to assist them to begin the implementation of their projects. This support has included project visits, capacity building training and the processing.

KSB has closed CCF5 and reconciled all grant payments with the CCF bank account.

A total of £9,312,063 has been claimed by CCF5 Grant Recipients, the underspend of £538,721 represents 94.5% of the total 2017/18 award. This is slightly higher than in previous years., this can be explained by two factors:

CCF-5066 – 4 Greener Lorn Isles – the project ended early due to a lack of suitable sites for recycling infrastructure and resulted in an underspend of £127,088.90

CCF-5118 – Fetlar Community Growing Project – Fetlar Development Trust were not able to agree a lease for the growing space due to changes in ownership and legal difficulties relating to crofting issues. This resulted in an underspend of £73,925.71

These two projects account for an underspend of £201,014.61 which represents 2% of the total 2017/18 award. Taking this into account the underspend would have been 1.5% which is slightly lower than in previous years.

3.2.1 Issues of Concern

KSB reported the issue of potential fraud by [redacted] to Police Scotland on 5 February 2018 and provided a statement to Police Scotland on 12 February 2018. Since then no further funds have been paid to [redacted].

KSB issued a written notification, via post and email, to [redacted] on the 23 March 2018. The posted letter was returned unopened on 3 April 2018. To date, no response has been received from the email.

Police Scotland informed KSB on 16 April that the matter had been passed to police colleagues in the Crime Management Unit in Glasgow.

KSB has been notified that no further action can be taken by Police Scotland as there is insufficient evidence to suggest that a fraud has taken place.

3.3 CCF5 ERDF Spend

There were 29 awards in 2017/18 which included ERDF funding. Of these awards, CCF-4984, Dunbar Waste Innovation Centre by Sustaining Dunbar did not accept the grant award due to the organisation being unable to agree a lease for premises which would have been an essential part of the project. In addition, CCF-5066, 4 Greener Lorn Islands ended in September 2018 due to difficulties in establishing the recycling infrastructure that was an essential element of the project.

In total £738,755.41 of eligible ERDF expenditure was claimed by CCF Grant Recipients and is the maximum sum of money that the Scottish Government could anticipate being paid back to them from Zero Waste Scotland following the completion of the ERDF claims process.

There is ongoing discussions between the Scottish Government, Zero Waste Scotland and KSB regarding the

3.3 Mentoring Framework

The CCF Mentoring Framework was launched in August 2017 and aims to achieve the following:

- Catalyse action on climate change in new communities and audiences.
- Provide a framework to support more experienced community organisations advice and mentoring

- Support the capacity of experienced community organisations to provide advice and consultation services.

The Mentoring Framework is accessible via the CCF website <https://www.keepsotlandbeautiful.org/sustainability-climate-change/climate-challenge-fund/ccf-in-action/ccf-community/framework-of-mentoring-organisations/> and to date there are five organisations which have joined the Framework. These are:

- Forth Environment Link
- Lightburn Elderly Association Project - R:Evolve Recycle
- Local Energy Action Plan
- South Seeds
- Edinburgh and Lothians Regional Equality Council

In November and December 2017 two organisations, Crail Bowling Club and Music Broth, have been accessing mentoring support from Local Energy Advice Project Renfrewshire.

The amount claimed by CCF Grant Recipients whose awards included ERDF monies is detailed in the table below.

Project Reference and Name	ERDF Claimed	CCF Claimed	Total Claimed
CCF-4897 Energy Saver train to gain	24,179.65	88,697.83	112,877.48
CCF-4998 Garioch Sports Centre	21,350.00	64,950.00	86,300.00
CCF-5041 Arran Eco Savvy Reuse and Reduce	31,197.66	31,297.11	62,494.76
CCF-5043 Energy Efficiency Buckpool	71,870.61	74,047.00	145,917.60
CCF-5066 4 Greener Lorn Islands	6,351.66	15,503.24	21,854.90
CCF-5085 Earthtimes UP Project	25,231.69	43,161.87	68,393.56
CCF-5134 More MESS - Waste LESS	22,862.52	31,218.54	54,081.05
CCF-5147 Greener Broadford	13,000.00	45,900.00	58,900.00
CCF-5259 Towards Orkney Zerowaste	24,160.48	36,438.47	60,598.95
CCF-5292 Susatrainable Papa Westray	52,031.68	65,262.32	117,294.00
CCF-4844 Drumgieth pavilion	40,288.00	84,775.19	125,063.19
CCF-4881 R:evolve	40,098.14	103,317.86	143,416.00
CCF-4885 KPC: Waste not want	45,903.13	86,843.25	132,746.38
CCF-4901 Wigtownshire Reuse	9,009.22	22,293.82	31,303.04
CCF-4943 YEP!	27,233.91	50,744.72	77,978.63
CCF-4964 SHRUB	13,409.96	94,349.12	107,759.08
CCF-4969 Transition Stirling	47,476.10	97,765.64	145,241.74
CCF-4972 Recycle Upcycle Plastic Fantastic	26,672.00	47,283.69	73,955.69
CCF-4985 Carbon Challenge Braeport	31,645.12	55,738.28	87,383.40
CCF-5046 RGU	11,227.39	128,793.34	140,020.73
CCF-5050 Edinburgh Tool Kit	10,550.40	19,245.60	29,796.00
CCF-5109 Revival Project	26,319.54	41,927.54	68,247.08
CCF-5168 Clydesdale Low Carbon	28,329.60	60,954.40	89,284.00

Project Reference and Name	ERDF Claimed	CCF Claimed	Total Claimed
CCF-5182 Gate Church	26,108.58	78,891.42	105,000.00
CCF-5184 Re-Connect	9,655.65	52,439.44	62,095.09
CCF-5193 Climate Action, Resilience and Health	14,683.40	126,353.12	141,036.52
CCF-5203 Future is Bright	26,371.80	76,008.92	102,380.72
CCF-5217 Waste as asset	11,537.52	24,410.83	35,948.35
Total	738,755.41	1,748,612.56	2,487,367.94

3.4 CCF5 Final Reports and Achievements

Of the 113 CCF5 Grant Recipients 112 submitted a final report. The outcomes from these reports have been aggregated and are detailed in the table below:

Outcome	
Visits	27
Training Courses	2,637
Events Held	6,730
Qualifications	809
Employed(FTE)	222
LT Employment	50
Participants	119,228
Volunteers	4,937
Schools	427
Home Energy Checks	3,898
HES Referrals	832
CT - Miles Reduced	1,383,494
Com Growing (m2)	24,357
Home Growing (households)	686
Events Attended	1,336
Sessional Workers	320
Volunteer Hours	155,050
Other Referrals	1,224
CT - kg of Food Grown	34,342

In addition to these outcomes the Grant Recipients have reported that their project activity has resulted in a CO₂e saving of 4,934 tonnes within the project year and of lifetime CO₂e savings of 25,545 tonnes

3.5 CCF6 Grant Recipients

At the 24th CCF Grants Panel meeting in January 2018, a total of 81 applications were approved for funding totalling £7,306,943 in 2018/19 and £5,281,571 in 2019/20. A further 29 Grant Applicants were asked to revise their project from a 2-year to a single year. These revised applications were considered by the Grants Panel and recommended for funding on the 19 February 2018. The revised applications totalled £2,715,933 in 2018/19.

Following the issuing of the Grant Award papers it was identified that the Ahl-Mahdi Foundation had made an arithmetical error in their budget calculations relating to staff costs. This resulted in an additional award of £11,000.04.

The value of CCF6 awards is detailed in the table below:

Description	2018/19 (£)	2018/19 (£)
CCF6 Awards made on 17 January 2018	7,306,943	5,281,571
CCF6 Awards made on 19 February 2018	2,715,933	-
Additional award to CCF-5774 - AMF Sustainability Project	5,500	5,500
Total CCF6 Award	10,028,376	5,287,071

3.5 CCF6 Grant Award Issues

3.5.1 CCF-5709 - Comrie Hall - Community Energy Project

The Comrie Scottish Women's Institute was awarded £66,868.37 for 2018/19 which included ERDF funding of up to £22,768.80. The CCF project is part of a larger refurbishment project and at the time of application KSB was informed that the LEADER funding was secured. Subsequently, Comrie Scottish Women's Institute informed KSB that the Leader offer of award had expired and that they had applied again to LEADER. This application was declined by LEADER on the 7 June 2018 due them not being satisfied with the project plan of the application and some concerns regarding overlap with the ERDF elements. This decision is currently being appealed by Comrie Scottish Women's Institute and KSB has arranged a meeting for the 15 August 2018.

3.5.2 CCF-5579 - Grinneabhat Restoration and Community Growth

UCBA (Bragar & Arnol Community Trust) was awarded £184,577.43 across 2018/19 and 2019/20 which included ERDF funding of up to £57,083.25. UCBA has requested to move £114,000 from 2018/19 to 2019/20 because of changes to the projects other funding arrangements. At the time of funding there was an agreement for LEADER funding of £150,000 however that offer has now been withdrawn.

UCBA are attempting to source other funds, including the Scottish Government's Gaelic Capital Fund.

An up to date spending schedule suggests the £114k for the energy efficiency measures (windows, doors, insulation and lighting) will be spent between May and October 2019. The community growing element of the project has already started and conversations with UCBA have been very positive. UCBA expects the project to be completed by the original project end date, 31.03.20. KSB has requested a more detail proposal for consideration and will share this with the Scottish Government.

3.5.3 CCF-5688 - The Wheat We Eat

Taybank Growers were awarded £21,520.02 for 2018/19. Despite requests from KSB, Taybank Growers did not submit a start-up report in May or quarterly report in August. KSB received an email on the 24 July 2018 stating that due to weather induced difficulties the project had not begun along with a query as to whether the project could be delayed to 2019/20. KSB requested some additional information which was received and then shared with the Scottish Government on the 27 July 2018. The Scottish Government has asked for further information.

4.0 Capacity Building Programme

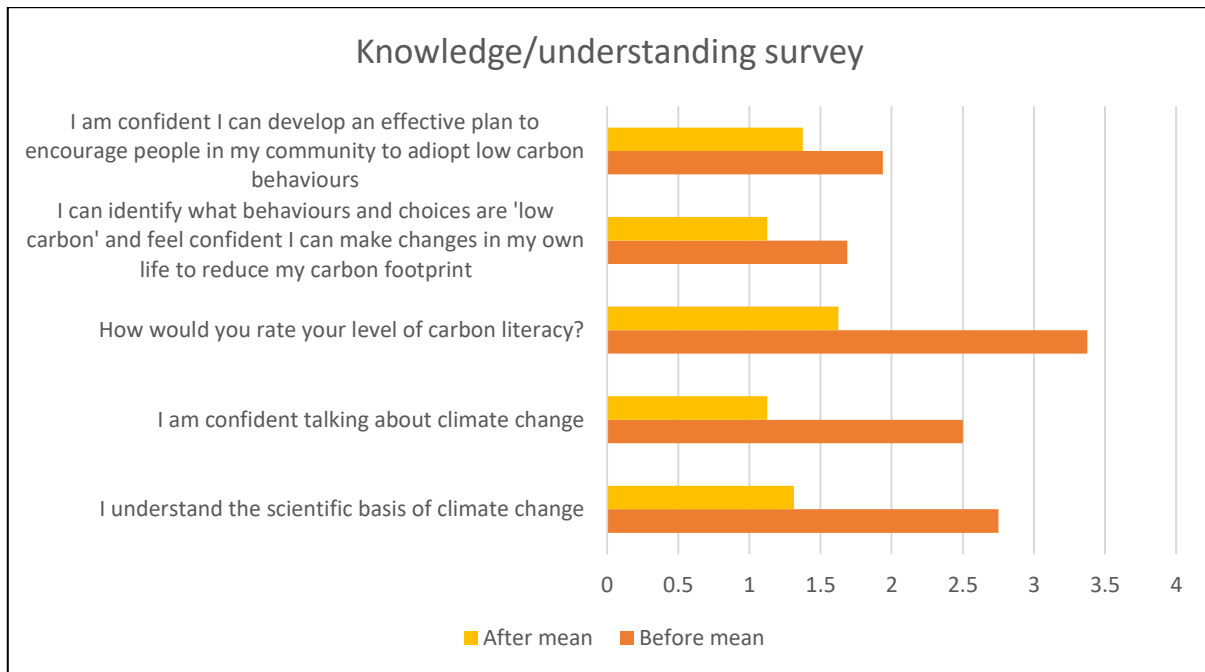
In Q1 of 2018-19 KSB ran 13 training events to support grant recipients with the delivery of their project. These training events were starter toolkit, claims surgery, data collection and increasing participation. We also ran a CCF information surgery. The details of these events are detailed in the table below:

Workshop	Date	Location	Attendees
Starter Toolkit	24 th April	Stirling	6
	22 nd May	Stirling	15
	23 rd May	Edinburgh	9
	30 th May	Glasgow	12
	6 th June	Inverness	8
Claims and finance surgery	16 th May	Glasgow	20
	31 st May	Edinburgh	11
	5 th June	Stirling	6
	6 th June	Inverness	2
Data collection	27 th June	Glasgow	24
Increasing participation in your project	28 th June	Edinburgh	23
CCF information surgery	25 th June	Clackmannanshire	9
	26 th June	Glasgow	22
Carbon Literacy for communities	12 th & 13 th June	Falkirk	17
	Total		184

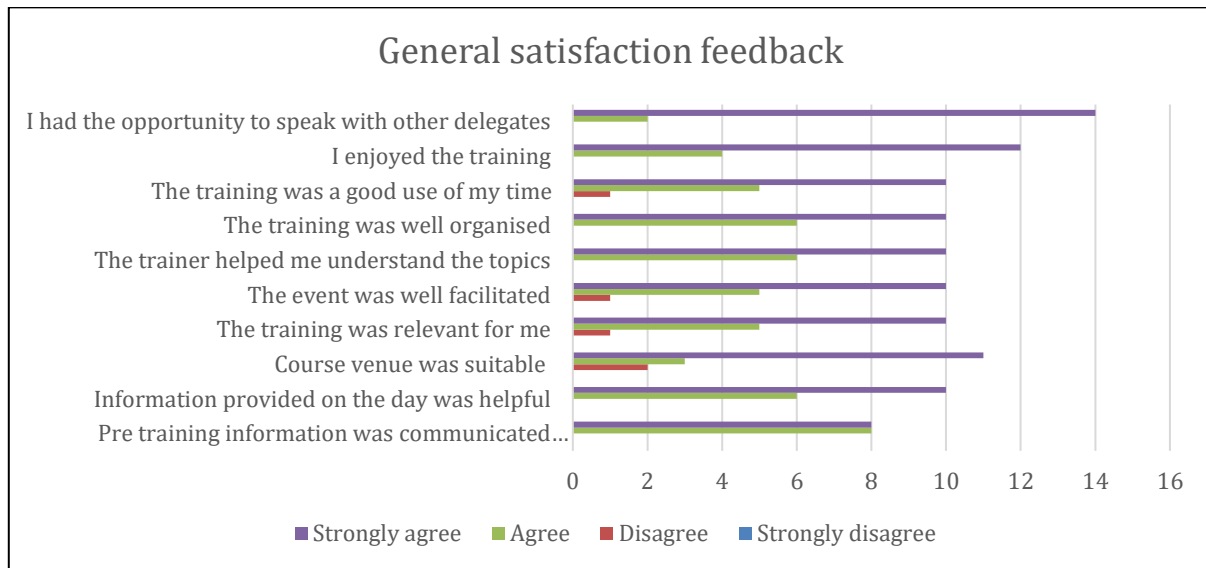
4.1 Carbon Literacy for Communities Summary

The first carbon literacy course of 2018/19 was held in Falkirk on 12th and 13th June. A total of 17 people attended and 16 were successful in gaining a certificate, one person needs to send in some further information for the Carbon Literacy Project to make an assessment as to whether they have achieved Carbon Literacy accreditation.

The graph below summarises the aggregate results from 'before' and 'after' surveys where participants are asked to self-assess with a score of 1 – 4 against each of the statements below. A higher score indicates better knowledge/understanding.



The graph below shows a summary of the general satisfaction feedback the carbon literacy course held in Falkirk in June. Please note 17 people attended and only 16 provided feedback. We also received feedback via a video which one of our attendees made, you can find the link for this [here](#)



4.2 Peer-Peer Resource Library

Keep Scotland Beautiful has created an online peer-peer resource library which can be accessed at:

<http://www.keepsotlandbeautiful.org/sustainability-climate-change/climate-challenge-fund/ccf-in-action/ccf-community/peer-to-peer-resource-library/>

There are currently 84 members of the network who have joined the Peer- Peer Resources library, this is 32 more than in 17/18. There are 96 documents available in the library, with 866 downloads so far.

4.3 Carbon Literacy Manual and Carbon Reporter

The carbon reporter has been developed and was sent out to groups towards the end of June. We have created a log to record any issues with the reporter so that we can send this out to the developer for advice. Feedback on the reporter has been positive and groups are finding this user friendly.

The carbon literacy manual is also live on the CCF website <https://www.keepsotlandbeautiful.org/sustainability-climate-change/climate-challenge-fund/climate-change-engagement/carbon-literacy-guide/> and has been promoted to both Grant Recipients and Grant Applicants.

4.4 Grant Recipient Working Group (GRWG)

A new cohort of six CCF groups have been selected to join the GRWG. These groups cover various areas of Scotland and work across all the four themes that the CCF funds. The GRWG were tasked with testing the carbon reporter and providing feedback. The first meeting will take place in the KSB office in Stirling on 11th September.

5.0 Marketing

During 1 April – 30 June 2018 the CCF Marketing Officer has focused on providing support to CCF6 Grant Recipients as they begin to implement their new CCF funded projects as well as promoting the re-launch of the Fund.

5.1 Website

The CCF website has been continually updated to ensure content is relevant and accessible. During the reporting period 20 news stories were published on CCF website. These stories included CCF training opportunities, online resources for new Grant Recipients, plus updates from CCF Grant Recipients. The CCF Marketing Officer has worked closely with stakeholder organisations and the wider CCF Community to ensure that the re-launch of the CCF was promoted effectively. Stories have also been published on KSB website where appropriate.

The CCF newsletter has been sent to the CCF newsletter mailing list. The CCF newsletter is fully GDPR compliant. The Summer CCF newsletter highlighted the re-launch of the CCF, CCF Information Surgery events, plus stakeholder and CCF Grant Recipient news stories.

New case study booklets are in development these will focus on the key CCF themes of energy, waste food and transport. The case studies will help to celebrate and communicate a decade of CCF funding and are aimed for completion by the CCF Gathering.

5.2 Social Media and video

The Marketing Officer has used Facebook and Twitter to advertise training events, welcome attendees to training and publicise Grant Recipient and third-party news. New resources have also been highlighted via social media.

To highlight the re-opening of the CCF and CCF Surgery events amongst potential applicants 13 promoted Facebook posts have been published. The most successful CCF post reached 14,568 people with 587 people engaging with it (liking or sharing). In addition to promoting the CCF, the posts stimulated a variety of discussion around climate change. A promoted post on KSB Facebook reached a similar number of people.

Multiple Twitter posts have highlighted the re-opening of the CCF and CCF Surgery events with Tweets also sent to MSP's to make them aware of CCF events taking place in their constituency.

