

ANNEX

1. The total awarded to the Al-Mahdi Foundation was, per Ms. McAllan, £372K, over 6 years - 2014 - 2020.

a) What sum of money was granted to the Al-Mahdi Foundation during each of the following years; and,

Funding for the 2 projects was awarded as follows:

2014/15: £134,853.98

2015/16: £58,397.04

2018/19: £109,427.56

2019/20: £69,552.36

b) What did each grant specifically pertain to? Specifically which of the defined objectives, milestones, achievements, etc. "triggered" the awarding of a respective grant payment?

Sustainability Project (CCF-3424)

The grant awarded to the project targeting the Iranian and Asian minority community living in areas south of Glasgow specifically pertained to the implementation of innovative carbon reduction measures within their community centre. The objectives of the grant included improving the energy efficiency of the community centre building and reducing its carbon footprint through a portfolio of measures.

The milestones included the identification of areas for improvement within the community centre building, such as upgrading roof, wall, and floor insulations, installing triple-glazed windows and draught-proof doors, upgrading heating systems, and installing PV solar panels. The initiation of carbon awareness workshops, support for documentary production on carbon reduction measures, development of a website for raising awareness, and conducting energy efficiency advice through home visits were also key components of the project.

Sustainability Project (CCF-5774):

This grant focused on Phase 2 of the Sustainability Project. Its objectives were aimed at achieving further carbon reduction within their diverse community.

These are the milestones outlined in Phase 2 of the Sustainability Project. These milestones included the implementation of a portfolio of innovative carbon reduction measures aimed at reducing the community's carbon footprint through various initiatives:

1. Enhancing the fabric of the community centre building through energy-efficient measures such as LED lighting, wall and floor insulation, and water-efficient appliances, resulting in a significant reduction of 10.0 tonnes CO₂e.
2. Raising awareness of climate change among individual members/households through energy efficiency advice/guidance provided at drop-in centres, carbon awareness workshops, educational booklets in community languages, website resources, and one-to-one home visits, resulting in a reduction of 118.5 tonnes CO₂e.

3. Promoting clothing repair and upcycling workshops to reduce textile waste, engaging volunteers to gain transferable skills and potentially leading to employment opportunities, with an expected reduction of 65.6 tonnes CO₂e.
4. Becoming a Carbon Literate Organization by encouraging board members and volunteers to undergo Carbon Literacy training, aiming to produce 10 Carbon Literacy Champions.

These initiatives not only achieved significant carbon savings but also fostered community cohesion between different generations by enabling increased usage of the community centre and promoting engagement in sustainability practices.

Grant payments were made following submission of progress reports detailing activity delivered, progress towards agreed outputs and payments were based on incurred expenditure.

2. Ms. McAllan stated,

"...CCF was delivered by Keep Scotland Beautiful who were responsible for assessing all applications. Grant applications were subject to the relevant due diligence checks..."

a) What criteria/scorecards/measures/etc. were utilized by CCF and/or Keep Scotland Beautiful in assessing applications from ALL grant applicants as a function of the "due diligence checks"? In simple terms, what was the specific assessment criteria?

Applications were assessed in two stages:

Stage 1: Applications that were properly completed and submitted to KSB by the specified funding round deadline were assessed against the agreed criteria. All applicants were asked to confirm that they were not insolvent, facing insolvency or unable to operate or trade. KSB requested the following documents:

- project finance tables
- job descriptions for proposed project roles
- constitution / memorandum and articles of association or other governance documents
- bank statements
- annual audited or independently examined accounts (if available)
- proof of address
- other evidence as appropriate

Stage 2: Applications were assessed by a CCF Development Officer against the Fund criteria of community engagement, CO₂e emissions reduction, sustainable legacy and improved climate literacy as well as the Grant Applicant's governance and financial status, project management capacity and evidence that effective climate change outcomes will be achieved. The overall budget of the project was considered and, where necessary, a State Aid check was completed. For the continuing Grant Recipients their application assessment included a summary the

existing project's performance and the evidence of the ongoing community demand for the project.

Each application assessment included a summary of the project and a comprehensive list of the project outcomes. This information was reproduced directly from the application form thus enabling the Grant Applicant to inform the Independent Grants Panel of its intentions in its own words.

Where relevant, KSB discussed applications with Scottish Government officials and relevant agencies to ensure that funded projects are aligned with Scottish Government policies and the activities of these agencies.

Upon completion of the application assessment each application was rated as high, medium or low and make an indication as to whether the application should be supported or not. The Independent Grants Panel used this information to assist them to make a formal recommendation to the Scottish Government of which applications they would like to be funded. Where an application was rated as low, the Grant Applicant was informed and given the opportunity to withdraw the application and receive further development support in order to submit a stronger application at a future panel meeting. If a Grant Applicant insisted that it wants the application to proceed in its current form, the application was included in the papers for the Independent Grants Panel to consider.

