

Welcome to the Climate Challenge Fund (CCF)! The purpose of the start-up report is to obtain some feedback on how you are going in setting up your new community project and prompt you to complete certain activities to ensure grant conditions are being met. It is a condition of your grant to provide progress reports to Keep Scotland Beautiful on specific dates. Claims will be suspended if reports are overdue.

Start-up report is due on: **4th May 2018**

Please return this report to your CCF Development Officer (DO). They will provide a new reporting template for subsequent quarterly reports.

Please keep in regular contact with your DO each month and let them know if any problems arise between progress reports.

1. Basic Information

CCF Project #	CCF-5372
Project Name	Bute Carbon Free Food
Organisation	Fyne Futures Ltd
Development Officer	Katarzyna Koziel
Report Completed by	Name: Reeni Kennedy-Boyle Position: General Manager
Report Circulated to	CCF; Fyne Futures Trustees; Bute Carbon Free Food Steering Group

2. Contact Details

From time to time, members of the CCF team will need to contact different people within your organisation for information relating to the project. Please nominate the best person to be contacted with questions relating to different topics.

Organisation Representative: This should be an official representative of your organisation such as a board member or Trustee. The nominated person should know the broad outcomes and aims of the CCF project but will not normally be contacted by the CCF team. This person will be contacted if there are ongoing challenges or significant changes made to the project plan.

Project Co-ordinator: This is the main contact for the CCF project. This person will be contacted with any questions regarding the delivery of project activities and progress towards outcomes. Often this person is responsible for the submission of progress reports and will play some role in the day to day delivery of the CCF project. They will know the details of the activities taking place throughout the delivery of the grant.

Finance Contact: This person will be contacted if there are any questions regarding claiming the grant or finances. They will most likely be responsible for compiling and submitting the grant claims.

At least two different contacts should be nominated from each organisation. Contact details for each contact should be different. A shared email account and phone number should not be used for all project contacts.

Online Communication Channels: We also ask that organisation provide links to the projects online profiles including website, Facebook page, twitter feed and any other online platform relevant to the project. This information will be shared on the Climate Challenge Fund website and should contain relevant information about your CCF award. Branding and Promotional requirements can be found by following the below link:

- <https://www.KeepScotlandBeautiful.org/sustainability-climate-change/climate-challenge-fund/plan-and-run-your-ccf-project/run-your-ccf-project/promoting-your-project/branding-support-and-guidance/>

Please ensure all fields in the tables below are complete for each contact and all online channels.

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ORGANISATION REPRESENTATIVE	
Full Name	Jenny Meade
Position Held	Trustee
Postal Address	Ground Left, 67 Castle Street, Port Bannatyne
Postcode	PA20
E-mail	wholisticpharmacist@yahoo.co.uk
Telephone #	
Mobile #	07530 082658

PROJECT CO-ORDINATOR	
Full Name	Reeni Kennedy-Boyle
Position Held	General Manager
Postal Address	Fyne Futures Ltd, Recycling Centre, Colbeck Lane Industrial Estate
Postcode	PA20 0RB
E-mail	reeni@tzcb.org.uk
Telephone #	01700 503181
Mobile #	07990 530531

FINANCE CONTACT	
Full Name	Fiona Zavaroni
Position Held	Finance and Administration Leader
Postal Address	Fyne Futures Ltd, Recycling Centre, Colbeck Lane Industrial Estate
Postcode	PA20 0RB
E-mail	fzavaroni@fynefutures.org.uk
Telephone #	01700 503181
Mobile #	n/a

ONLINE COMMUNICATION CHANNELS	
Website	www.fynefutures.org.uk
Facebook	https://www.facebook.com/TZCBute/ https://www.facebook.com/ButeProduce/ https://www.facebook.com/FyneFutures/
Twitter	https://twitter.com/TZCB
Other social media (if applicable)	https://www.youtube.com/channel/UC6hYybx-qtF0_xfL6ScyjiQ

**** If a nominated contact or web address changes, it is important to advise the CCF team as soon as possible to update our records. ****