5.3 Support for CCF6 Grant Recipients

Marketing templates for CCF6 Grant Recipients including Brand Guidelines, logos and templates for posters and leaflets, press releases and presentations have been produced and distributed.

All CCF Grant Recipients have been contacted by the CCF Marketing Officer to highlight support, training and resources to help them meet branding requirements and promote their projects. Additional contact has taken place to offer further support in the implementation of branding guidelines particularly where grant awards include ERDF funding.

The Marketing Officer is in daily contact with Grant Recipients to signpost to resources, help with press releases and help promote their activities.

5.4 Materials for re-launch of CCF

The Marketing Officer has fully updated templates of print literature for the re-launch of the CCF and circulated these both in pdf form online and via events.

5.5 CCF Awards and CCF Gathering

Perth Concert Hall has been secured for the CCF Awards on the evening of 12 December and CCF Gathering through the day on 13 December.

The theme for the CCF Gathering is proposed to be 'A Decade of CCF' with a conference timeline pointing to highlights and major developments over the last ten years and opportunities to contribute to the review of the CCF.

It is proposed to add a category to the CCF Awards to cover a Grant Recipient that has made a special contribution to the CCF over the last decade. This could be awarded to either a current Grant Recipient or to an organisation that was previously in receipt of CCF funds.

5.6 Press and third-party coverage

One national press release and twelve local press releases have been written and issued by the Marketing Officer to highlight the latest round of CCF funding and CCF Information Surgery events. A full-page feature in the final print version of Third Force news (29 June) has also been produced and published together with an online banner pointing to the CCF website.

CCF coverage has been sourced in newsletters of other organisations following the distribution of templated promotional copy by the CCF Marketing Officer.

The CCF Marketing Officer has also been working directly with CCF Grant Recipients to help them generate their own coverage, with articles securing press coverage each month.

5.7 Events

The CCF has been promoted at multiple events attended by Keep Scotland Beautiful staff. Key events attended by the CCF Marketing Officer are outlined below:

- 16 April - Communities Day in Aberdeen (Presentation on CCF and support through Capacity Building Programme)
- 18 April – CARES Conference in Glasgow (Presentation on links between CCF projects and renewable energy projects, plus exhibition stand)
- 25 April – CRNS Seminar (Presentation on CCF support for waste and Circular Economy projects, plus exhibition stand)
- 30 May - Walking Cycling Connecting Communities Conference, Perth (Exhibition stand highlighting CCF support for active travel projects)
- 5 June - Supported the re-launch of the CCF event at Leith Community Crops in Pots through production of a website news story, press release, social media and facilitation of photography and image permissions.
- 11 June – Presentation to Scottish African and Caribbean Social Enterprise Network, Glasgow
- 25 June – CCF7 Information Surgery, Alloa
- 26 June – CCF7 Information Surgery, Glasgow

The Marketing Officer has planned and promoted 12 CCF Information Surgery events across Scotland with two events delivered in June. The events have provided information and guidance for community-led organisations wanting to know more about applying for funding from the CCF, plus help and support available from partners organisations. The events have also outlined further support (both from the CCF and more widely) to help communities take the first steps in running a climate action project. Each session has encouraged networking between attendees with facilitated round-table introductions and discussion. Home

Energy Scotland, Zero Waste Scotland and Bright Green Business have attended the events outlining the help and support that they can offer applicants and more widely.

Extensive work has taken place with each venue to ensure that the catering and running of the surgery events has been as sustainable as possible.

6.0 Ethnic Minority Focused Activity

Keep Scotland Beautiful has engaged CEMVO Scotland to provide additional support to Grant Applicants from Scotland’s ethnic minority communities. This support includes:

- Promotion of the CCF - CEMVO promotes the CCF via its website, social media, events and one-one meetings.
- Application development - This includes ensuring Grant Applicants understand the application process and CCF criteria which activities are eligible for funding and that all required documents are submitted with the application.
- Project implementation - This includes providing support on staff recruitment, staff training, working with volunteers, launch events and project planning and management. CEMVO are also available to assist Grant Recipients deal with unforeseen events and crisis management.
- Reporting - CEMVO has provided advice and support to assist Grant Recipients collect data and report on the impact of the CCF funded activities.

The amount of time spent by CEMVO supporting CCF Grant Applicants and Recipients

Activity	Number of Days
Marketing	1
Support to grant recipients	13
Support for applications	4.5
Report Support	3
EM Network	3
Progress Meetings	2
Total	26.5

ANNEX 1 – CCF Contract KPIs

Service Element	Key Performance Indicator	Progress – 30 June 2017
Fund communications and marketing	<ul style="list-style-type: none"> • Actions within communications strategy implemented 	<ul style="list-style-type: none"> • Achieved
Application and assessment process in line with Scottish Government priorities	<ul style="list-style-type: none"> • All initial enquiries responded to within two working days • Applications to the fund reflect core criteria and strategic priorities • A maximum of four months from fund opening to project award recommendations 	<ul style="list-style-type: none"> • Achieved • Achieved • The fund opened on the 13 June 2017. The Grants Panel made recommendations on the 17/18 January 2018
Support to Independent Grants Panel and timely recommendations to Scottish Ministers	<ul style="list-style-type: none"> • Panel satisfaction with support offered to enable informed, timely recommendations to Ministers • Agendas are prepared and circulated 10 working days in advance of each meeting • All decisions and actions from the meetings are accurately minuted and circulated for approval within five working days of the meeting 	<ul style="list-style-type: none"> • Achieved
Grant award process	<ul style="list-style-type: none"> • All grant award letters are issued to grant recipients within ten working days of Ministerial approval of projects 	<ul style="list-style-type: none"> • Achieved
Operational and financial management of the CCF	<ul style="list-style-type: none"> • All payments to grant recipients are processed within seven days of receipt • Full spend of the CCF annual budget • Customers and stakeholders indicate that the service provided meets customer needs 	<ul style="list-style-type: none"> • Achieved where required evidence of expenditure and other requirements are met • Ongoing • Ongoing
Continued support to grant recipients to ensure delivery against agreed outcomes	<ul style="list-style-type: none"> • Grant recipient's satisfaction with the CCF support programme should be at least 80% • Service Provider arranges and successfully delivers one conference per year 	<ul style="list-style-type: none"> • Ongoing – feedback is received via feedback at CCF CBP events • Complete – CCF Gathering 2 November 2017 • CCF Gathering scheduled for 13 December 2018
ERDF – eligibility, compliance and reporting	<ul style="list-style-type: none"> • Projects proposed as ERDF-eligible comply with National Rules • Project documentation/reporting meets Scottish Government needs to draw down match -funding 	<ul style="list-style-type: none"> • Ongoing, this requires a significant amount of staff time
Scottish Government policy support	<ul style="list-style-type: none"> • Time between receiving ad-hoc request and response to the Scottish Government is no more than two working days • Within two working days of a complaint, a full response or an action plan on how the complaint will be resolved and the expected resolution date is received by the Purchaser 	<ul style="list-style-type: none"> • Achieved
Management Information	<ul style="list-style-type: none"> • All reports are submitted no later than 15 working days of the end of the period (monthly, quarterly, annual) 	<ul style="list-style-type: none"> • Achieved

ANNEX 2 – Updated 2018 Operational Time-plan

Operational Timeplan 2018 - July Update

	Quarter One			Quarter Two			Quarter Three			Quarter Four		
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
Development Grants Reopen			Complete									
CCF7 Open for applications			Complete									
GP25								Ongoing				
GP26											Ongoing	
Grant Panel Workshop						Ongoing						
Ideas Bank Launch			Complete									
Case Studies x 4			Complete									
CCF5 Closure	Complete	Complete	Complete									
New CCF webpages	Complete											
Start Up CCF6	Complete	Complete	Complete									
CCF7 Information Workshops	Complete	Complete	Complete									
CCF7 Application Development Workshops					Ongoing	Ongoing	Ongoing					
CCF starter Toolkit Workshops		Complete	Complete									
CCF claims Surgeries		Complete	Complete									
Data Collection			Complete									
Carbon Reporting Workshop			Complete									
Increasing Participation Workshop			Complete									
Monitoring and Reporting Workshop		Complete		Ongoing								
Carbon Literacy		Complete	Complete		Ongoing		Ongoing		Ongoing		Ongoing	
Thematic Gathering				Ongoing	Ongoing	Ongoing						
Excel-based Carbon Counting Tool			Complete									
Guide to Reducing CO2e Emissions		Complete										
Climate Change Engagement Resources	Complete	Complete	Complete									
Stakeholder Working Group						Ongoing			Ongoing	Ongoing		
Grant Recipients Working Group			Complete			Ongoing			Ongoing			Ongoing
CCF Gathering and Award Ceremony									Ongoing			
CCF Quarterly Report		Complete			Ongoing		Ongoing				Ongoing	
Scottish Government Meetings	Complete	Complete	Complete	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
ZWS Meetings	Complete	Complete	Complete	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
CCF Annual Report				Complete	Ongoing	Ongoing						Ongoing
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
	Quarter One			Quarter Two			Quarter Three			Quarter Four		
Ongoing												
Complete												

Climate Challenge Fund Update Report

July – September 2018

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1.0 Introduction

This report summarises the activity of Keep Scotland Beautiful in relation to the Administration and Management of the Scottish Government’s Climate Challenge Fund between the 1st July and 30th September 2018. During this period, the significant activity of the CCF team was:

- Opening the Fund for applications for CCF7 projects and processing the Expression of Interest submissions and providing Draft Feedback on those sent Application Packs.
- Assessing Development Grant applications.
- Provision of support to the 110 CCF6 Grant Recipients to continue to implement their CCF project;
- 2018 Q1 and Q2 ERDF claim compiled and submitted to Scottish Government. Q3 claim being compiled.
- Implementation of the Capacity Building Programme 2018/19;
- Completed the development of the carbon reporting tool for CCF6 Grant Recipients.

2.0 Operation – Administration

2.1 Key Milestones

Keep Scotland Beautiful’s response to the Climate Challenge Fund 2017-2021 tender specification included key milestones which are detailed in the table below.

Key Milestone	Completion Date	Comment
Planning and Project Management	Start Up Phase complete by 30 June 2017	
Develop Operations Plan		Complete
Establish Stakeholder Working Group		Complete
Establish Grant Recipient Working Group		Complete
Establish Communications Group		Ongoing
Review Application Process and Guidance		Complete
Review Monitoring and Evaluation Process		Ongoing
Communications and Marketing		
Develop Communication Strategy		Complete
Promote Availability of CCF Funding		Complete
Relaunch Ideas Bank		Complete – more promotion and development will follow once clarity is provided re: future funding rounds.

Capacity Building Programme		
Review and Develop Capacity Building Programme		Complete
Review CO ₂ e Guidance Documents		Complete – new Carbon Reporter tool in use by Grant Applicants to CCF 6. Carbon Estimator updated for use in CCF7 funding round. Carbon Literacy Guide produced
Establish Framework of Mentor Organisations		Ongoing – This has been established. There are currently 7 mentor organisations, involving 10 mentors, on the Framework.
Planning and Project Management		
Generate 2,500 Enquiries to the Fund	31 March 2021	Ongoing (183 enquiries logged, 469 EOIs for CCF6, 259 EOIs for CCF7)
Generate 750 Expressions of Interest	31 March 2021	Ongoing (469 for GP24, 259 for CCF7)
Generate 600 Grant Applications	31 March 2021	Ongoing (284 Draft Applications and 226 Final Applications for GP24) 127 Draft Applications received for CCF7
Generate 500 Development Grant Applications	31 March 2021	99 received between July and September 2017. 51 received between June and August 2018
Assess and Prepare 600 Application Summaries for the Independent Grants Panel	31 March 2021	Ongoing (232 completed for GP24) 127 Draft Applications given feedback for CCF7
Provide Effective Secretariat Service for Six Independent Grants Panel Meetings	31 March 2021	To be reviewed. GP24 meeting carried out in January 2018. Original plan for multiple panels per year now under review.
Provision of ERDF Compliance Advice to Grant Recipients	31 March 2021	Ongoing
Ensure Service Compliance with ERDF Requirements	31 March 2021	Ongoing

Provide Three Annual Training Sessions to the Independent Grants Panel	31 March 2021	Ongoing (December 2017, March 2018, next date tbc)
900 Grant Recipient Visits by Development Officers	31 March 2021	Ongoing
200 Payment Cycles	31 March 2021	On target
Introduction of Improved CO2e Emissions Reduction Reporting	1 November 2017	Complete
ERDF Reporting (monthly, quarterly and annually)	31 March 2021	Ongoing
16 Quarterly Reports for the Scottish Government	31 March 2021	Ongoing
Four Annual Reports for the Scottish Government	31 March 2021	Ongoing – Quarterly Report for April – June 2018 considered as 1 st Annual report. Need to agree content and date for subsequent reports.
Develop Closure Plan	31 December 2020	To be reviewed closer to completion date
Prepare and Publish Final Programme Report	31 July 2021	To be compiled on an ongoing basis. Completed for submission in last year of contract.
Communications and Marketing		
Launch Revised Fund Website	1 April 2017	Complete – development will continue through the lifetime of the CCF
Implement Communications Strategy	From 17 April 2017	Ongoing
Produce Marketing Materials	30 April 2017	Complete – development will continue through the lifetime of the CCF
Produce Marketing Templates for Grant Recipients	30 April 2017	Complete
Produce Climate Change Resources for Grant Recipients	30 April 2017	Complete – development will continue through the lifetime of the CCF
80 Case Studies	31 March 2021	Ongoing – 35 produced to date
Host Four CCF Awards Dinners	31 March 2021	Ongoing – Held 1 st November 2017 Planned for 12 th December 2018.
40 Application Development Events	31 March 2021	Ongoing – 5 delivered to date.

Capacity Building Programme		
36 Half Day Carbon Literacy Workshops Aimed at Grant Applicants	31 March 2021	Achieved – 18 two-day courses have been run to date.
60 Project Toolkit Workshops	31 March 2021	Ongoing – 34 delivered to date (plus additional 4 Final Report workshops run)
15 Online Films	31 March 2021	Ongoing
Produce Shifting Normal Online Guide	30 June 2017	Complete
400 Individuals Gain Carbon Literacy Accreditation	31 March 2021	Ongoing – over 180 as of 31 st October 2018
Support 30 Climate Conversation Sessions Delivered by Community-led Organisations	31 March 2021	To be reviewed. Focus has been on providing support to community-led organisations to deliver Carbon Literacy sessions to their communities.
16 Thematic Events	31 March 2021	Ongoing – four have taken place in 2017/18 Four have taken place for 2018/19
Four Gatherings	31 March 2021	Ongoing – Held 2 nd November 2017. Planned 13 th December 2018
20 Grant Recipient Produced Resources Submitted to the Online Resource Library	31 March 2021	Ongoing – 98 documents available to date, with 1106 downloads. Majority of documents produced by Grant Recipients (others by various Stakeholders)
Recruit and Support 10 Mentors	31 March 2021	Complete – 10 mentors have been recruited to date, from 7 organisations.

2.2 Applications

CCF7 opened for applications on 5 June 2018. The application process was split into two rounds (GP25 and GP26) with the stated intention of holding two separate grant panels.

GP25 was to be for Grant Applicants who have funding for 2018/19 only.

GP 26 was to be for any community-led organisation that is not currently in receipt of a CCF Grant and is planning to develop a climate action project for the period 2019/21.

Following feedback from the Scottish Government, there will now be a single grants panel (GP25) for all Grant Applicants. This will be held on the 7th and 8th of February 2019. It is anticipated that the process will be complete on the first day, with the second being held as a reserve in case of any delay due to unforeseen issues.

The key dates for the application process for CCF7 are detailed in the table below:

Deadline	Date
Expression of Interest (former GP25 group)	20 July 2018 (by 5pm)
Draft Application (former GP25 group)	20 August 2018 (by 5pm)
Final Application (Former GP25 group)	19 October 2018 (by 5pm)
Expression of Interest (former GP26 group)	3 August 2018 (by 5pm)
Draft Application (former GP26 group)	19 September 2018 (by 5pm)
Final Application (Former GP26 group)	7 December 2018 (by 5pm)
Grant Panel meeting	6-7 February 2019

127 Draft Applications were received across both submission dates. Feedback has been given to all of these and reminder emails sent to minimise late submissions of Applications.

34 Final Applications were received from the original GP25 applicants, and these have now been processed and we are assessing these to send to the panel ahead of the panel meeting.

No Final Applications were received after the deadline, which is an improvement on previous years and is in partly due to a more coordinated system of additional reminder emails being sent to the group ahead of the submission date.

Note: There are 79 current grant recipients from GP24 who were not able to apply for further funding in this round as they already have funding awarded for the next financial year (2019/20).

2.3 Development Grants

The CCF reopened for Development Grants on the 5 June 2018. The number of applications received funded and declined in each round is detailed in the table below. This includes those considered in June as the awards were made and accepted during July.

Month	Number	Funded	Declined
June 2018	6	4	2
July 2018	15	13	2
August 2018	30	22	8
Total	51	39	12

Table 1: Number of Development Grants

*1 Development Grant received in the August funding round was withdrawn by the Grant Applicant.

The overall success rate for Development Grants during this period was 76%, with the 39 awards having a total value of £36,242.40.

2.4 Ideas Bank

Following the reopening of the CCF, KSB has encouraged current Grant Recipients to consider submitting a Project Idea as well as discussing with the Stakeholder Working Group how they could either revise their existing Project Idea or submit a new one. This resulted in Transition Stirling and Lightburn Elderly Association Project submitting new Project Ideas and Community Energy Scotland revising their existing one.

The Project Ideas are listed on the Ideas Bank section of the CCF website and include 12 separate ideas to date.

Between July and September, we have had 6 organisations put forward ideas. These were from CoMoUK for their car club idea that is applicable to large towns, Local Energy Action Plan (LEAP) for both home energy and a car club, Edible Estates CIC to support communities to establish growing projects; Lightburn Elderly Association Project for their R:evolve Recycle supporting communities set up swap shops; Transition Stirling with their Tool Library and Assist Social Capital CIC to support organisations to track the progress of the community outcomes of their projects.

Once we have received all the Final Applications for the current round of funding we will have a better idea of how many organisations have engaged with the Ideas Bank projects.

2.5 Working Groups

The CCF Stakeholder Working Group (SWG) has met 6 times: 16th June, 25th September 2017, 24th January 2018, 8th June 2018, and 20th August 2018 since it was established.

At the most recent meeting on the 20th August, the group discussed marketing, promoting stakeholder events and funding to the CCF community and the upcoming Awards and Gathering events. We are getting more information from our stakeholders to put in the CCF newsletters, website and CBP e-bulletin. Bright Green Business joined the Stakeholder Working Group and the third meeting of 2018/19 will take place on 8th November at Sustrans office in Edinburgh.

The current membership of the group is:

- Keep Scotland Beautiful
- Scottish Government
- Zero Waste Scotland
- Adaptation Scotland
- Home Energy Scotland
- Local Energy Scotland
- Nourish Scotland
- Sustrans Scotland
- Federation of City Farms and Gardens
- Cycling Scotland
- CEMVO Scotland
- Sustainable Scotland Network
- Cycling UK
- CRNS
- SCCAN
- Scottish Water
- Community Energy Scotland
- The Business Partnership
- Carplus
- Eco-Congregation Scotland
- Bright Green Business

3.0 Operation – Grant Recipients

3.1 Outstanding CCF4 Issues

Heart of Scotstoun

Heart of Scotstoun began to make monthly payments of £100 in November 2017. Further payments have been received in December 2017, January, February, March, April, May and June, 2018 and each month this quarter.