If the application was of a sufficiently technical nature external experts were engaged to provide an opinion on the application. This provided the Independent Grants Panel with additional information relating to the competence of the application. Application assessments were peer reviewed within the CCF Team to ensure consistency of approach and then re-evaluated by the CCF Manager before being distributed to the Independent Grants Panel for consideration.

The following questions were considered as part of each assessment:

- Are all outcomes clearly defined?
- Are there any mitigation efforts in place?
- Are the estimated Carbon savings clearly justified?
- Are the activities for Climate Literacy Outcome appropriate and sufficient?
- Is there a Carbon Outcome and are the activities for Outcomes appropriate and sufficient?
- Is there relevant monitoring strategy in place for the carbon outcomes?
- Is there relevant monitoring strategy in place for the non-carbon outcomes?
- Are all key delivery partners specified and agreements or letters of support in place?
- Have all other support letters been submitted?
- Is there a clear project plan / set of milestones defined?
- Do the group have detailed plan for maintenance of infrastructure beyond the funding period?
- Does the application include detailed planning for beyond the funded period?
- Is the anticipated revenue generation realistic?
- Are all budget headings clearly defined?
- Are all the budget figures proportionate and clearly linked to the project?

- Does the spending schedule match the project plan?

b) What criteria/scorecards/measures/etc. were utilized by CCF and/or Keep Scotland Beautiful in assessing applications from the Al-Mahdi Foundation as a function of the "due diligence checks"? In simple terms, what was the specific assessment criteria?

The Al-Mahdi foundation was assessed as per the assessment process outlined above.

c) Who were the individuals - either employed by CCF or Keep Scotland Beautiful - responsible for,

i) conducting the reviews of applications from the Al-Mahdi Foundation; and,

KSB employed a team specifically dedicated to the CCF. Personal information relating to the individuals cannot be released under the General Data Protection Regulation (GDPR) and under Reg 11(2) (Personal data relating to third party) of the EIRs.

ii) granting the final decision to award grants to the Al-Mahdi Foundation? Please document the name, title and area of responsibility for each of these individuals.

An independent panel was in place to assess all applications. Details of the individuals cannot be released under the General Data Protection Regulation (GDPR) and under Reg 11(2) (Personal data relating to third party) of the EIRs.

3. Ms. McAllan stated, "...Projects were monitored to ensure they delivered against their objectives..."

The CCF was delivered by Keep Scotland Beautiful. Grant recipients were required to report quarterly as to activity delivered and progress against targets. The Scottish Government does not hold the detail in relation to the specific projects and so is not in a position to provide responses to the following questions:

- a) In specific regard to the Al-Mahdi Foundation, what were the specific methods used by either CCF or Keep Scotland Beautiful to monitor and track the Al-Mahdi Foundation's projects? E.g. Were scorecards used? KPIs? Project Schedules? Task Lists? Work Breakdown Structures? Site visits? In-person presentations? Etc.
- b) What criteria was used to determine whether a stated objective of the Al-Mahdi Foundation had been achieved which, in turn, would generate a grant payment being made?
- c) Did members of either CCF or Keep Scotland Beautiful perform site visits to the Al-Mahdi Foundation's building (located on 65 Albert Road, Glasgow, G42 8XU) to monitor and observe the progress that was being made against their stated objectives?
- d) Did members of either CCF or Keep Scotland Beautiful perform visits to events, functions, gatherings, etc. in the community to monitor and observe the progress that the Al-Mahdi Foundation was making in regard to its objective of, "*support[ing]*"

awareness raising of climate change issues amongst disadvantaged and ethnic minority communities..."?

e) Referring to 3d) above, if members of either CCF or Keep Scotland Beautiful DID perform visits to events, functions, gatherings, etc. in the community which were related to the, "*support[ing] awareness raising of climate change issues amongst disadvantaged and ethnic minority communities...*",

i) What was the nature of these events/functions/gatherings?

ii) What were the dates of each of these events/functions/gatherings?

iii) Who from either CCF or Keep Scotland Beautiful attended these events/functions/gatherings?

iv) What data was gathered by members of either CCF or Keep Scotland Beautiful and how was it reported to those who would make the final assessment of awarding grants?

f) Please forward all relevant documentation which,

i) demonstrates that the aforementioned stated objectives were successfully met after the necessary "*due diligence*" was satisfactorily performed; and,

ii) approved the awarding of all grants to the Al-Mahdi Foundation, for each of the years listed in Item 1 above (2014 - 2020).

While our aim is to provide information whenever possible, in this instance the Scottish Government does not have the information you have requested. Therefore we are refusing your request under the exception at regulation 10(4)(a) of the EIRs.

Keep Scotland Beautiful administered the fund at the time of the grant award to the Al-Mahdi Foundation. They may be able to help you in your query.