3. Finances and Administration

The purpose of this section is to confirm necessary forms have been returned to the CCF team and to help DOs to identify where you might need further guidance. Organisations are encouraged to claim as frequently as is reasonable for their situation - most often this will be monthly or bi-monthly although some organisations prefer to claim less frequently. *Note that it is **expected** that all organisations make a claim to the CCF at least quarterly.* Along with the information provided in the ‘**CCF Welcome Pack**’, please refer to the **CCF Factsheets** ‘*Completing a Claim Form*’ and ‘*Claims & Supporting Evidence*’ for guidance on making a claim to the CCF. These Factsheets and further information about the claims process can be found on the CCF website at the following address:

- <https://www.keepsotlandbeautiful.org/sustainability-climate-change/climate-challenge-fund/plan-and-run-your-ccf-project/run-your-ccf-project/claims-and-finance/>

The table below list the documents which are either received or due. If any item has not been returned, please ensure a copy is sent with this the report.

1. Grant Acceptance	Received
2. Authorised Signatories form	Appended
3. Claims Projections (in “CCF Claim Tracker 2018-20.xls”)	Not sent
5. Photograph of A3 Poster on display (ERDF only)	N/A

It is a requirement of all grant recipients that they keep all documentation relating to the expenditure, promotion and publicity of the project and can provide this information upon request in cases of an audited. For all ERDF grant recipients, you must also forward a copy of the design of each ERDF funded item of marketing material produced for the project to your DO.

Please indicate that the above statement has been understood and will be carried out by typing ‘AGREE’ beside:

Agree

Comments on Finances

Please use the below box to review your project’s finance tables and highlight any changes to the spending schedule to discuss with your DO. Things to consider include whether staff started on the same date as planned, whether additional quotes for large items were obtained which were cheaper/more expensive than previously anticipated etc.

Procurement check undertaken on supply of electric van trike: desktop comparison undertaken and unable to secure three quotes for specification required (comparison document appended), change in price and payment schedule from chosen supplier: cost saving of £2,055 on original quote however payment schedule altered from 20% deposit in April 2018 with balance due July 2018 TO £1,600 deposit April, interim payment of £3,145.60 due 25th May and final balance of £3,145.60 due two weeks before delivery estimated as July.
Some indicative savings on raw materials for West Church site, however volumes required will not be confirmed until initial works begun.
Volunteer venue - ?

Development Officer Feedback:

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4. Employment

For all staff members, whose post is supported by the CCF grant, the organisation will need to demonstrate an open and fair recruitment process has been carried out. Please refer to the **CCF Factsheets** 'Staff Recruitment' and 'Sessional Workers' for recruitment requirements and definitions of project and sessional staff. These can be found on the CCF website here:

- <https://www.keepsotlandbeautiful.org/sustainability-climate-change/climate-challenge-fund/plan-and-run-your-ccf-project/run-your-ccf-project/claims-and-finance/>

Recruitment

Please complete the tables for any full or part time posts to be funded through the CCF Grant. There is a series of evidence which needs to be provided in relation to staff posts. Please refer to the above referenced **CCF Factsheets** for specific requirement and indicate whether that information has been sent to your project DO in preparation for the first salary claim.

If more than 2 staff members are hired to deliver the project, please copy the table by selecting the cross that appears when hovering your mouse in the left-hand corner and paste the table at the bottom of this section.

Job Title:	Senior Horticulturist
Continuation post:	Yes
Interview Date*: *Mark NA, if continuation post.	N/A
Start Date:	N/A
Full Name of Appointed:	Ronnie Armstrong
Recruitment details sent to DO	No

Job Title:	Deputy Horticulturist
Continuation post:	Yes
Interview Date*: *Mark NA, if continuation post.	N/A
Start Date:	N/A
Full Name of Appointed:	Robert Duff
Recruitment details sent to DO	No

Job Title:	Marketing Leader
Continuation post:	Yes
Interview Date*: *Mark NA, if continuation post.	N/A
Start Date:	N/A
Full Name of Appointed:	Sandy Ogilvie
Recruitment details sent to DO	No