3.2 Outstanding CCF5 Issues

[redacted]

Following on from KSB identifying and reporting the issue of potential fraud by [redacted] to Police Scotland on 5th February 2018 the Police have not pursued the matter further, deciding they do not have enough evidence to proceed with further investigation.

The issue has since been followed up with OSCR and an investigation has been opened by them into the individuals involved in this project and with the linked projects awarded to [redacted] and [redacted].

Information was provided to OSCR in relation to this investigation by KSB and a request to the Scottish Government was made for clarification on how to approach interactions with these organisations in delivering relevant aspects of the CCF contract. In particular, how to approach the eventuality of [redacted] submitting a final application to the current round of funding.

3.3 Mentoring Framework

The CCF Mentoring Framework was launched in August 2017 and aims to achieve the following:

- Catalyse action on climate change in new communities and audiences.

- Provide a framework to support more experienced community organisations advice and mentoring
- Support the capacity of experienced community organisations to provide advice and consultation services.

The Mentoring Framework is accessible via the CCF website and to date there are 10 mentors listed across 7 organisations which. These are:

- Forth Environment Link
- Lightburn Elderly Association Project - R:Evolve Recycle
- Local Energy Action Plan
- South Seeds
- Edinburgh and Lothians Regional Equality Council
- Garioch Sports and Community Centre
- Beechbrae

The network is promoted at various events and throughout our external communications. There have not been any new groups approaching us to access this support in Quarter 2, but this is likely due to groups focussing on application submission.

3.4 CCF6 Grant Recipients

At the 24th CCF Grants Panel meeting in January 2018, a total of 81 applications were approved for funding totalling £7,306,943 for 2018/19 and £5,281,571 for 2019/20. A further 29 Grant Applicants were asked to revise their project from a 2-year to a single year. These revised applications were considered by the Grants Panel and recommended for funding on the 19th February 2018. The revised applications totalled £2,715,933 in 2018/19.

Following the issuing of the Grant Award papers it was identified that the Ahl-Mahdi Foundation had made an arithmetical error in their budget calculations relating to staff costs. This resulted in an additional award of £11,000.04.

The value of CCF6 awards is detailed in the table below:

Description	2018/19 (£)	2018/19 (£)
CCF6 Awards made on 17 th January 2018	7,306,943	5,281,571
CCF6 Awards made on 19 th February 2018	2,715,933	-
Additional award to CCF-5774 - AMF Sustainability Project	5,500	5,500
Total CCF6 Award	10,028,376	5,287,071

The focus of our support to these currently funded projects over this period has been giving feedback to the first quarterly progress reports submitted for the projects (deadline was 3rd August), processing grant claims and carrying out further project visits to groups who have not yet had an initial visit.

There have been 4 new Development Officers starting in this period and this has involved reallocation and handover of various projects. The Development Officers have all introduced themselves to these new groups and the majority have been visited as well.

3.5 CCF6 Grant Award Issues

3.5.1 CCF-5709 - Comrie Hall - Community Energy Project

The Comrie Scottish Women's Institute was awarded £66,868.37 for 2018/19 which included ERDF funding of up to £22,768.80. The CCF project is part of a larger refurbishment project and at the time of application KSB was informed that the LEADER funding was secured. Subsequently, Comrie Scottish Women's Institute informed KSB that the Leader offer of award had expired and that they had applied again to LEADER. This application was declined by LEADER on the 7th June 2018 due them not being satisfied with the project plan of the application and some concerns regarding overlap with the ERDF elements. This decision is currently being appealed by Comrie Scottish Women's Institute and the group have lodged a formal complaint with LEADER.

The group have found some alternative funding and have begun work on the building. The CCF specific elements will come later on in the work, but they are confident the work will be done within the funding period.

The group are slightly behind with other parts of the project as a result as well, but have events planned for the next few months and have been communicating well with CCF.

3.5.2 CCF-5579 - Grinneabhat Restoration and Community Growth

UCBA (Bragar & Arnol Community Trust) was awarded £184,577.43 across 2018/19 and 2019/20 which included ERDF funding of up to £57,083.25. UCBA has requested to move funding for infrastructure from 2018/19 to 2019/20 because of changes to the project's other funding sources. At the time of funding there was an agreement for LEADER funding of £150,000 however that offer has now been withdrawn.

UCBA are attempting to source other funds, including the Scottish Government's Gaelic Capital Fund.

The group have submitted a proposal to formally ask for funds to be transferred. This is currently sitting with KSB for review and then it will be passed on to Scottish Government with a recommendation based on the current situation.

3.5.3 CCF-5688 - The Wheat We Eat

Taybank Growers were awarded £21,520.02 for 2018/19. Despite requests from KSB, Taybank Growers did not submit a start-up report in May or quarterly report in August. KSB received an email on the 24th July 2018 stating that due to weather induced difficulties the project had not begun along with a query as to whether the project could be delayed to 2019/20. KSB requested some additional information which was received and then shared with the Scottish Government on the 27th July 2018.

The Scottish Government asked for further information about the situation. This was provided, and it was agreed that the group would work to the revised budget and outcomes that they submitted. A progress report was submitted to cover from the 1st of April onwards, reflecting the agreed changes and the project will now be monitored as usual from December 2018 onwards.

4.0 Capacity Building Programme

4.1 Events

In Q2 of 2018-19 KSB ran 11 training programmes to support grant recipients with the delivery of their project. These training events were Data Collection for Carbon Reporting, Carbon Literacy for Communities and Increasing Participation in your Project. We also ran 10 CCF Information surgeries, one Application Development Workshop and four Theme Gathering events. The theme gatherings were all hosted by CCF organisations.

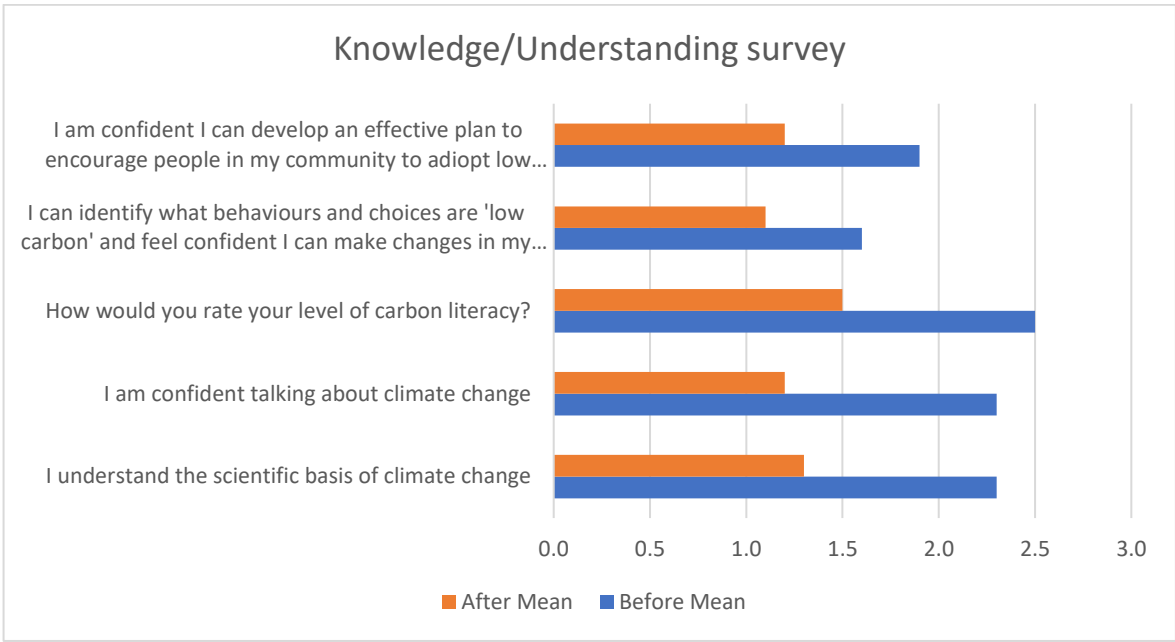
Workshop	Date	Location	Attendees
Data Collection for Carbon Reporting	12 th July	Stirling	19
	18 th July	Edinburgh	16
	25 th July	Inverness	12
	10 th August	Stirling (extra workshop due to demand)	15
Increasing Participation in your Project	11 th July	Inverness	7
	17 th July	Glasgow	18
	24 th July	Stirling	7
Carbon Literacy for Communities	26 th July and 2 nd August	Glasgow	9
	6 th and 7 th September	South Lanarkshire	17
	12 th and 13 th September	East Renfrewshire	11
CCF Information Surgeries	2 nd July	Inverclyde	5
	3 rd July	Edinburgh	20
	5 th July	Galashiels	21
	6 th July	Aberdeen	22

	10 th July	Inverness	8
	12 th July	Falkirk	15
	13 th July	Motherwell	21
	18 th July	Dumfries and Galloway	20
	19 th July	Dundee	23
	20 th July	Kilmarnock	16
Home Energy and Community Buildings Gathering	1st August	Dundee	15
Food Gathering	7 th August	Fife	30
Repair and Re-use Gathering	22 nd August	Glasgow	30
Transport Gathering	29 th August	Glasgow	30
	Total		408

4.2 Carbon Literacy for Communities Summary

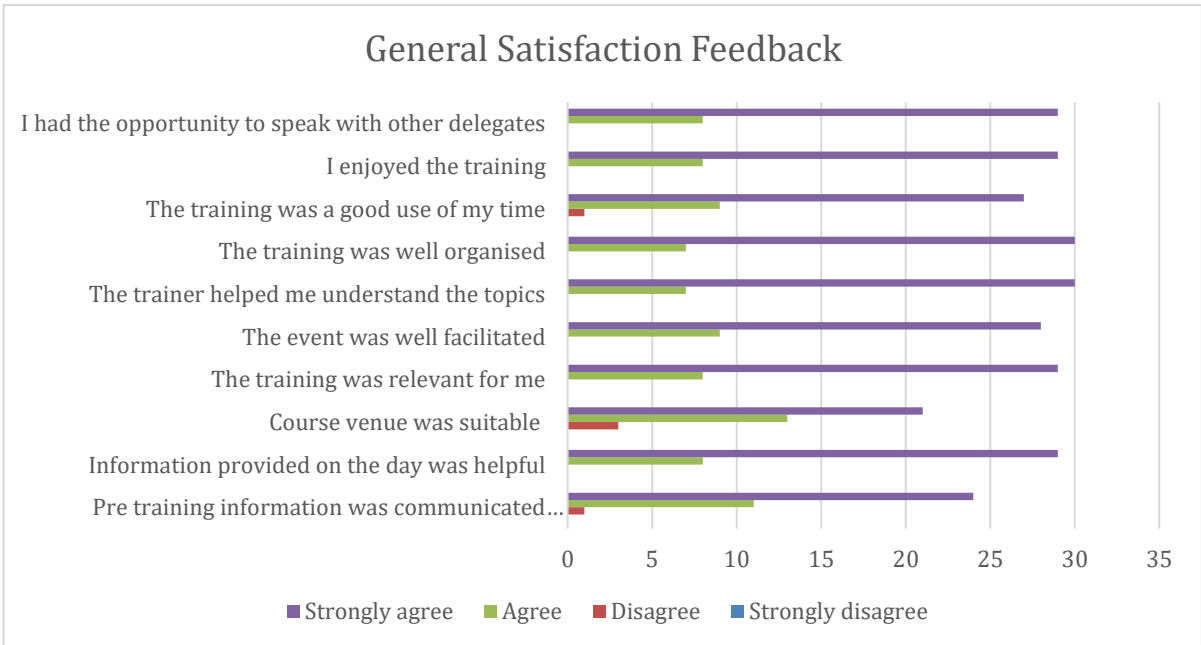
In quarter two we ran another three Carbon Literacy for Communities courses with 38 attendees all of whom were successful in obtaining the certificate. It is worth noting that all three courses were hosted by CCF organisations and KSB delivered the training. The overall feedback for these sessions hosted by community-led organisations was positive, however some of the logistics and coordination with these organisations was difficult due to their capacity and experience.

The graph below summarises the aggregate results from 'before' and 'after' surveys where participants are asked to self-assess with a score of 1 – 4 against each of the statements below; 1 represents a high knowledge and understanding and 4 is poor knowledge and understanding.



The results above demonstrate that there was an improvement in participants' knowledge and understanding of climate change.

The graph below summarises the aggregate results of the general satisfaction feedback from all three Carbon Literacy courses held in Q2.



4.3 Peer-Peer Resource Library

Keep Scotland Beautiful has created an online peer-peer resource library which can be accessed at:

<http://www.keepsotlandbeautiful.org/sustainability-climate-change/climate-challenge-fund/ccf-in-action/ccf-community/peer-to-peer-resource-library/>

The library is being well used and membership requests have been coming in at a steady rate. A total of 10 people have joined the library since quarter one's report which puts the membership to 94. There are 98 documents available in the library, with 1106 downloads so far. The majority of these documents have been produced by grant recipients, although some have come from various relevant CCF stakeholder organisations.

4.4 Grant Recipient Working Group (GRWG)

We held the first GRWG meeting of 2018/19 on 11th September where we discussed the purpose of the group, monitoring community outcomes and the awards and gathering. We were able to get two members of the GRWG to join the Awards panel to select the winners of each award category from the shortlisted nominees.

4.5 Capacity Building Programme 2018-2020

The second quarter of 2018/19 has been a busy one with delivering and planning workshops, and thematic events. The table below highlights the work carried out

	Details	Actions
Project Support		
Project Toolkit	We continued to run workshops to support the delivery of CCF projects. These were the Data Collection for Carbon Reporting which we ran four of and Increasing Participation in your Project which we ran three off.	<ul style="list-style-type: none"> • Claims video guide to be uploaded onto CCF website • Data collection for carbon reporting video guide to be created, recorded and uploaded to CCF website. <p>The above actions will be completed before CCF7 projects begin.</p>
Thematic Support	<p>Held the second SWG meeting of 18/19 on 20th August. We are continuing to work with the SWG to make relevant support and information available to grant recipients.</p> <p>The carbon literacy manual has been produced and is live on the website. We will update the CCF video guides, aligning the information in them to the</p>	<ul style="list-style-type: none"> • Third SWG meeting 8th November • Develop new themed video guides (x5)

	newly produced Carbon Literacy Manual.	
Peer to Peer Resource Library	We will continue to develop the library, encouraging recently completed projects to submit items. We will also upload relevant materials. The resources will be showcased at every training event that the CCF delivers.	
Organisational Capacity/Legacy		
Carbon Literacy for Communities	<p>Three Carbon Literacy courses were run, with all 38 attendees gaining the certificate.</p> <p>These courses continue to be organized all over Scotland. We will be holding courses on the Isle of Bute and Edinburgh before the end of the year and will be travelling to Aberdeen, Inverness and Western Isles next year.</p>	
Social Enterprise Academy	<p>Two courses are being offered through the Social Enterprise Academy and will be run at the KSB office in Stirling.</p> <ul style="list-style-type: none"> • Understanding Social Enterprise (2 days): This will provide an introduction to Social Enterprise for groups looking to explore this. (This has been successful and had positive feedback) • Enterprising Leadership course (6 days): This will provide a chance groups who have started to develop social enterprising activities the chance to explore and develop these ideas, plus develop key leadership skills. 	
Ideas Bank	We continued to promote this and CoMoUk, Edible Estates CIC and Assist Social Capital joined.	
CCF Community		
Mentoring Framework	We have continued to promote the Mentoring Framework and have had one new mentor from Beechbrae SCIO join.	
Theme Gatherings	These were run over August and we had positive feedback on all these events.	Review sessions and start to organise more for next project year

CCF Gathering	<p>The Annual CCF gathering has been booked for 13th December at Perth Concert Hall. Planning is underway.</p> <p>The theme for the gathering is a decade of CCF.</p>	<p>Various actions, including obtaining approval from Scottish Government on key decisions.</p>
CCF Awards	<p>Second CCF Awards ceremony will be held the evening before the CCF Gathering at the same venue.</p>	

5.0 Marketing

During 1 April – 30 June 2018 the CCF Marketing Officer has focused on providing support to CCF6 Grant Recipients as they begin to implement their new CCF funded projects as well as promoting the re-launch of the Fund.

5.1 Website

The CCF website has been continually updated with news, events and resources.

21 news stories were published on CCF website. News stories included CCF surgery events, CCF Expression of Interest deadlines, networking opportunities through the CCF Capacity Building Programme and updates from the wider CCF Community and CCF Grant Recipients. Climate Week was promoted on 4 September.

The CCF Marketing Officer continued to work closely with stakeholder organisations and the wider CCF Community to ensure that funding available through the CCF was promoted effectively. CCF surgery promotion was particularly effective.

News stories have also been published on KSB website where appropriate.

5.2 Case Studies

Films will be available for the CCF Gathering:

- CCF Themed Networking events - films to highlight the success of the events, the projects in attendance and how the CCF is facilitating peer networking.
- 'A Decade of CCF' trailer - soundbites from the CCF Community regarding the success of the Fund

Further case studies:

- Four further case study films featuring current or past CCF Grant Recipients are in production
- A template is complete for case study booklets per theme of CCF project and these now aim to be available in 2019

The Marketing Officer has used Facebook and Twitter to advertise training events, welcome attendees to training and publicise Grant Recipient and third-party news. New resources have also been highlighted via social media.

To highlight the re-opening of the CCF and CCF Surgery events amongst potential applicants 13 promoted Facebook posts have been published. The most successful CCF post reached 14,568 people with 587 people engaging with it (liking or sharing). In addition to promoting the CCF, the posts stimulated a variety of discussion around climate change. A promoted post on KSB Facebook reached a similar number of people.

Multiple Twitter posts have highlighted the re-opening of the CCF and CCF Surgery events with Tweets also sent to MSP's to make them aware of CCF events taking place in their constituency.

5.3 Social Media

The Marketing Officer has successfully used Facebook and Twitter to advertise CCF surgeries, promote events, welcome attendees to training and publicise Grant Recipient and third-party news. New resources and the Ideas Bank have also been highlighted.

- Four promoted Facebook posts have highlighted Expression of Interest deadlines, the Ideas Bank and Themed Gathering events. These four posts alone reached 24,869 people with 549 people engaging.
- Multiple Twitter posts have highlighted the re-opening of the CCF, CCF Surgery events, the Ideas Bank and other news from and about the CCF Community.

5.4 Support for CCF6 Grant Recipients

The Marketing Officer has delivered three workshops to highlight support, resources to help them meet branding requirements and promote their projects:

- Increasing Participation in Your Project - Inverness July 11th
- Increasing Participation in Your Project - Glasgow July 17th
- Increasing Participation in Your Project - Stirling July 24th

All workshops were well received with lots of attendees requesting stock of materials displayed at the event. The Greener Scotland website was strongly promoted.

The Marketing Officer continues to be in daily contact with Grant Recipients to signpost to resources, help with press releases and suggest ways they can promote their activities.

5.5 CCF Awards and CCF Gathering

Perth Concert Hall will host the CCF Awards (12th December) and CCF Gathering (13th December).

The CCF Awards opened for nominations on 27th September with two new categories for Youth Engagement and Outstanding Contribution joining the established Energy, Food, Transport and Waste categories.

Planning for the Gathering continues around the 'Decade of CCF' and Year of Young people themes. Resources for the Gathering include 'A Decade of CCF' timeline and a film trailer. News is awaited of the potential CCF Review from the Scottish Government.

The menu for both events will feature locally sourced, seasonal and low-carbon food, with contributions from local CCF Grant Recipients.

5.6 Press and third-party coverage

The Marketing Officer was interviewed for BBC radio for Dumfries & Galloway regarding the CCF Surgery in Dumfries.

CCF coverage has been secured in online copy featured by other organisations following the distribution of templated promotional copy by the CCF Marketing Officer.

The CCF Marketing Officer continues to work directly with CCF Grant Recipients to help them generate their own coverage, with articles securing press coverage each month.

5.7 Events

The CCF has been promoted at multiple events attended by Keep Scotland Beautiful staff. Key events attended by the CCF Marketing Officer are outlined below.

- 7th September - Funding event in Inverness hosted by Drew Hendry MSP
- 26th September - Speech at launch of SHRUB Swap Shop in Edinburgh

Ten CCF Information Surgery events were delivered in July.:

- 2nd July - Greenock
- 3rd July - Edinburgh
- 5th July - Galashiels
- 6th July - Aberdeen
- 10th July - Inverness
- 12th July - Falkirk
- 13th July - Motherwell
- 18th July - Dumfries
- 19th July - Dundee
- 20th July - Kilmarnock

The Surgery events provided information and guidance for community-led organisations wanting to know more about applying for funding from the CCF, plus help and support available from partner organisations. The events also outlined further support (both from the CCF and more widely) to help communities take the first steps in running a climate action project. Each session encouraged networking between attendees with facilitated round-table introductions and discussion. Home Energy Scotland, Zero Waste Scotland and Bright Green Business attended the events to outline the help and support that they can offer applicants and more widely.

Extensive work took place with each venue to ensure that the catering and running of the surgery events was as sustainable as possible. Attendees were also encouraged to use sustainable travel to access the events.

6.0 Ethnic Minority Focused Activity

Keep Scotland Beautiful has continued to engage CEMVO Scotland to provide additional support to Grant Applicants from Scotland's ethnic minority communities. This support includes:

- **Promotion of the CCF** - CEMVO promotes the CCF via its website, social media, events and one-one meetings.
- **Application development** - This includes ensuring Grant Applicants working with ethnic minority communities understand the application process and the CCF criteria. It includes explaining which activities are eligible for funding and what required documents need submitted with the application.
- **Project implementation** - This includes providing support on staff recruitment, staff training, working with volunteers, launch events and project planning and management. CEMVO are also available to assist Grant Recipients deal with unforeseen events and crisis management.
- **Reporting** - CEMVO has provided advice and support to assist Grant Recipients collect data and report on the impact of the CCF funded activities

Updated figures from CEMVO have not been received for the last quarter but will be forwarded on when received and included in the next report as well.

KSB are scheduling a review meeting with CEMVO to confirm appropriate reporting processes for remainder of contract.

In addition to working with CEMVO, KSB has tried to develop a stronger working relationship with communities representing the African Caribbean communities in Scotland. This has been predominantly done through engagement with SACEN (Scotland African and Caribbean Environmental Network) and has included running an Application Development session specifically for members of this network.




Ways to further help support these groups is being explored, including further working with the network and its members.

ANNEX 1 – CCF Contract KPIs

Service Element	Key Performance Indicator	Progress – September 2018
Fund communications and marketing	<ul style="list-style-type: none"> • Actions within communications strategy implemented 	<ul style="list-style-type: none"> • Ongoing
Application and assessment process in line with Scottish Government priorities	<ul style="list-style-type: none"> • All initial enquiries responded to within two working days • Applications to the fund reflect core criteria and strategic priorities • A maximum of four months from fund opening to project award recommendations 	<ul style="list-style-type: none"> • Achieved • Achieved • The fund opened on 13th June 2017. Grants Panel made recommendations on the 17th/18th January 2018
Support to Independent Grants Panel and timely recommendations to Scottish Ministers	<ul style="list-style-type: none"> • Panel satisfaction with support offered to enable informed, timely recommendations to Ministers • Agendas are prepared and circulated 10 working days in advance of each meeting • All decisions and actions from the meetings are accurately minuted and circulated for approval within five working days of the meeting 	<ul style="list-style-type: none"> • Achieved
Grant award process	<ul style="list-style-type: none"> • All grant award letters are issued to grant recipients within ten working days of Ministerial approval of projects 	<ul style="list-style-type: none"> • Ongoing
Operational and financial management of the CCF	<ul style="list-style-type: none"> • All payments to grant recipients are processed within seven days of receipt • Full spend of the CCF annual budget • Customers and stakeholders indicate that the service provided meets customer needs 	<ul style="list-style-type: none"> • Achieved where required evidence of expenditure and other requirements are met • Ongoing • Ongoing
Continued support to grant recipients to ensure delivery against agreed outcomes	<ul style="list-style-type: none"> • Grant recipient's satisfaction with the CCF support programme should be at least 80% • Service Provider arranges and successfully delivers one conference per year 	<ul style="list-style-type: none"> • Ongoing – feedback is received via CBP events • Complete – CCF Gathering 2 November 2017 CCF Gathering scheduled for 13th December 2018
ERDF – eligibility, compliance and reporting	<ul style="list-style-type: none"> • Projects proposed as ERDF-eligible comply with National Rules • Project documentation/reporting meets Scottish Government needs to draw down match -funding 	<ul style="list-style-type: none"> • Ongoing, this requires a significant amount of staff time • Additional checks carried out on behalf of Scottish Government on their request.
Scottish Government policy support	<ul style="list-style-type: none"> • Time between receiving ad-hoc request and response to the Scottish Government is no more than two working days • Within two working days of a complaint, a full response or an action plan on how the complaint will be resolved and the expected resolution date is received by the Purchaser 	<ul style="list-style-type: none"> • Achieved • Achieved
Management Information	<ul style="list-style-type: none"> • All reports are submitted no later than 15 working days of the end of the period (monthly, quarterly, annual) 	<ul style="list-style-type: none"> • Achieved. Quarter 2 report for 2018/19 late due to staff illness.

ANNEX 2 – Updated 2018 Operational Time-plan

	Quarter One			Quarter Two			Quarter Three			Quarter Four		
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
Development Grants Reopen			█									
CCF7 Open for applications			█									
GP25								█			█	
GP26											█	
Grant Panel Workshop						█						
Ideas Bank Launch			█									
Case Studies x 4			█									
CCF5 Closure	█	█	█									
New CCF webpages	█											
Start Up CCF6	█	█	█									
CCF7 Information Workshops	█	█	█									
CCF7 App. Development Workshops					█	█	█					
CCF starter Toolkit Workshops		█	█									
CCF claims Surgeries		█	█									
Data Collection			█									
Carbon Reporting Workshop			█									
Increasing Participation Workshop			█									
Monitoring and Reporting Workshop		█		█								
Carbon Literacy		█	█		█		█		█		█	
Thematic Gathering				█	█	█						
Excel-based Carbon Counting Tool			█									
Guide to Reducing CO2e Emissions		█										
Climate Change Engagement Resources	█	█	█									
Stakeholder Working Group			█			█		█	█	█		
Grant Recipients Working Group			█			█			█			█
CCF Gathering and Award Ceremony								█				
CCF Quarterly Report		█			█		█				█	
Scottish Government Meetings	█	█	█	█	█	█	█	█	█	█	█	█
ZWS Meetings	█	█	█	█	█	█	█	█	█	█	█	█
CCF Annual Report				█	█	█						█
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
	Quarter One			Quarter Two			Quarter Three			Quarter Four		

Ongoing	
Complete	
Rescheduled	

Climate Challenge Fund

Annual Report

1st April 2019 – 31st March 2019



Veloschools Project, Wellshot Primary School, Glasgow

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1.0 INTRODUCTION

This report summarises the activity, outcomes and learning from the Scottish Government's Climate Challenge Fund for the financial year April 2018 – March 2019.

Over the year, 110 communities across 27 of Scotland's 32 Local Authorities were awarded a total of £10,083,385 to help them take local-level action to support the transition to a low carbon future for Scotland.

The focus of these projects was on:

- Offering home energy efficiency advice
- Establishing community growing spaces and increasing consumption of lower carbon food
- Helping people move away from their cars towards lower carbon travel alternatives
- Reducing, re-using and recycling waste to help create a more circular economy
- Retrofitting energy efficient measures in community-owned buildings.

This year has seen a growing awareness in Scotland of the issue of climate change and a growing sense of the scale and urgency of the task ahead. Our hope is that the inspiration and learning from these 110 projects will be of value to community leaders, group and practitioners who are looking for effective local solutions to the climate emergency. They should also be useful for policy makers who have the challenge of developing strategies and policies to encourage widespread behaviour change across Scotland.

2.0 PROJECT OVERVIEW

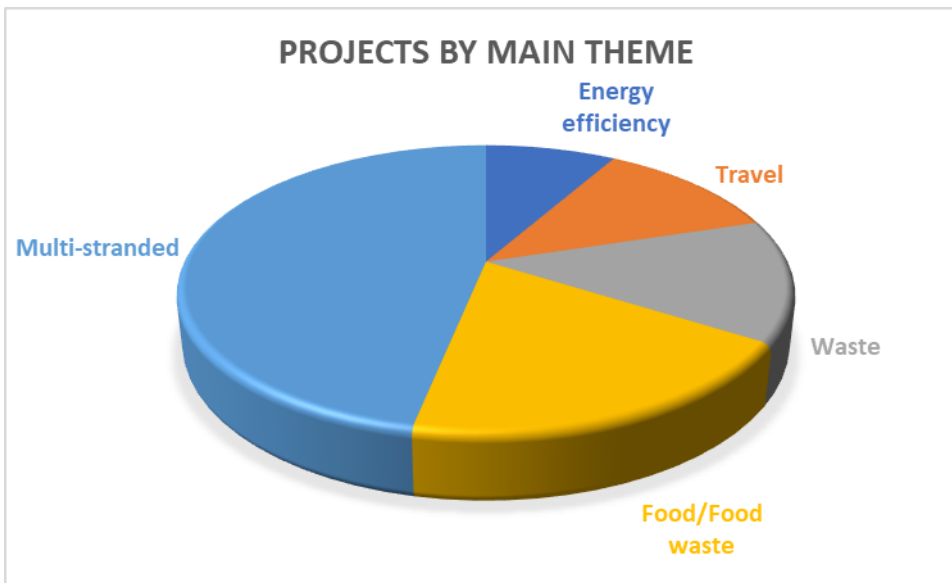
- 110 projects funded across 27 Local Authority areas
- 23 projects in areas of multiple deprivation
- 19 projects in Ethnic Minority Communities
- 3 youth-led projects
- £10,083,385 awarded in project grants, 97.8% of which was claimed.
- £36,242 awarded for development grants.

Project overview by Local Authority

Local Authority	No. awards	Local Authority	No. awards	Local Authority	No. awards
Aberdeen	2	East Renfrewshire	2	Orkney	2
Aberdeenshire	3	Edinburgh	14	Perth and Kinross	4
Angus	1	Falkirk	1	Renfrewshire	3
Argyll and Bute	5	Fife	7	Scottish Borders	1
Clackmannan-shire	0	Glasgow	23	Shetland	2
Comhairle nan Eilean Siar	4	Highland	12	South Ayrshire	0
Dumfries and Galloway	0	Inverclyde	5	South Lanarkshire	3
Dundee	2	Midlothian	1	Stirling	2
East Ayrshire	1	Moray	2	West Dunbartonshire	4
East Dunbartonshire	0	North Ayrshire	1	West Lothian	3
East Lothian	0	North Lanarkshire	1		

Project overview by theme

Project theme	1 year	2 year	total
Energy efficiency (includes projects with one other theme)	5	4	9
Travel (includes projects with one other theme)	6	7	13
Waste (includes projects with one other theme)	6	9	15
Food/Food waste (includes projects with one other theme)	8	13	21
Multi-stranded (includes community buildings)	21	30	51
Community buildings (includes projects with one other theme)	8	7	15



All 15 community building projects were multi-stranded, which is why they don't show in the chart above.

3.0 PROJECT OUTCOMES

Project outcomes for the year April 2018 – March 2019 are summarised below.

OUTCOMES	Finishing Mar 2019	Finishing after Mar 19	Total
CARBON OUTCOMES			
Tonnes of CO2e reduced (lifetime)	17,097	11,189	28,286
Tonnes of CO2e reduced (project)	5,346	3,589	8,935
Percent of total estimated project savings achieved	120%	49%	76%
PARTICIPATION OUTCOMES			
Number of people actively involved in the project	37,202	51,275	88,477
Number of volunteers	1,369	2,464	3,833
Number of volunteer hours	33,470	58,214	91,684
Schools involved	224	236	460
No staff / volunteers / community members who achieved qualifications (e.g. City & Guilds Energy Awareness, Trail Cycle Leader, Food Handling, Carbon Literacy etc.)	353	586	939
Number of Climate Conversations	56	64	120
CHANGE OUTCOMES			
Number of households who have begun growing food or composting at home	175	1,312	1,487
Growing space created or brought into use (m2)	3,043	5,601	8644
Number of community-owned buildings refurbished	7	8	16

OUTCOMES	Finishing Mar 2019	Finishing after Mar 19	Total
ADVICE AND SUPPORT OUTCOMES			
Number of home energy checks undertaken	1,555	2,777	4,332
Number of households referred to Home Energy Scotland for further action	229	250	479
Number of people referred to other support agencies for further action or support	1,878	775	2,653
Events held (open days, information sessions, workshops etc.)	2,345	4,457	6,802
Training courses delivered	1,437	2,112	3,549
Events by other organisations attended	526	1,091	1,617
EMPLOYMENT OUTCOMES			
Full time equivalent members of staff directly employed	74	141	215
Sessional staff members employed	110	222	332
New jobs developed which are not dependent on CCF funding	23	29	52

4.0 ANALYSIS

Project type	Mean CO2e saving (project)	Mean CO2 saving (lifetime)	Mean No. participants	Mean Volunteer hours	Mean Staff FTE	Mean No. Climate Conversations
Energy efficiency	193	725	902	505	2.1	0.1
Travel	71	190	1197	268	2	0.2
Waste	90	229	1239	840	2.6	1.1
Food/food waste	56	164	718	1623	1.5	1.3
Building refurbishment (includes projects with one other theme)	119	373	418	917	1.2	0.02
Multi-stranded (includes building refurbishments)	102.6	325	843	804	1.9	2.2

Average performance of projects by theme

The data show a complex picture. Project themes that save the most CO₂, such as energy efficiency and building refurb, generally don't tend to involve as many people as themes which usually save less CO₂, such as waste and travel. These differences get to the heart of the what the CCF is about. Although a clear objective of the CCF is reduce direct Carbon emissions, another important objective is to raise public awareness of the behaviour changes necessary for a low carbon future. Different types of projects will differ in the extent to which they can meet these different objectives.

Highlights from these findings include:

- 47% of projects were multi-stranded. On average they organised the most Climate Conversations and saved the second highest amount of project and lifetime CO₂e, but otherwise performed relatively poorly in numbers of participants, volunteers, training sessions, and events, compared to projects that had a main theme.
- All building refurbishment projects included other strands. They saved the second highest amount of project and lifetime CO₂e but organised the lowest number of Climate Conversations. They achieved the second highest amount of volunteer hours, which is likely to be related to the fact that they tended to have few staff members, with many being run by a committee of volunteers only.
- Of projects with a main focus, food/food waste was the most common theme. These projects attracted the most volunteers and ran the second highest number of Climate Conversations sessions.
- Energy projects saved by far the most project and lifetime CO₂e, but organised very few Climate Conversations
- Travel projects ran the most training sessions and events, and attracted the second highest number of participants, but ran few Climate Conversations
- Waste projects had most participants, gained the most qualifications and ran the third highest number of Climate Conversations sessions.

5.0 PERSONAL IMPACTS

Many projects submitted stories of how their work had influenced the lives of individuals. Some reports shared examples of individuals who had increased their understanding of climate change and adopted lower carbon behaviours. Other reports focussed on how individuals had been positively impacted through increased social connections, better health, improved financial situation, or often simply by being part of a movement for positive change. A few such examples are shared below.

Comrie Scottish Women's Institute, Perthshire

This project involved insulating the Comrie Rural Hall in Perthshire and delivering energy efficiency advice within the community. One of the trustees, who is a farm owner, has now committed to helping to restore 57.4ha of peat bog, inspired by her increased understanding of climate change. The land will be restored through a Lowland Bog Management scheme, and CO2e savings have been conservatively estimated at 114.8t per year.

The Welcoming Association, Edinburgh

Tarek fled Syria in 2013, finding refuge in Lebanon. He arrived in Scotland with his wife and son in 2017, through the UN Resettlement Scheme, and started taking English Classes at the Welcoming Association. He then became involved in their 'Welcoming a Greener Future' project and received help and practical support to grow vegetables in his back garden. Gardening has always been his father's favourite hobby, and Tarek is hoping for a future where his parents and his first daughter will join the family in Edinburgh, so he wanted to establish a garden for their arrival. This led to him establishing friendships with his Scottish and Italian neighbours, and they now meet up regularly to discuss what to plant in the garden.

"It's exciting, it keeps me busy. Every day I go to the garden with Jad. It's a very good way to spend our time and we got good vegetables from it."

Forth Environment Link, Falkirk

One participant who attended the cookery workshops experienced social and health benefits and is also more aware of environmental impact of food.

"These workshops are a lifeline to my health. I was recently diagnosed with a health issue and although I'm vegetarian my diet consists of processed and ready foods. I live alone so it is really good to learn how to prepare foods that are healthy and good for the environment. Since the pumpkin curry workshop, I have since adapted the basic stock to produce healthy and low-fat soups using Norelle's fabulous recipes. It's also so sociable and I really look forward to them - meeting likeminded people who don't judge. Great work - please continue - it's changed my life"

Gorebridge Community Development Trust, Midlothian

Anna had been suffering from depression, but then attended a Greening Gorebridge event. She borrowed an e-bike at the end of March, and since then she has started cycling to work three days a week, a 27 mile round trip. As she lives out of town and doesn't drive, cycling has given her a huge amount of freedom and flexibility. Anna is now a fantastic advocate for e-bikes, she attended the Home Energy Scotland active travel roadshow as a representative for the project.

'Thanks to Greening Gorebridge I've been able to get out on the bike and know that I will manage to cycle long distances. "I feel more confident cycling on roads and cycling altogether'

6.0 CLIMATE LITERACY AND CONVERSATIONS

A vital aspect of the CCF is using the diversity of project activities to talk with community members about climate change in a way that builds their understanding of the issues and the societal changes needed.

Climate change has been discussed through project activities more this year than in previous years with almost all project reports describing how groups attempted to increase climate literacy within their communities. This is almost certainly due to climate literacy becoming part of the criteria of the fund and an increased focus from KSB staff in encouraging this through DO support and through sharing ideas and best practice through network meetings, themed gatherings, and informally.

One trend which stands out this year is that disadvantaged communities did particularly well. Projects operating in areas within the top 10% of the Scottish Index of Multiple Deprivation, and projects run by EM organisations, both tended to show better than average engagement on climate literacy. It's not clear why this is the case, but one reason may be a stronger culture of community conversations in these communities. The two projects which were run by African organisations (both of which were operating in the top 10% of the SIMDs) did particularly well at engaging women and young people on climate change awareness.

Almost all projects operating in remote rural communities (defined as those with a rurality index of 6 on the Scottish Government Urban Rural Classification) did well at engaging their communities on climate change, mentioning various engagement activities in their reports, but increased awareness was not always evidenced.

Most island communities showed excellent engagement on climate literacy. For example Arran Eco Savvy offered a discount in their community shop to people who were willing to sit down and have a chat about climate change. However, no formal Climate Conversations sessions were run by remote rural projects.

Most projects working with primary school children did well at raising their awareness of climate change, especially when engagement activities were designed to be creative and fun.

Where projects have attempted to engage with secondary school children and young adults, they have generally found this more difficult. For example, Edinburgh College Students Association tried to engage with the students in the automotive classes at Midlothian Campus by introducing the topics of fuel-efficient driving and electric cars, and why this is better for the environment. The students were generally disinterested, arguing that electric cars were ‘*not cool*’ and that fossil fuel vehicles were better as they are ‘*powered by dinosaurs*’. This correlates with the findings of the [Young Scot ‘Low Carbon Behaviours Insight Report’](#) (Young Scot, 2015), which found that mid to late teens tend to be less engaged due to “*pressure to conform, time constraints and other social pressures*”, but were likely to be more receptive to messages relating to values of benevolence and security, suggesting that social justice might be a better way to frame climate issues.

Some projects did have success engaging young adults; Isaro Social Integration Network ran textile workshops and discussed ‘fast fashion’ and its impact on the environment. One young person commented “*I was surprised by how my rule to wear a dress twice had such an impact on our planet. I have started buying clothes that last and selling some of my dresses online*”. This may be reflective of the gendered social pressure which young people may be more susceptible to, in that some behaviours are stereotypically seen as more or less masculine or feminine than others, such as eating less meat, making ethical fashion choices, driving less, etc. KSB could support funded grant recipients to engage with this demographic by supporting them to use the values identified by Young Scot in their engagement strategy, for example by focusing more on climate justice issues, green careers etc.

Urachadh Uibhist ran an electric vehicle project on North Uist. They engaged schoolchildren on this by running activities with them on building solar powered model cars. The children enjoyed building the cars and even though some of the kit solar panel contacts were broken this did not affect the educational message.

‘It was really good to learn how we can reduce our carbon footprint. This will help us to reduce global warming by getting rid of greenhouse gas emissions. I would like an electric car when I am older’





NG Homes ran a energy efficiency and waste project in Glasgow, working with their tenants, young people, and local Chinese, Afghan and African community groups. They partnered with local comics company Dekko Comics to run workshops with their Young Green Champions, who were supported to develop and sketch out eco-superhero comic characters and stories. Dekko then produced the finished comics, and 4,000 copies were distributed to local schools and at local community events. The young people are now working on the next comic strip – ‘The Journey of the Big Carbon Footprint’, with three local schools and after school clubs. The project also ran spoken word, dance, art and drama workshops for young people, all of which included climate themes.

Forth Environment Link ran a food, waste and energy efficiency project in Falkirk. They worked with businesses in the local area, delivering team builds and ‘Climate Days’, where employees took part in mini upcycling and climate workshops, either at FEL’s workshop space, or at their own place of work. They used the Scottish Government Climate Conversation toolkit to embed discussions on climate change into the workshops, and in total 23 Climate Conversations were delivered with 203 participants.

Ricefield Arts and Cultural Centre are currently running a food, waste and travel project with their community, who are mainly people from the Chinese community in Glasgow. They have been running a series of ‘Hip Hope’ rapping and spoken word workshops, hosted by local hip hop and spoken word artist Jonny Cypher, who has also worked with NG Homes. The participants were encouraged to reflect on climate and environmental issues and express themselves through spoken word and rapping. They were then given the opportunity to perform at a Hip Hope event in a local venue.



Papay Community Co-operative, who ran a food, waste, travel and energy project on Papa Westray in Orkney, organised an ‘Ice-Cap ReCap’ art exhibition. They also supported an evening talk and conversation on climate change, with first-hand accounts of melting ice caps from visiting Icelandic glaciologists. This was attended by 22 local participants, constituting 23% of the total population of the

island. The school pupils become local champions of climate change, writing letters to their local MSP appealing for low carbon ferry transport solutions across Scotland. This was later quoted in the Parliament during debate on the Scottish Climate Change Bill.

Shetland Islands Citizens Advice Bureau are running an energy advice project on Shetland and have been using VR headset to engage more people in discussion about climate change: The headset has scenarios linked to climate change and is used to draw attention at events. This has proved very successful with families, as while the child is using the headset they can start a discussion on climate change with the parents.

7.0 LONG-TERM BEHAVIOUR CHANGE

The key goal in time-limited community climate projects is to catalyse changes that will continue to deliver carbon savings and behaviour changes beyond the life of the projects. In this section we look at examples of how groups have been able to do this, and the challenges that they face.

One-year projects

Almost all multi-stranded and community building refurbishment projects have established a strong legacy. For example, Beaton Hall in Methlick in Aberdeenshire will be continuing their e-bike lending scheme this summer due to the high interest in cycling in the area. As a result of this, two community members are now proud owners of E-bikes and have seen significant reduction in the use of their cars and improved health.

Most of the projects focusing on energy efficiency believe that their legacy will be in ongoing energy saving as a result of improvements made to properties rather than continuing the project activities. Many of the projects with food as a main strand have established strong legacies. Fun Little Education, who run a food project focusing on Polish families in Broxburn, West Lothian, will continue running their gardening and composting activities, as well as carbon workshops and their annual harvest celebration. This will be supported by donations, and fees from parents. Almost all waste projects have established strong legacies, with at least some elements of the project continuing. New Start Highland have established 'Unique Ness' a shop in the main shopping centre of Inverness. The shop will sell and showcase upcycled goods, and there will also be repair and upcycling workshops, promotional activities and information sessions. However, only around half of the travel projects established clear legacy plans.

Projects finishing after 31st March 2019

As the projects still have most of a year left, it is difficult to assess their longer-term legacy. Some have highlighted in reports that they have started to put plans into action for continuing the project after the funded period. For example, North Edinburgh Arts, who are running a community shed in a temporary location in Muirhouse, have initiated conversations with Edinburgh City council about buying a piece of land where they plan to build a new Shed. They have also been bringing in income from sales of upcycled furniture and have developed a section on the website where people can purchase some of the things they have made.

8.0 LEARNING AND REFLECTION

The learning and reflection section in project reports is one of the most useful aspects of the reporting process. Projects are encouraged to discuss the problems they experienced and how these were overcome. Some problems were common to all types of projects; typically relating to data collection, people cancelling home visits/workshops/led cycle rides etc at short notice and cultural barriers. In some cases, the problems were insurmountable within the project timescales while at other times creative solutions were developed. For example, an event organised by Granton Parish Church attracted a larger number of people than expected, with several wheelchair users unable to gain access to the building. This resulted in the realisation that it would be beneficial to make the building more accessible, which they have now implemented.

Multi-stranded projects: There are not many problems specific to these projects as they encompass most of the themes but several mentioned that their project was too ambitious for the project time scale or the number of staff.

Community building refurbishment: Problems experienced by this type of project included building costs overrunning budget and works exposing other issues with the building which needed to be dealt with. Some projects had difficulty collecting and monitoring the kwh data of the building and one reported a lack of experience in running climate action projects. This group found that partnering with an experienced CCF group was very beneficial.

Energy efficiency: Projects with an energy strand reported difficulties with people cancelling home visits and low attendance or drop in sessions. Projects in rural areas experienced difficulties in monitoring usage of heating oil, and in some cases a lack of trust from older residents due to previous bad experiences of 'green mis-selling'. Those in low income areas found that the focus needed to be on saving money in order to engage people. SCORE Scotland experienced complexity of issues with vulnerable clients and prepayment meters as some homes did not have a key to access their gas meter to record meter readings. They overcame this by purchasing a gas key that they used to obtain access to gas meters.

Transport: Common problems reported these projects included weather, people not returning their travel diaries, short notice cancellations of fuel-efficient driver training sessions and participants not turning up to led cycle rides. Several projects reported that when participants are required to pay a refundable booking fee on attending the training, they are less likely to cancel. Some projects had the opposite problem and experienced overwhelming demand for cycle training which they were not equipped for. An electric vehicle project experienced issues with delays in installation of charging points, and a lack of garages in the area with mechanics trained in EVs. BME cycling organisation Soulriders reported that there were many cultural barriers preventing their community from getting involved. *'Cycling is seen by some BMEs as an activity for males of low status. Young Asians are expected to reflect the wealth and status of their parents, and cycling is not seen to do this'*

Waste: Common problems reported by projects with a waste strand included volunteer retention, receiving textile donations in poor condition, too many donations and not enough storage. This often resulted in time spent looking for other organisations to take the surplus. Some waste projects reported difficulties with data collection and the carbon reporter. For example, many re-use projects found that when community members donating items were asked what would otherwise have happened to them, most people said they would be stored rather than sent to landfill. This meant that the carbon savings for repairing or swapping the items would be minimal. Some projects were able to deal with this issue by sending anonymous surveys rather than asking in person. Other projects found that

participants were unfamiliar with the concept of clothes swishing or swapping. In one area the community was more familiar with charity shops which some deemed to be for people on low income. However, the project took this as an opportunity to talk about climate change and the damaging impact the textile industry has on the environment. North Edinburgh Arts found that there were unexpected costs associated with using reclaimed wood, as it all needed to be sanded before it could be used.

Grant management. Funded projects which were entirely run by volunteers, or only one or two part-time staff members tended to struggle the most with grant management. Community building refurbishment projects often reported difficulties due to the large sums of money involved and difficulty of obtaining quotes from contractors, especially if they did not have previous experience of this. Windy Gates Bowling and Sports Club stated that *'Although the roof was a big success in the end, it was also a big challenge for the committee as it was something they hadn't done before. The whole project was a big learning curve for the club as they didn't have a great deal of experience in managing grant funding in the past'*. Glenuig Community Association, who refurbished their community hall, also pointed out that keeping to a schedule in a remote rural area with a limited contractor base had been a challenge.

Forty-eight percent of the grant 1235 claims that the CCF team processed last year had errors or issues that required our admin team to follow up. This is despite all projects receiving training in grant claims at the start of the project and illustrates the need to simplify the level of evidence being requested and the processes used. Several changes to the claims process have been implemented this year and this should make things simpler, but we believe that further changes could be made, particularly to the way that salary costs are claimed.

Our admin colleagues are rarely in the limelight but do a fantastic job in ensuring that things run smoothly.

'The Climate Challenge Admin team were easy to work with and the support offered to clarify finance and administration dimensions were excellent' Arran Eco Savvy.

"This is our final claim. Thank you to the behind the scene team who I've not really spoken to much. You have been amazing, swift an on point!" Soul Riders

9.0 CONCLUSIONS

Projects are only able to report numerically on the changes that result directly from the activities they are delivering and measuring. However, project reports give an insight into a wider array of outcomes and benefits which are not formally measured and reported. For example, it is apparent that projects deliver a wide range of non-carbon benefits such as improved physical and mental health, better diet, increased confidence and community cohesion. This has long been a feature of the CCF and is a helpful reminder that the road to a low carbon future could lead to some significant additional benefits for communities.

The example from Comrie illustrates another very significant type of added value; that an individual can take part in a CCF project activity with a relatively low carbon saving which then motivates them to take a further personal (and non-project) action which leads to a much greater carbon saving which is often never known to the project and is never measured. We can glimpse this dynamic through these occasional stories, but it would be very useful to research this further.

It is useful to bear this in mind when interpreting the high-level findings from this year. For example, although energy-focussed projects save the most measurable CO₂, it is travel projects (which have a relatively modest CO₂ saving) which excel in engaging large numbers of participants and which therefore have the greatest opportunity to raise awareness of climate change. One practical implication of this is that travel projects could be encouraged or required to design high levels of climate literacy into their projects.

Over the year the CCF has again demonstrated significant success in engaging communities from ethnic minorities and in areas of multiple deprivation. While the latter have a relatively low carbon footprint they often benefit from non-carbon social and health outcomes. This is important to bear in mind when deciding future allocation of limited public funds and the need to ensure a just transition to a low carbon future.

One key learning point this year has been the role of social pressure in encouraging higher carbon behaviours in teenagers. This suggests that converting the concerns voiced through pupil strikes into long term behaviour change will need some careful thought and appropriate framing.

This report has raised many useful and specific learning points. KSB will share these with current and future projects and our hope is that they will be useful to any community in Scotland which wants to take local action on climate change.

Climate Challenge Fund

Q1 report. April – June 2019



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1.0 Overview

This report summarises the activity of Keep Scotland Beautiful in relation to its management of the Scottish Government's Climate Challenge Fund between the 1st April and 30th June 2019.

The report contains the following sections:

- Summary of high-level activity for the last quarter and the next quarter
- CCF issues for discussion with Scottish Government.
- Quarterly statistics as required under the CCF Contract
- Progress against Key Performance Indicators. These are 'traffic light' coloured (and updates highlighted) to enable quick analysis.
- Community project issues for Scottish Government information

2.0 Summary of high-level activity

2.1 Key activities carried out in Q1

- 66 project visits and face to face support.
- Training for 22 newly funded groups
- Setting up 22 new projects
- Processing final grant claims for 2018/19 projects. This is a particularly busy time as we mop up final claims for the last FY and start processing claims for the current FY.
- Financial reconciliation for FY 2019/19
- Processing Development Grants (4 approved and 4 declined)
- Preparation for themed events and Gathering
- Outline planning for launching next round of CCF.
- Updating Carbon Estimator with the new 2019 conversion factors from the Department for Business, Energy & Industrial Strategy.
- Introduction of £50 threshold for requiring receipts.

2.2 Key activities for Q2

- Continued support to existing projects.
- Finalising details and launching new round of CCF
- Receive and process Stage 1 applications.
- Running 4 x Themed Gatherings
- Detailed planning for Annual Gathering
- Promotion and processing of Development Grants
- Finalise availability of underspend from last FY and agree best use of this with SG.
- Daily processing of grants claims

3.0 Issues for discussion at next meeting

Launch of new CCF funding round (GP26) – Finalise any outstanding issues surrounding delivery of new round of applications.

Underspend – discuss and agree next steps.

Panel – we would like to agree the composition of the panel by end Oct and will start discussing with Elisabeth.

4.0 Quarterly Fund Statistics specified in CCF Contract

The data in this section are specified in section 12 of the contract. Sections that have not changed since our last report are shaded in grey, and statistics that have been updated are in red.

4.1 Fund metrics

Contract ref no.	Metric	Value	Notes
1	No. of enquiries made regarding the scheme.	161 10 enquiries recorded for Q1	Includes recorded enquiries from organisations. Does not include all phone calls and interactions at events with potential applicants or those enquiring about the CCF.
2	No. of applications for funding (total).	110	GP25
3	No. of applications for funding (ERDF)	35	GP25
4a	No. of APPLICATIONS which deliver higher reductions in carbon emissions	112 (GP24) 52 (GP25) - 47%	(projects that are either building improvements, energy advice or both).
4b	Number of APPLICATIONS which support Scotland's most deprived communities	36 (GP24) 21 (GP25) - 19%	
5	Number of awards made (total)	Full grants: GP23 - 113 GP24 - 110 GP25 - 22 Development grants: CCF5 - 75 CCF6 - 39 (2018) CCF6 - 4 (2019)	Full grants: GP23 – 111 accepted awards Development Grants: CCF5 – 67 accepted awards
6	Number of awards made for ERDF projects.	GP23 - 29 - 26% GP24 - 24 - 22%	GP23 – 28 accepted awards

7a	Number of projects which deliver higher reductions in carbon emissions (projects that are either building improvements, energy advice or both).	GP23 – 50 - 44% GP24 – 54 - 49% GP25 – 12 - 55%	GP23 – 49 accepted awards
7b	Number of awards made which support Scotland's most deprived communities	GP23 - 19 - 17% GP24 - 23 - 21% GP25 - 5 - 23%	
8	Value of individual awards made (total)	GP23 - £9,928,263 £106,006 (DG) GP24 - £10,083,385 £36,242 (DG – 2018) GP25 – £3,306,101 £1,790 (DG – 2019)	GP23 – 2 awards not accepted totalled £265,538
9	Value of individual awards made for ERDF projects	GP23 - £2,821,825 - 28% GP24 - £792,095 - 8%	GP23 – 1 Award not accepted was for £265,538
10a	Value of individual awards made for projects which deliver higher reductions in carbon emissions	GP23 - £4,620,828 - 47% GP 24 - £7,362,654 - 73% GP 25 - £1,862,234 - 56%	GP23 – 1 Award not accepted was for £118,442
10b	Value of individual awards made which support Scotland's most deprived communities	GP23 - £1,522,396 - 15% GP24 - £3,017,855 - 30% GP25 - £564,435 - 17%	Applications submitted for £3,413,049 (GP25)
10c	Number of awards for ethnic minority communities.	GP23 - 17 - 15% GP24 - 19 - 17% GP25 - 5 - 23%	
10d	Number of awards for youth-led projects.	GP24 - 3 - 3% GP25 - 2 - 9%	
11	Total value of awards made	Covered in metric no. 8	
12	Total value of awards for ERDF projects	Covered in metric no. 9	

Figures in next two tables are correct as of BACS payment made on 2nd July 2019 (rounded to nearest £). Development Grants figures are not included.

2018/2019		Non-ERDF	ERDF	Total	Comments
11	Total Value of Awards made for FY	£9,336,078	£747,307	£10,083,385	

13	Value of funds distributed in Quarter 1	£1,752,026	£34,388	£1,786,414	
	Value of funds distributed to date	£9,032,934	£653,915	£9,686,848	
	Percentage of funds distributed to date	96.8%	87.5%	96.1%	
14	Funding Drawn Down	N/A	N/A	£9,641,757	Last draw down for 2018/19 was done at end of Q4. Figure here is total drawdown for FY.
15	Outstanding funding value	£303,144	£93,392	£396,537	
	Outstanding funding as percentage of award	3.2%	12%	3.9%	

2019/2020		Total	Comments
11	Total Value of Awards made for FY	£7,414,263	
13	Value of funds distributed in Quarter 1	£703,371	
	Value of funds distributed to date	£703,371	
	Percentage of funds distributed to date	9.5%	
14	Funding Drawn Down	£1,853,566	One draw down made on 31/05/19
15	Outstanding funding	£6,710,892	
	Outstanding funding as percentage of award	90.5%	
16	Anticipated shortfall	2% - 6%	Not known. Previous years have been between 2% - 6%

4.2 Project Impact

The following data (specified in contract metric no. 19 from Section 12 of the contract) will be collected in final project reports from community groups and compiled for our end of year report.

Impact	Total
Training courses delivered	
Events held (open days, information sessions, workshops etc.)	
No staff / volunteers / community members who achieved qualifications (e.g. City & Guilds Energy Awareness, Trail Cycle Leader, Food Handling, Carbon Literacy etc.)	
Full time equivalent members of staff directly employed	
Sessional staff members employed	

New jobs developed which are not dependent on CCF funding	
Number of volunteers	
Number of volunteer hours	
Schools involved	
Number of home energy checks undertaken	
Number of households referred to Home Energy Scotland for further action?	
Number of people referred to other support agencies for further action or support	
Growing space created or brought into use	
Number of households who have begun growing food or composting at home	
Tonnes of waste diverted from landfill	
Miles of car journeys reduced	
Tonnes of CO2 reduced	
Number of community-owned buildings refurbished	

4.3 Awards by geographic areas

This is reporting requirement no. 20 from section 12 of the contract and is given for CCF6 i.e. projects that are being implemented in FY 19/20.

Local Authority	No. awards	Local Authority	No. awards
Aberdeen	2	Inverclyde	4
Aberdeenshire	3	Midlothian	1
Angus	0	Moray	1
Argyll and Bute	3	North Ayrshire	1
Clackmannanshire	0	North Lanarkshire	1
Comhairle nan Eilean Siar	4	Orkney	0
Dumfries and Galloway	1	Perth and Kinross	3
Dundee	2	Renfrewshire	2
East Ayrshire	0	Scottish Borders	2
East Dunbartonshire	0	Shetland	1
East Lothian	0	South Ayrshire	0
East Renfrewshire	2	South Lanarkshire	2
Edinburgh	9	Stirling	3
Falkirk	1	West Dunbartonshire	5
Fife	4	West Lothian	3
Glasgow	19	TOTAL	87
Highland	8		

4.4 Community Benefits Realised

In this section we report on the wider, non-carbon benefits of the CCF. This is reporting requirement no. 21 in section 12 of the CCF contract.

AIR QUALITY

With the theme of World Environment Day 2019 (5 June) being Air Pollution, we focused on the contribution of CCF sustainable travel projects in helping to tackle both carbon emissions and air pollution.

Celebrating World Environment Day



World Environment Day is the United Nations day for encouraging worldwide awareness and action to protect our environment. The theme for [World Environment Day 2019](#) is Air pollution. The host country is China where official celebrations are taking place.

Projects supported through the [Scottish Government's Climate Challenge Fund](#) often have benefits in addition to their main aim of reducing local carbon emissions. For World Environment Day we are pleased to celebrate the contribution of CCF projects involving sustainable travel which can help to improve air quality in addition to reducing local carbon emissions.

The CCF has supported projects that aim to reduce carbon emissions by encouraging members of their community to change their mode of transport to a lower carbon option. These projects involve helping people to move away from travelling alone in cars to fuel efficient driving, lower emissions vehicles, lift sharing, public transport, or active travel like cycling and walking. Some projects have focused on reducing the need to travel in the first place.

[Become involved at our Transport Gathering](#)

We are delighted to be offering a FREE event that will bring together community-led organisations taking positive steps to combat carbon emissions caused by travel. The event will take place on 7 August at Whale Learning Centre, Edinburgh and will include a led cycle ride organised by SCOREscotland. Book your space now [here](#).

You can watch a film of the 2018 Transport Gathering hosted by Soulriders Scotland below.



[Find out more](#)

You can find out more about CCF projects involving transport on our [interactive map](#) or browse our [case studies](#) of current and past projects.

TACKLING FOOD WASTE, IMPROVING COMMUNITY COHESION AND DEVELOPING SKILLS

Through their 'Aim for Less' CCF project Annexe Communities are helping to tackle food waste and provide lunch clubs for older people, improving community cohesion. The project has also provided cooking lessons, helping to develop skills. We've been pleased to help celebrate their achievements on Facebook.

Annexe Communities
8 hrs · 🌐

Annexe Communities, Aim for Less project is pleased to contribute - in our small way to this achievement, using surplus supermarket food to feed older people at our lunch clubs and involving local people in recycling their food waste!
Well done Scotland, lets continue the good work.
<https://www.bbc.co.uk/news/uk-scotland-48853257>



BBC.COM
Food recycling in Scotland 'up by more than 40%'
An additional 47,000 tonnes of food waste was sent for recycling in...

Climate Challenge Fund
- 20 June at 13:07 · 🌐

Great to see surplus food being put to such good use through the #ClimateChallengeFund activities of Annexe Communities. Love Food Hate Waste - Scotland Keep Scotland Beautiful




FareShare Glasgow and the West of Scotland
19 June at 12:32 · 🌐

At last week's Annexe Communities "Cook for Less" workshop, the class used leftover cooking apples to create this delicious apple crumble with homemade custard! We're proud to support the workshop every week with Climate Challenge Fund and The National Lottery Community Fund Scotland.

Like Page

4.5 Workshops and Training events held in Q1

This is reporting metric no. 22 from section 12 of the CCF contract.

Workshop / training event theme	Date	Location	Attendees
Carbon Literacy for Communities	3 rd and 4 th April	Arisaig	9
Claims Surgery (1/2 day)	18 th April	Stirling	6
Starter toolkit (1/2 day)	18 th April	Stirling	6
Claims Surgery (1/2 day)	25 th April	Glasgow	8
Starter toolkit (1/2 day)	25 th April	Glasgow	9
Carbon Monitoring and Reporting	15 th May	Inverness	9
Increasing Participation in your Project	16 th May	Inverness	8
Increasing Participation in your Project	28 th May	Glasgow	17
Carbon Monitoring and Reporting	5 th June	Edinburgh	20
Increasing Participation in your Project	6 th June	Edinburgh	16
Carbon Literacy for Communities	19 th and 20 th June	Glasgow	17

Feedback from our training events continues to be positive. We adapted the Carbon Monitoring and Reporting workshop based on feedback from participants from last years training and this has been well received.

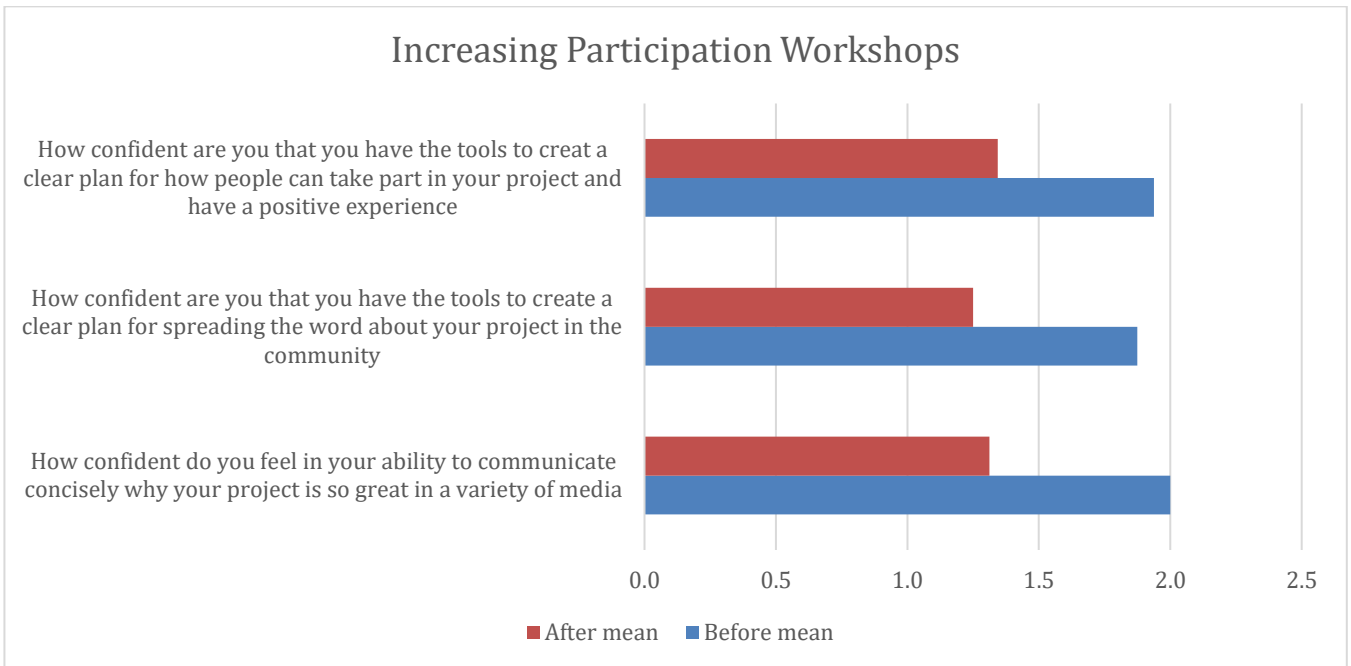
We have included some feedback from the training held in Q1.

"Feel much more confident after the training day & all my questions and concerns have been addressed and resolved. Thank you very much." **A participant at the Carbon Monitoring and Reporting training, Inverness**

"For anyone starting a CCF project this is vital training" **A participant at the Starter Toolkit workshop, Stirling**

The Carbon Literacy training has been refreshed to include the most up to date statistics and in the last quarter 26 people became Carbon Literate as a result of the training.

I have included aggregated feedback from our Increasing Participation in your Project workshops to show the level of increased knowledge and understanding on the subject (a lower score = a better understanding).



In addition to the training events we also ran four webinars, information below

- 13th May Starter Toolkit
- 21st May Claims
- 25th June Monitoring and Reporting on your CCF Home Energy and Community Buildings project
- 27th June Monitoring and Reporting on your CCF Food project

“Thanks for the info Claire. We had explored the carbon reporter prior to the webinar, but it was great to get some confirmation that we are collecting, collating & monitoring data in the right way for eventual reporting” **Feedback from participant of the Monitoring and Reporting on your CCF food project webinar.**

4.6 Workshops and Training events planned for Q2

This is reporting metric no. 23 from section 12 of the CCF contract.

Workshop / training event theme	Date	Location
Carbon Literacy for Communities	4 th and 5 th July	Stirling
Carbon Literacy by Communities – Train the Trainer	17 th and 18 th July	Stirling
Home Energy and Community Buildings Gathering	24 th July	Glasgow
Transport Gathering	7 th August	Edinburgh

Workshop / training event theme	Date	Location
Repair and Reuse Gathering	15 th August	Rutherglen
Food Gathering	28 th August	Port Glasgow

We will also be running two more webinar sessions:

- 9th July Monitoring and Reporting on your Waste project
- 11th July Monitoring and Reporting on your Transport project.

4.7 Marketing and promotion in Q1

This is reporting metric no. 24 from section 12 of the CCF contract.

PROMOTING THE FUND

The Marketing Officer has promoted the announcement of GP25 funded CCF projects, development Grants and a variety of CCF in 60 seconds' case studies.

- The Marketing Officer supported Scottish Government colleagues with press for GP25 funded CCF projects in April and work-around solutions when there was potential for information to not appear on the Scottish Government website in time.
- Updating the CCF map to remove old projects and add new ones.
- Development Grants have been promoted through channels including web, newsletter, social media, events and via the Stakeholder Working Group.
- 11 new 'CCF in 60 seconds' case studies have been completed
- Capacity Building Programme events such as the Themed Gatherings have received targeted promotion to help fill spaces and share the learning at events.

ASSISTING GRANT RECIPIENTS

Every 2019 Grant Recipient has been contacted to make them aware of support available:

- Branding and promotional requirements and 30 templates covering press releases, posters and leaflets were made available online for 2019 Grant Recipients.
- The 'Increasing Participation in Your Project' workshop was updated and delivered in Inverness, Glasgow and Edinburgh to help Grant Recipients meeting branding requirements and promote their projects.
- Grant Recipients have been supported with day-to-day queries covering logos and project promotion.

PRESS ACTIVITY

The Marketing Officer supported Scottish Government colleagues on the announcement of the newly funded CCF projects in April. Further press activity by KSB such as Development Grants has been paused until further direction is received from the Scottish Government.

Work continues to support CCF Grant Recipients to promote their activities.

- The Marketing Officer supported Scottish Government colleagues with the first draft of a press release for the newly funded CCF projects in April.
- CCF Grant Recipients were signposted towards press release templates to help them announce their CCF grant award.
- Correspondence has taken place with CCF Grant Recipient, Gate Church in Dundee who have offered their Community Fridge for a potential high-profile CCF publicity event in the summer.

Month	No. of CCF media articles	Total reader audience	Advertising value equivalent in £
April	32	372,818	£36,482.62
May	52	1,419,067	£57,746.10
June	14	39,0335	£49,280.87
TOTAL Q1	98	2,182,220	£143,509.59

FILMS

11 new 'CCF in 60 seconds' case studies have been completed and are available on the CCF website and through the CCF channel on Youtube. Main promotion and views will be secured through social media channels.

The films are:

- [Forth Valley Communities for Conservation](#)
- [The Polycrub](#)
- [Scottish Communities Climate Action Network](#)
- [Home Energy Scotland](#)
- [Young People & the Environmental Sector](#)
- [Ethnic Minority Climate Action](#)
- [About the Climate Challenge Fund](#)
- [Benefits of the Climate Challenge Fund](#)
- [Education and Training in Climate Literacy](#)
- [Blackhill's Growing, Cycling and Cooking](#)
- [Go Green Low Carbon Travel Project](#)

The final cut of Decade of CCF film awaits approval from the Scottish Government.

SOCIAL MEDIA ACTIVITY

Regular and relevant posts on social media have ensured that audiences remain engaged with the CCF and have responded to specific calls to action.

- Day-to-day social media activity included sharing of updates from the CCF team, CCF Grant Recipients, Scottish Government channels, plus news from partners and the climate change community.
- All new CCF Grant Recipients are being followed on social media.
- Every CCF Themed Gathering event has been promoted with a video on social media of learning from the same event the previous year.

Facebook						
No of posts	Total reach	Engaged users	Likes	Comments	Shares	
87	181,326	13,561	697	81	160	


Twitter				
No of Tweets	Impressions	Engagements	Retweets	Likes
69	54,400	360	113	245

WEBSITE

- The CCF website homepage has been updated to include a feature box that promotes events.

Register to attend free training and networking events.

[Find out more](#)



- 27 [news stories](#) were published on the CCF website with cross-posting to KSB website where appropriate. Stories included Development Grants, CCF in 60 Second videos, the Greener Scotland food waste campaign, John Swinney MSP opening the Re-Use Shop in Coupar Angus, updates from CCF Grant Recipients and information from the CCF community.



- A [blog](#) from Claire Gibson, Capacity Building Officer featured on the KSB website to help celebrate the achievements of Scotland's first ever accredited Carbon Literacy training course for Communities.
- The [CCF map](#) was updated to show the 22 projects awarded funding at GP25, with previously funded projects from 2018/19 being added as they complete.

NEWSLETTERS

- One [newsletter](#) covering CCF and other sustainability and climate change news was sent to the CCF newsletter mailing list which has grown to over 1,100 subscribers.

PROMOTIONAL LITERATURE

- An updated CCF handout has been produced to promote the availability of Development Grants.
- The Climate Change Guide has again been updated to take account of the net-zero emissions announcement. The Guide is in high demand by CCF Grant Recipients.
- The Marketing Officer is in contact with the Energy Saving Trust to help develop an updated version of the ['Help to Make Your Community Greener' booklet](#).

EVENTS

The CCF Marketing Officer has been involved with the three 'Increasing participation in your project' workshops and six third party events.

- 25 April - CRNS Funding and Finance Seminar (exhibition stand)
- 8 May - CARES Conference, Perth (exhibition stand)
- 16 May - Increasing participation in your project, Inverness
- 28 May - Increasing participation in your project, Glasgow

- 6 June - Increasing participation in your project, Edinburgh
- 12 June - Active Travel Conference, Edinburgh (exhibition stand)
- 14 June - Aye Cycle website launch, Glasgow (exhibition stand)
- 20 June - North East Meet the Funders event, Aberdeen (delivered workshop)
- 26 June - Communities Day, North East, Aberdeen (presentation & stand)
- 27 June - Funding event in Kilwinning (exhibition stand and funding advice sessions)

CLIMATE CHANGE ENGAGEMENT

- Ongoing via web, newsletters & social media included promotion of Carbon Literacy for Communities training.
- Promotion of the Climate Change Guide at events has led to further Grant Recipients requesting stock for their outreach work.

CCF COMMUNITY

- The Marketing Officer continues to distribute third-party resources to CCF Grant Recipients.
- The Scottish Government's food waste campaign run by Greener Scotland was top-story on the CCF news channel and featured in the CCF newsletter.
- The Marketing Officer continues to promote the ['Help to Make Your Community Greener' booklet](#) and is in contact with the Energy Saving Trust to create new literature.
- Promotion of other third-party news included the Big Climate Conversation, Energy Saving Trust Communities Day, Scottish Communities Climate Action Network, World Environment Day, Green Gown Awards, CARES Conference, Workplace Challenge & IPCC experts in Edinburgh.

4.8 Marketing and promotion planned for Q2

This is a continuation of metric no. 24 from section 12 of the CCF contract.

PROMOTING THE FUND

- Launch of CCF to be promoted by all channels.
- Weekly webinar to summarise available funding and support.

ASSISTING GRANT RECIPIENTS TO MAXIMISE THEIR PROJECT IMPACT

- Grant Recipients will be supported with day-to-day queries covering logos and project promotion.
- Continued promotion of CCF in 60 second case studies.

CLIMATE CHANGE ENGAGEMENT

- Continued promotion of Climate Change Guide.
- Continued promotion of the Big Climate Conversation.
- Each round of Carbon Literacy training to receive dedicated social media.

CCF COMMUNITY

- Three news stories on CCF website per week.
- CCF newsletter and linked news stories.
- Continue to cross-promote news from Stakeholder Working Group members and wider CCF Community.

GREENER SCOTLAND AND SCOTTISH GOVERNMENT CAMPAIGNS AND NEWS

We highlight Greener Scotland and Scottish Government campaigns and news centred around climate change and sustainability via the CCF website, newsletters and social media. We were pleased to feature the recent food waste campaign.

We have exhausted our stock of Scottish Government resources such as Saving the World isn't just for the Movies posters, food fridge magnets, ten key behaviours cards and stickers.

Please do forward us resources, press releases, campaigns and news that you'd specifically like the CCF to feature.

SOCIAL MEDIA

We tag Scottish Government channels where possible as appropriate in many of our CCF social media posts. **Are there any channels you would like us to prioritise tagging?** We are [@CCFScot](#) on Twitter and [@ClimateChallengeFund](#) on Facebook.

Any follows or sharing from Scottish Government channels would be greatly appreciated.

5.0 Progress against Key Performance Indicators

This following table reports on metric no. 25 from section 12 of the CCF contract. The numbers have been amended to recognise the fact that the contract will now end after 3 years on 30th April 2020. KPIs with no change since the last report are shaded in grey, and statistics that have been updated are in red.

Service Element	KPI	Progress
Coms and marketing of fund	Actions within coms strategy implemented.	See elsewhere in report.
Application and assessment process in line with Scottish Government priorities	All initial enquiries responded to within 2 working days.	On track (above 95%).
	Applications to the fund reflect core criteria and strategic priorities	See section details in 4.1
	A max of 4 months from fund opening to project award recommendations	This is not long enough to allow well-developed applications and an independent grants panel.
Support to Independent Grants Panel and timely	Panel satisfaction with support offered to enable informed, timely recommendations to Ministers.	Overall this is good. A summary of key learning / feedback is given in appendix 2.

recommendations to Scottish Ministers		
	Agendas prepared and circulated 10 working days in advance of each meeting.	On track
	All decisions and actions arising from meetings are accurately minuted and circulated for approval within 5 working days of the meeting.	Recommendations were sent in spreadsheet format on 18 th of February with additional notes on what different levels of available budget could fund from GP25.
Grant award process	All grant award letters are issued to grant recipients within 10 working days of Ministerial approval of projects.	Accomplished for GP25. Ministerial approval was received on the 6 th of March and Grant Award letters were emailed to the relevant groups on the 12 th of March
Operational and financial management of the CCF	All payments to grant recipients are processed within 7 days of receipt.	Complete claims are usually processed within 2 – 3 days and then paid at the next weekly BACS run.
	Full spend of the CCF annual budget	See 4.1 – we won't know the final % spend until the end of the FY. We are at an almost identical position to last FY in terms of % spend at end of Dec.
	Customers and stakeholders indicate that the service provided meets customer needs.	Day to day feedback is very positive.
Continued support to grant recipients to ensure delivery against agreed outcomes.	Grant recipients' satisfaction with the CCF support programme should be at least 80%	On track. Survey results are being analysed at the moment.
	Arrange and successfully deliver one conference per year.	Successful Annual Gathering in December 2018. Plan for Annual gathering in 2019 to happen late October.
ERDF – eligibility, compliance and reporting.	Projects proposed as ERDF-eligible comply with National Rules.	On track
	Project documentation / reporting meets SG needs to draw down funding.	On track.
Scottish Government policy support	Time between receiving ad-hoc request and response to the SG is no more than 2 working days.	On track. 16 requests have been received in Q1 with an average response time of 1 working day.
	Within 2 working days of receipt of a complaint, a full response or an action plan on how the complaint will be	No complaints received in the last quarter.

	resolved and the expected resolution date is received by the purchaser.	
Management information	All reports are submitted no later than 15 working days of the end of the period.	Generally on track. This report delayed due to launch preparations.

The following table reports on metric no. 26 from section 12 of the CCF contract. Metrics with no change since the last report are shaded in grey, and statistics that have been updated are in red.

Key Milestone	Completion Date	Comment
Planning and Project Management	30th June 2017	
Develop Operations Plan		Complete
Establish Stakeholder Working Group		Complete
Establish Grant Recipient Working Group		Complete
Establish Communications Group		Ongoing
Review Application Process and Guidance		Complete
Review Monitoring and Evaluation Process		Ongoing
Communications and Marketing		
Develop Communication Strategy		Complete
Promote Availability of CCF Funding		Complete
Relaunch Ideas Bank		Complete
Capacity Building Programme		
Review and Develop Capacity Building Programme		Complete
Review CO ₂ e Guidance Documents		Complete – new Carbon Reporter tool in use by Grant Applicants to CCF 6. Carbon Estimator updated for use in GP25 funding round – including fixing several bugs. Carbon Literacy Guide produced. Carbon Estimator updated for GP26.
Establish Framework of Mentor Organisations	On track – This has been established. There are currently 7 mentor organisations, involving 10 mentors, on the Framework.	
Planning and Project Management		

Generate 1,877 Enquiries to the Fund	31 March 2020	Given reduced budgets we have agreed with SG to limit promotion.
Generate 563 Expressions of Interest	31 March 2020	Exceeding target. GP24 (in 2017 for projects beginning 2018) 469 GP25 (in 2018 for projects beginning in 2019) 259
Generate 450 Grant Applications	31 March 2020	Exceeding target. (284 Draft Applications and 232 Final Applications for GP24) 127 Draft Applications and 110 Final Applications received for GP25
Generate 375 Development Grant Applications	31 March 2020	99 received between July and September 2017. 51 received between June and August 2018 8 received in May and June 2019
Assess and Prepare 450 Application Summaries for the Independent Grants Panel	31 March 2020	Exceeding target. 232 completed for last year's Grants Panel) 110 application summaries being given to this year's Grants Panel.
Provide Effective Secretariat Service for 4 - 5 Independent Grants Panel Meetings	31 March 2020	Three so far
Provision of ERDF Compliance Advice to Grant Recipients	31 March 2020	On track
Ensure Service Compliance with ERDF Requirements	31 March 2020	On track
Provide Three Annual Training Sessions to the Independent Grants Panel	31 March 2020	Agreed with SG to limit this. Panel members have been invited to themed gatherings and carbon literacy training.
675 Grant Recipient Visits by Development Officers	31 March 2020	111 visits in 2017/18 125 visits in 2018/19 66 visits in 2019/20 so far Every project is visited where they are based once, and some receive a second visit if there's a clear need / request. This second visit is sometimes done via Skype or alongside other events.

		Fewer visits will be possible in this year due to the reduced number of awarded projects in GP25.
150 Payment Cycles	31 March 2020	On track - we run a BACS payment every week of the year apart from between Christmas and New Year.
Introduction of Improved CO ₂ e Emissions Reduction Reporting	1 November 2017	Complete – new and simplified tool in place for communities to use this year. Carbon Estimator updated for use in GP26
ERDF Reporting (monthly, quarterly and annually)	31 March 2020	On track
16 Quarterly Reports for the Scottish Government	31 March 2020	On track
Four Annual Reports for the Scottish Government	31 March 2020	On track
Develop Closure Plan	31 December 2020	To be reviewed closer to completion date
Prepare and Publish Final Programme Report	31 July 2020	To be compiled on an ongoing basis. Completed for submission in last year of contract.
Communications and Marketing		
Launch Revised Fund Website	1 April 2017	Complete – development will continue through the lifetime of the CCF
Implement Communications Strategy	From 17 April 2017	On track
Produce Marketing Materials	30 April 2017	Complete – development will continue through the lifetime of the CCF
Produce Marketing Templates for Grant Recipients	30 April 2017	Complete – including specific templates for ERDF projects.
Produce Climate Change Resources for Grant Recipients	30 April 2017	Complete – development will continue through the lifetime of the CCF
60 Case Studies	31 March 2020	On track – 42 produced to date (4 case study films in last quarter).
Host 3 CCF Awards Dinners	31 March 2020	On track – Held 1 st November 2017 and 12 th December 2018.
30 Application Development Events	31 March 2020	On track. 25 'open surgeries' have been run to explain the CCF to potential applicants. 8 further specialists application development training sessions have been run. This year we aim to open up the Themed Gatherings to new applicants so that they can learn from good practice as they develop their project plans.

Capacity Building Programme		
27 Half Day Carbon Literacy Workshops Aimed at Grant Applicants	31 March 2020	Exceeded – 35 two-day courses have been run to date.
45 Project Toolkit Workshops	31 March 2020	On track – 43 delivered to date. Including the webinars that would take us to 46.
12 Online Films	31 March 2021	Exceeded - There are 18 films on the CCF website (9 produced in the last quarter, NOT including the 4 case study films).
Produce Shifting Normal Online Guide	30 June 2017	Complete
300 Individuals Gain Carbon Literacy Accreditation	31 March 2020	Exceeded – 372 as of March 2019.
Support 23 Climate Conversation Sessions Delivered by Community-led Organisations	31 March 2020	Exceeded – 120 carried out by funded projects in 2018/19 financial year.
12 Thematic Events	31 March 2020	On track – four have taken place in 2017/18 Four have taken place for 2018/19 Four due to take place between July and August
3 Gatherings	31 March 2020	On track – Held 2 nd November 2017, 13 th December 2018, and planned for late October 2019
15 Grant Recipient Produced Resources Submitted to the Online Resource Library	31 March 2020	Exceeding target – 98 documents available to date, with 1106 downloads. Majority of documents produced by Grant Recipients (others by various Stakeholders)
Recruit and Support 10 Mentors	31 March 2020	Achieved – 10 mentors have been recruited to date, from 7 organisations.

6.0 Community Project issues for Scottish Government information

A couple of projects have staffing and management problems – but there's nothing of a strategic nature that we believe the SG needs to be involved in.

Climate Challenge Fund

Q2 report. July – Sept 2019



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1.0 Overview

This report summarises the activity of Keep Scotland Beautiful in relation to its management of the Scottish Government's Climate Challenge Fund between the 1st July and 30th September 2019.

The report contains the following sections:

- Summary of high-level activity for the last quarter and the next quarter
- CCF issues for discussion with Scottish Government.
- Quarterly statistics as required under the CCF Contract
- Progress against Key Performance Indicators. These are highlighted as in previous reports to enable quick analysis.
- Community project issues for Scottish Government information

2.0 Summary of high-level activity

2.1 Key activities carried out in Q2

- Designed new 2-stage application process and developed forms, processes, supporting docs etc.
- Fund launched on 14th August at short notice
- Application webinars developed and 4 delivered to support 92 applicants.
- 4 themed gatherings held – along with a number of carbon literacy for community training events across the country.
- Received and assessed **251 Stage One applications** using new assessment process. A total of £33,610,810 was requested. Fundable projects made up £24,779,677 and the ineligible applications made up £8,831,133. Of the £24,779,677 requested from fundable projects a total of **£12,526,335** was requested from the **88** projects that progressed to Stage Two. From looking at previous data and trends, and adjusting for the new cap per project, we estimate that this would equate to a request of around £6,686,000 for next financial year (2020/21).
- Induction of new CCF Development Officer
- Analyse results from stakeholder survey responses
- Received and analysed second quarterly report from grant recipients and followed up on issues as necessary

2.2 Key activities planned for Q3

- Supporting Stage Two applicants – via specialist technical webinars supported by partner orgs – and via telephone and email.
- Feedback on third quarterly report from grant recipients
- Preparation and delivery of Gathering
- Processing and assessing Stage Two applications
- Annual Gathering

3.0 Quarterly Fund Statistics specified in CCF Contract – AJB & PN update

The data in this section are specified in section 12 of the contract. Sections that have not changed since our last report are shaded in grey, and statistics that have been updated are in red.

3.1 Fund metrics

Ref no.	Metric	Value	Notes
1	No. of enquiries made regarding the scheme.	192 in total (38 enquiries recorded for Q2)	Includes formal enquiries from organisations. Excludes more informal phone calls and interactions at events with potential applicants or those enquiring about the CCF.
2	No. of applications for funding (total).	110	GP25
3	No. of applications for funding (ERDF)	35	GP25
4a	No. of APPLICATIONS which deliver higher reductions in carbon emissions	112 (GP24) 52 (GP25) - 47%	(projects that are either building improvements, energy advice or both).
4b	Number of APPLICATIONS which support Scotland's most deprived communities	36 (GP24) 21 (GP25) - 19%	
5	Number of awards made (total)	Full grants: GP23 - 113 GP24 - 110 GP25 - 22 Development grants: CCF5 - 75 CCF6 - 39 (2018) CCF6 - 28 (2019)	Full grants: GP23 – 111 accepted awards Development Grants: CCF5 – 67 accepted awards
6	Number of awards made for ERDF projects.	GP23 - 29 - 26% GP24 - 24 - 22%	GP23 – 28 accepted awards
7a	Number of projects which deliver higher reductions in carbon emissions (projects that are either building improvements, energy advice or both).	GP23 – 50 - 44% GP24 – 54 - 49% GP25 – 12 - 55%	GP23 – 49 accepted awards
7b	Number of awards made which support Scotland's most deprived communities	GP23 - 19 - 17% GP24 - 23 - 21% GP25 - 5 - 23%	

8	Value of individual awards made (total)	GP23 - £9,928,263 £106,006 (DG) GP24 - £10,083,385 £36,242 (DG - 2018) GP25 - £3,306,101 £13,157 (DG - 2019)	GP23 - 2 awards not accepted totalled £265,538
9	Value of individual awards made for ERDF projects	GP23 - £2,821,825 - 28% GP24 - £792,095 - 8%	GP23 - 1 Award not accepted was for £265,538
10a	Value of individual awards made for projects which deliver higher reductions in carbon emissions	GP23 - £4,620,828 - 47% GP 24 - £7,362,654 - 73% GP 25 - £1,862,234 - 56%	GP23 - 1 Award not accepted was for £118,442
10b	Value of individual awards made which support Scotland's most deprived communities	GP23 - £1,522,396 - 15% GP24 - £3,017,855 - 30% GP25 - £564,435 - 17%	Applications submitted for £3,413,049 (GP25)
10c	Number of awards for ethnic minority communities.	GP23 - 17 - 15% GP24 - 19 - 17% GP25 - 5 - 23%	
10d	Number of awards for youth-led projects.	GP24 - 3 - 3% GP25 - 2 - 9%	
11	Total value of awards made	Covered in metric no. 8	
12	Total value of awards for ERDF projects	Covered in metric no. 9	

Figures in table below are correct as of BACS payment made on 1st October 2019 (rounded to nearest £). Development Grants figures are not included.

2019/2020		Total	Comments
11	Total Value of Awards made for FY	£7,441,235.41	FY2019-20
13	Value of funds distributed in Quarter 2	£ 1,643,069.71	01.07.19 – 24.09.19
	Value of funds distributed to date	£ 3,147,421.01	01.04.19 – 17.10.19
	Percentage of funds distributed to date	42%	
14	Funding Drawn Down	£3,707,131.50	2 quarter payments
15	Outstanding funding to be claimed	£3,707,131.50	3rd quarter being prepared now

	Outstanding funding as percentage of award	58%	
16	Anticipated shortfall	2% - 6%	Not known. Previous years have been between 2% - 6%

3.2 Project Impact UNCHANGED

The following data (specified in contract metric no. 19 from Section 12 of the contract) is given for FY 2018/19 FY. The data for 19/20 will be collected in final project reports and compiled for our next end of year report.

OUTCOMES	Finishing Mar 2019	Finishing after Mar 19	Total
CARBON OUTCOMES			
Tonnes of CO2e reduced (lifetime)	17,097	11,189	28,286
Tonnes of CO2e reduced (project)	5,346	3,589	8,935
Percent of total estimated project savings achieved	120%	49%	76%
PARTICIPATION OUTCOMES			
Number of people actively involved in the project	37,202	51,275	88,477
Number of volunteers	1,369	2,464	3,833
Number of volunteer hours	33,470	58,214	91,684
Schools involved	224	236	460
No staff / volunteers / community members who achieved qualifications (e.g. City & Guilds Energy Awareness, Trail Cycle Leader, Food Handling, Carbon Literacy etc.)	353	586	939
Number of Climate Conversations	56	64	120
CHANGE OUTCOMES			
Number of households who have begun growing food or composting at home	175	1,312	1,487
Growing space created or brought into use (m2)	3,043	5,601	8644
Number of community-owned buildings refurbished	7	8	16
ADVICE AND SUPPORT OUTCOMES			
Number of home energy checks undertaken	1,555	2,777	4,332
Number of households referred to Home Energy Scotland for further action	229	250	479
Number of people referred to other support agencies for further action or support	1,878	775	2,653
Events held (open days, information sessions, workshops etc.)	2,345	4,457	6,802
Training courses delivered	1,437	2,112	3,549
Events by other organisations attended	526	1,091	1,617
EMPLOYMENT OUTCOMES			
Full time equivalent members of staff directly employed	74	141	215
Sessional staff members employed	110	222	332
New jobs developed which are not dependent on CCF funding	23	29	52

3.3 Awards by geographic areas - UNCHANGED

This is reporting requirement no. 20 from section 12 of the contract and is given for CCF6 i.e. projects that are being implemented in FY 19/20.

Local Authority	No. awards	Local Authority	No. awards
Aberdeen	2	Inverclyde	4
Aberdeenshire	3	Midlothian	1
Angus	0	Moray	1
Argyll and Bute	3	North Ayrshire	1
Clackmannanshire	0	North Lanarkshire	1
Comhairle nan Eilean Siar	4	Orkney	0
Dumfries and Galloway	1	Perth and Kinross	3
Dundee	2	Renfrewshire	2
East Ayrshire	0	Scottish Borders	2
East Dunbartonshire	0	Shetland	1
East Lothian	0	South Ayrshire	0
East Renfrewshire	2	South Lanarkshire	2
Edinburgh	9	Stirling	3
Falkirk	1	West Dunbartonshire	5
Fife	4	West Lothian	3
Glasgow	19	TOTAL	87
Highland	8		

3.4 Community Benefits Realised

In this section we report on the wider, non-carbon benefits of the CCF. This is reporting requirement no. 21 in section 12 of the CCF contract.

Supta Das volunteers with NKS- a community organisation in Edinburgh that works with South Asian women and their families. She supports various aspects of her project including swap events, gardening sessions and recycling activities. Supta was keen to commute to work by bike but didn't know how to ride so had to learn from scratch. She now commutes regularly to work and even completed the Glasgow to Edinburgh "Pedal for Scotland" event just 11 months after her first lesson. We will be interviewing Supta and a number of other volunteers like her at our Gathering in November.

3.5 Workshops and Training events held in Q2

This is reporting metric no. 22 from section 12 of the CCF contract.

Workshop / training event theme	Date	Location	Attendees
Carbon Literacy for Communities	4 th and 5 th July	Stirling	10
Energy and Community Buildings Gathering	24 th July	Glasgow	26
Transport Gathering	7 th August	Edinburgh (Wester Hailes)	29
Repair and Reuse Gathering	15 th August	Rutherglen	25
Glasgow and West Climate Network	22 nd August	Glasgow (Bike for Good)	19
Food Gathering	28 th August	Port Glasgow	30
Carbon Literacy for Communities	18 th and 19 th September	Aberdeen	10
Carbon Literacy for Communities	25 th and 26 th September	Edinburgh	21
Monitoring and Reporting on your CCF Waste Project - Webinar	9 th July	Online	5
Monitoring and Reporting on your CCF Travel Project - Webinar	11 th July	Online	2
Introduction to the Climate Challenge Fund - Webinar	27 th August	Online	45
Introduction to the Climate Challenge Fund - Webinar	4 th September	Online	20
Introduction to the Climate Challenge Fund - Webinar	10 th September	Online	17
Introduction to the Climate Challenge Fund - Webinar	16 th September	Online	10

We ran 4 webinars for potential CCF applicants which attracted 92 participants – and gave people an opportunity to understand the criteria of the fund and the application process.

Feedback from the Carbon Literacy for Communities courses and our themed gatherings remain positive. People have enjoyed the newly refreshed Carbon Literacy for Communities training and the new activities brought in.

The CCF established regional networks in 2015/16 with the hope these would be taken forward by the communities in these areas. Some of these have proved to be self-sustaining. For example, the [Fife Community Climate Action Network](#) was set up on the back of the Fife regional network.

We hope to refresh these regional networks by encouraging experienced CCF projects to take the lead in running these meetings. We trialled this with Glasgow and the West groups where Bike for Good were the experienced project. The event proved to be popular with 19 people turning up for various

CCF and non-CCF funded projects. The next meeting is set for 22nd October and will take place at West of Scotland Regional Equality Council.

A similar model will be used with other regions in Scotland.

We have included some feedback from events held in Q2

"... interesting and engaging. It has given me lots of ideas of things I can do and reinvigorated me to take action" **A participant at the Carbon Literacy for Communities training – Aberdeen**

" a great opportunity to meet projects, share ideas and learn from each other" **A participant and the CCF Energy Gathering.**

3.6 Workshops and Training events planned for Q3

This is reporting metric no. 23 from section 12 of the CCF contract.

Workshop / training event theme	Date	Location
Application Development Webinar – stage two applications	15 th October	Online
Application Development Webinar – stage two applications	18 th October	Online
CCF Gathering – day and evening event	6 th November	Edinburgh
Carbon Literacy for Communities	13 th and 14 th November	Hawick

3.7 Marketing and promotion in Q2

This is reporting metric no. 24 from section 12 of the CCF contract.

PROMOTING THE FUND

The Marketing Officer has promoted the new round of CCF funding, Development Grants, the Capacity Building Programme and the new Climate Hero Awards. Further work around Climate Change Engagement is covered elsewhere in the report.

- The CCF website was updated extensively to cover the new round of CCF funding and supporting resources.
- The launch of the Fund was promoted through channels including web, newsletter, social media, events and via the Stakeholder Working Group. Interest in the Fund was high from the start due to cumulative marketing from previous years raising the profile of the Fund and developing an effective network of communication channels.
- The Marketing Officer helped to scope platforms for delivery of weekly webinars which have since been offered to potential applicants for the new round of funding. Effective promotion on the events ensured high engagement levels.
- Development Grants have been highlighted, particularly for those projects not yet ready to submit a full application.
- Targeted promotion has helped to fill Capacity Building Programme events such as the Themed Gatherings and made the CCF Community aware of the new Climate Hero Awards.

ASSISTING GRANT RECIPIENTS TO MAXIMISE THEIR PROJECT IMPACT

Every 2019 Grant Recipient has been contacted to make them aware of support available:

- Grant Recipients have been supported with day-to-day queries topics from logos and film production to press contacts and climate change information.
- Branding and promotional requirements and 30 templates covering press releases, posters and leaflets are available online for 2019 Grant Recipients.
- The Marketing offer has been in contact with Bike for Good as they work with Creative Carbon Scotland in the production of the second VeloCommunities film.
- The Marketing offer worked with the Community LED by Energy Champions project in the final stages of the [An-Dràsta](#) film project and suggested channels for promotion.



Filming for An-Drasta taking place (above)

PRESS ACTIVITY

Press activity by KSB to promote CCF funding has been paused until further direction is received from the Scottish Government.

We continue our work to campaign on tackling climate change through blog posts.

Work continues to support CCF Grant Recipients to promote their activities.

- CCF Grant Recipients have press release templates available to help them announce news of events and milestones.
- Gate Church in Dundee launched their community fridge to great fanfare. Template press materials were available through CCF/Hubbub.

Month	No. of media articles featuring CCF	Total reader audience	Advertising value equivalent in £
July	17	172,046	£26,125
August	11	338,527	£18,101
September	34	184,930	£79,161
TOTAL Q1	62	695,503	£123,388

FILMS

An [edited cut of the CCF Gathering film](#) has been produced to help promote the 2019 event via social media.

The final cut of the Decade of CCF film awaits approval from the Scottish Government.

The Marketing Officer is working closely with Grant Recipients to share high-quality films such as [An-Drasta](#). Filmed and edited by young people involved with the Community LED by Energy Champions project during the summer of 2019, An-Dràsta! examines how the climate emergency is affecting the Western Isles. It is also a plea from our young people to protect our shared futures.

SOCIAL MEDIA ACTIVITY

Regular and relevant posts on social media have ensured that audiences remain engaged with the CCF and have responded positively to specific calls to action.

- Day-to-day social media activity included sharing of updates from the CCF team, CCF Grant Recipients, Scottish Government channels, plus news from partners and the climate change community.
- All new CCF Grant Recipients are being followed on social media.

Facebook @ClimateChallengeFund						
No of posts	Total reach	Engaged users	Likes	Comments	Shares	Link clicks
61	34,379	1,695	625	152	34	1,478

Further activity took place through the KSB Facebook page which is not included in the above figures.

Twitter @CCFScot					
No of Tweets	Impressions	Engagements	Retweets	Likes	Link clicks
65	43,437	1,065	114	286	166

Further activity took place through the KSB Twitter channel which is not included in the above figures.

WEBSITE

- The [CCF website](#) was updated extensively to cover the new round of CCF funding and supporting resources.
- 20 [news stories](#) were published on the CCF website with cross-posting to KSB website where appropriate. Stories included the new round of CCF funding, a CCF in 60 Second video, Recycle Week, Big Climate Conversation events, the Programme for Government and travelling cabinet, plus updates from CCF Grant Recipients and information from the CCF community.
- The CCF Awards section of the website has been updated to reflect the [new Climate Hero Awards](#).
- Blogs include:
 - Development Officer Plus, Alan Brown, covering [eco-initiatives on Arran](#) such as CCF funded Arran Eco-Savvy
 - Marketing Officer, Tim Mullens, [the funeral of an Icelandic glacier](#)
 - Graeme Dickson, Charity Trustee - [It's time to take action to reverse climate change](#)
- The [CCF map](#) displays all currently funded projects, with previously funded projects from 2018/19 continually being added as they complete.

NEWSLETTERS

- Three newsletters covering topics including the [Big Climate Conversation](#), [Climate Hero Awards](#), [the new round of CCF funding](#) and other sustainability and climate change news, were sent to the CCF newsletter mailing list which has grown to over 1,241 subscribers.

PROMOTIONAL LITERATURE

- An updated CCF handout was produced to promote the opening of the new round of CCF funding.
- The Climate Change Guide continues to be in high demand by CCF Grant Recipients and is highlighted prominently in new [KSB Climate Change webpages](#).
- The Marketing Officer has been in contact with the Energy Saving Trust to help distribute remain copies of the [‘Help to Make Your Community Greener’ booklet](#) to where they are most needed.

EVENTS

The CCF Team have been involved with five outreach events to promote help and support available through the CCF. A partnership event with Eco-Congregation Scotland, held at the KSB offices, outlined help and support for environmental initiatives available through the CCF and other organisations.

Events attended:

- 6 July – Edinburgh Climate Festival, organised by CCF projects
- 19 July – Eco-Congregation partnership event, Stirling
- 3 Sept – Dundee Climate Action Network
- 18 Sept – Clacks Connect event, Alloa
- 19 Sept – Communities Day with Energy Saving Trust, Perth

CLIMATE CHANGE ENGAGEMENT

- Blogs by Development Officer Plus, Alan Brown (covering [eco-initiatives on Arran](#) such as CCF funded Arran Eco-Savvy) and Marketing Officer, Tim Mullens ([the funeral of an Icelandic glacier](#)) have been published on the KSB website.
- The CCF Marketing Officer contributed to the development of [KSB Climate Change webpages](#) that feature links to the CCF in several locations.
- Ongoing promotion via web, newsletters & social media included promotion of Carbon Literacy for Communities training.
- Promotion of the Climate Change Guide at events has led to further Grant Recipients requesting stock for their outreach work.

CCF COMMUNITY

- From August the Marketing Officer has worked closely with Creative Carbon Scotland, Bike for Good and the Scottish Government to help ensure that the second VeloCommunities film meets its brief.
- The Marketing Officer continues to distribute third-party resources to CCF Grant Recipients and has worked with Energy Saving Trust Scotland to distribute copies of the [‘Help to Make Your Community Greener’ booklet](#) to where they are most needed.
- Promotion of other third-party news included the Big Climate Conversation, Energy Saving Trust Communities Day, Zero Waste Scotland workshops, Eco-Congregation Scotland, 2050 Climate Group, youth opportunities at the travelling cabinet, Programme for Government, Climate Week, Recycle Week 2019 and Scotland becoming net-zero.

3.8 Marketing and promotion planned for Q4

This is a continuation of metric no. 24 from section 12 of the CCF contract.

PROMOTING THE FUND

- Climate Hero Awards, Gathering and Evening Community Climate Gathering to be promoted by all channels with supporting resources including a film featuring the event last year.
- Development Grants and Capacity Building Programme events to feature in planned promotion.
- A renewed focus on case studies to demonstrate the stories of individuals alongside projects.

ASSISTING GRANT RECIPIENTS TO MAXIMISE THEIR PROJECT IMPACT

- Continued support for Bike for Good as the second VeloCommunities film nears completion.
- Grant Recipients will be supported with day-to-day queries covering logos and project promotion.

- Close engagement with Grant Recipients to source and share their high-quality film and promotional products.
- Continued promotion of CCF in 60 second case studies.

CLIMATE CHANGE ENGAGEMENT

- Promotion of online climate change blogs on social media and other digital channels.
- Continued promotion of Climate Change Guide.
- Each round of Carbon Literacy training to receive dedicated social media.

CCF COMMUNITY

- Three news stories on CCF website per week.
- CCF newsletter and linked news stories.
- Continue to cross-promote news from Stakeholder Working Group members and wider CCF Community.

GREENER SCOTLAND AND SCOTTISH GOVERNMENT CAMPAIGNS AND NEWS

We highlight Greener Scotland and Scottish Government campaigns and news centred around climate change and sustainability via the CCF website, newsletters and social media. We were pleased to feature the recent food waste campaign.

We have exhausted our stock of Scottish Government resources such as Saving the World isn't just for the Movies posters, food fridge magnets, ten key behaviours cards and stickers.

Please do forward us resources, press releases, campaigns and news that you'd specifically like the CCF to feature.

SOCIAL MEDIA

We tag Scottish Government channels where possible as appropriate in many of our CCF social media posts. We are [@CCFScot](#) on Twitter and [@ClimateChallengeFund](#) on Facebook.

Any follows or sharing from Scottish Government channels would be greatly appreciated.

4.0 Progress against Key Performance Indicators

This following table reports on metric no. 25 from section 12 of the CCF contract. The targets have been amended to cover the 3 years of the contract rather than the 4-year targets set in the contract. KPIs with no change since the last report are shaded in grey, and statistics that have been updated are in red.

Service Element	KPI	Progress
Coms and marketing of fund	Actions within coms strategy implemented.	See elsewhere in report.
Application and assessment process in line with Scottish Government priorities	All initial enquiries responded to within 2 working days.	On track (above 95%).
	Applications to the fund reflect core criteria and strategic priorities	See section details in 4.1
	A max of 4 months from fund opening to project award recommendations	Applications considered at GP26 will be just under 6 months from launch date.
Support to Independent Grants Panel and timely recommendations to Scottish Ministers	Panel satisfaction with support offered to enable informed, timely recommendations to Ministers.	Overall this is good. A summary of key learning / feedback is given in appendix 2.
	Agendas prepared and circulated 10 working days in advance of each meeting.	On track
	All decisions and actions arising from meetings are accurately minuted and circulated for approval within 5 working days of the meeting.	Meeting notes shared and agreed after each monthly meeting.
Grant award process	All grant award letters are issued to grant recipients within 10 working days of Ministerial approval of projects.	Accomplished for GP25. Ministerial approval was received on the 6 th of March and Grant Award letters were emailed to the relevant groups on the 12 th of March
Operational and financial management of the CCF	All payments to grant recipients are processed within 7 days of receipt.	Complete claims are usually processed within 2 – 3 days and then paid at the next weekly BACS run.
	Full spend of the CCF annual budget	96.55% - agreed with SG not to overly push projects to spend their budgets where we didn't think this would add significant value.
	Customers and stakeholders indicate that the service provided meets customer needs.	See below.

Continued support to grant recipients to ensure delivery against agreed outcomes.	Grant recipients' satisfaction with the CCF support programme should be at least 80%	On track. 85% of grant recipients said we met or exceeded their expectations. 90% said they were likely or very likely to recommend the CCF to other communities.
	Arrange and successfully deliver one conference per year.	Plans in hand for Nov 6 th .
ERDF – eligibility, compliance and reporting.	Projects proposed as ERDF-eligible comply with National Rules.	No longer applicable.
	Project documentation / reporting meets SG needs to draw down funding.	On track.
Scottish Government policy support	Time between receiving ad-hoc request and response to the SG is no more than 2 working days.	On track. 7 requests have been received in Q2 with an average response time within 24 hours of receiving request.
	Within 2 working days of receipt of a complaint, a full response or an action plan on how the complaint will be resolved and the expected resolution date is received by the purchaser.	No complaints received in the last quarter.
Management information	All reports are submitted no later than 15 working days of the end of the period.	Generally on track. This report delayed due to deadline of Stage One applications.

The following table reports on metric no. 26 from section 12 of the CCF contract. Metrics with no change since the last report are shaded in grey, and statistics that have been updated are in red.

Key Milestone	Completion Date	Comment
Planning and Project Management	30th June 2017	
Develop Operations Plan		Complete
Establish Stakeholder Working Group		Complete
Establish Grant Recipient Working Group		Complete
Establish Communications Group		Ongoing
Review Application Process and Guidance		Complete
Review Monitoring and Evaluation Process		Ongoing

Communications and Marketing		
Develop Communication Strategy		Complete
Promote Availability of CCF Funding		Complete
Relaunch Ideas Bank		Complete
Capacity Building Programme		
Review and Develop Capacity Building Programme		Complete
Review CO ₂ e Guidance Documents		Complete – new Carbon Reporter tool in use by Grant Applicants to CCF 6. Carbon Estimator updated for use in GP25 funding round – including fixing several bugs. Carbon Literacy Guide produced. Carbon Estimator updated for GP26.
Establish Framework of Mentor Organisations		On track – This has been established. There are currently 7 mentor organisations, involving 10 mentors, on the Framework.
Planning and Project Management		
Generate 1,877 Enquiries to the Fund	31 March 2020	Given reduced budgets we have agreed with SG to limit promotion.
Generate 563 Expressions of Interest	31 March 2020	Exceeding target. GP24 (in 2017 for projects beginning 2018) 469 GP25 (in 2018 for projects beginning in 2019) 259 GP26 – agreed with SG not to actively promote.
Generate 450 Grant Applications	31 March 2020	Exceeding target. (284 Draft Applications and 232 Final Applications for GP24) 127 Draft Applications and 110 Final Applications received for GP25 251 stage 1 Applications for GP26.
Generate 375 Development Grant Applications	31 March 2020	99 received between July and September 2017. 51 received between June and August 2018 8 received in May and June 2019 39 received between July and September 2019.
Assess and Prepare 450 Application Summaries for the Independent Grants Panel	31 March 2020	Exceeding target.

		232 completed for last year's Grants Panel) 110 application summaries being given to Grants Panel for GP25 in Feb 2019. 250 stage one applications received and processed. 88 Final Applications expected to be assessed for GP26 in Jan 2020.
Provide Effective Secretariat Service for 4 - 5 Independent Grants Panel Meetings	31 March 2020	Three so far Fourth planned for early in 2020
Provision of ERDF Compliance Advice to Grant Recipients	31 March 2020	Completed – no longer relevant.
Ensure Service Compliance with ERDF Requirements	31 March 2020	Completed – no longer relevant.
Provide Three Annual Training Sessions to the Independent Grants Panel	31 March 2020	Agreed with SG to limit this. Panel members have been invited to themed gatherings and carbon literacy training.
675 Grant Recipient Visits by Development Officers	31 March 2020	111 visits in 2017/18 125 visits in 2018/19 100 visits in 2019/20 so far. Every project is visited where they are based once, and some receive a second visit if there's a clear need / request. This second visit is sometimes done via Skype or alongside other events. Fewer visits will be possible in this year due to the reduced number of awarded projects in GP25.
150 Payment Cycles	31 March 2020	On track - we run a BACS payment every week of the year apart from between Christmas and New Year.
Introduction of Improved CO2e Emissions Reduction Reporting	1 November 2017	Complete – new and simplified tool in place for communities to use this year. Carbon Estimator updated for use in GP26
ERDF Reporting (monthly, quarterly and annually)	31 March 2020	On track
16 Quarterly Reports for the Scottish Government	31 March 2020	On track
Four Annual Reports for the Scottish Government	31 March 2020	On track
Develop Closure Plan	31 December 2020	To be reviewed closer to completion date

Prepare and Publish Final Programme Report	31 July 2020	To be compiled on an ongoing basis. Completed for submission in last year of contract.
Communications and Marketing		
Launch Revised Fund Website	1 April 2017	Complete – development will continue through the lifetime of the CCF
Implement Communications Strategy	From 17 April 2017	On track
Produce Marketing Materials	30 April 2017	Complete – development will continue through the lifetime of the CCF
Produce Marketing Templates for Grant Recipients	30 April 2017	Complete – including specific templates for ERDF projects.
Produce Climate Change Resources for Grant Recipients	30 April 2017	Complete – development will continue through the lifetime of the CCF
60 Case Studies	31 March 2020	On track – 42 produced to date (4 case study films in last quarter).
Host 3 CCF Awards Dinners	31 March 2020	On track – Held 1 st November 2017 and 12 th December 2018. Awards changed to volunteers for 2019 Gathering.
30 Application Development Events	31 March 2020	On track. 25 ‘open surgeries’ have been run to explain the CCF to potential applicants. 8 further specialists application development training sessions have been run. 4 webinars held for stage 1 applicants. More in-depth technical webinars planned to support 88 Stage Two applicants for GP26.
Capacity Building Programme		
27 Half Day Carbon Literacy Workshops Aimed at Grant Applicants	31 March 2020	Exceeded – 39 two-day courses have been run to date.
45 Project Toolkit Workshops	31 March 2020	On track – 43 delivered to date. Including the webinars that would take us to 48.
12 Online Films	31 March 2021	Exceeded - There are 18 films on the CCF website. A Transport Video guide has been produced in the last quarter. This will be reviewed and made available online in due course.
Produce Shifting Normal Online Guide	30 June 2017	Complete
300 Individuals Gain Carbon Literacy Accreditation	31 March 2020	Exceeded – 435 as of September 2019.
Support 23 Climate Conversation Sessions Delivered by Community-led Organisations	31 March 2020	Exceeded – 120 carried out by funded projects in 2018/19 financial year.

12 Thematic Events	31 March 2020	On track – four have taken place in 2017/18 Four have taken place for 2018/19 Four taken place between July and August 2019
3 Gatherings	31 March 2020	On track – Held 2 nd November 2017, 13 th December 2018, the 2019 Gathering is on 6 th November.
15 Grant Recipient Produced Resources Submitted to the Online Resource Library	31 March 2020	Exceeding target – 98 documents available to date, with 1106 downloads. Majority of documents produced by Grant Recipients (others by various Stakeholders)
Recruit and Support 10 Mentors	31 March 2020	Achieved – 9 mentors have been recruited to date, from 7 organisations. We recruited MOO Food in September 2019 and lost Local Energy Action Plan as the two mentors are no longer with the organisation.

5.0 Community Project issues for Scottish Government information

[redacted] submitted a Development Grant and a Stage One application in the last quarter. These were flagged to the Scottish Government due to their previous interactions with the CCF, which resulted in OSCR opening an investigation. The Scottish Government contacted OSCR and found that these investigations are still ongoing, and so a decision was made to decline both applications due to the ongoing g investigation. KSB communicated this news to the group via email but have had no further communication to or from the group since.

Of the 163 applications that were declined, 25 asked for feedback. A small number (7 or 8) expressed significant frustration but most understood that the fund is competitive and found the feedback helpful.