Job Title:	Business Admin & Finance Leader
Continuation post:	Yes
Interview Date*:	N/A

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*Mark NA, if continuation post.N/A	
Start Date:	N/A
Full Name of Appointed:	Fiona Zavaroni
Recruitment details sent to DO	No

Comment on Recruitment Process

Please use this space to provide further comment on the recruitment process if appropriate. This could be what worked in the recruitment process or challenges faced in finding right candidates for the role – what could you do differently to attract candidates for example? You must make a comment if there are any CCF job roles which have not yet been filled. In this case provide information on what stage you are at in this process and be sure to discuss any underspend in the finance section above.

All project team members aligned to Bute Carbon Free Food are continuation posts. Letter from Chairperson Don Williams – confirmation of roles appended; job descriptions previously provided; copies of contracts appended.

Development Officer Feedback:

5. Grant Conditions

For some projects, funding was offered on condition of organisation's fulfilling specific conditions. In the table below are the conditions which were applied to your project. These conditions can also be found in section 3 of the organisations official 'offer of award' letter from the CCF. In the space provided please detail what action has been taken and/or what plans are in place to fulfil conditions. All conditions must be discussed with the project's DO.

Conditions:

No unique conditions for this offer of award applies. No action required.

Actions:

Development Officer Feedback:

6. Monitoring Progress Against Project Outcomes

In the application, a plan was put forward as to how your organisation intends to affect change in the community. In this section provide details of how you are going to monitor progress against your funded project outcomes and evidence the impact the project has had on the community.

Outcomes: *These have been taken directly from the final application. Please do not edit unless a condition of your award.*

Monitoring Strategy: *Use this section to detail how you plan to collect data to report against each of your outcomes. Remember that in most cases it will also be necessary to collect baseline data to measure changes against. Focus on the change that you have identified in the outcome and make sure that the units of measurement match in both the outcome and data collected. For carbon outcomes, specific data will need to be collected to enter into the **Carbon Monitoring Tool**. Ensure that this is reflected in the monitoring strategy below.*

If you have prepared feedback forms, surveys or any other sort of data collection resource for the project – please submit these along with the report.

Reminder: The Peer to Peer resource library is a great source of materials and inspiration for data collection. Please see the following pages of the CCF website for details of how to access the library:

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

Outcome (Not for Editing)

We will gain estimated carbon savings 1.06 tCO₂e in year 1 with lifetime savings of 5 tCO₂e. We will increase consumption of local and seasonal produce by growing food and making it freely available in 429m² of land in year 1.

Monitoring Strategy

Food growing areas will be measured, entered into monitoring spreadsheet and reported cumulative.
 Photographs and videos will tell the story of the development of the variety of food plots
 Pick, click, post facebook challenge
 Volunteer register and starter forms maintained
 Register of horticultural workshops and attendees registers

Development Officer Feedback:

Outcome (Not for Editing)

There will be estimated carbon savings of 2.78 tCO₂e, with lifetime savings of 8.4 tCO₂e. We will increase consumption of local and seasonal produce by raising awareness of local produce and shopping choices across our entire community and run cookery classes to increase use of local and seasonal produce for up to 36 unique participants

Monitoring Strategy

Photographs and videos will record the events
 Register of workshops and attendees register
 Register of events and attendees register
 Capture engagement data from social media
 Keep a record of number of articles in local paper - Buteman
 Keep a record of number of appearance on local radio – Radio Bute

Development Officer Feedback:

Outcome (Not for Editing)

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We will increase consideration of carbon in food choices across our entire community and run workshops to encourage up to 100 unique participants to make lower carbon food choices – growing food as a community in public places and growing food at home where space is available. This will result in estimated carbon savings 17.74 tCO₂e per year with lifetime savings of 53.2 tCO₂e.

Monitoring Strategy

Photographs and videos will record the events
Register of workshops and attendees register
Register of events and attendees register
Capture engagement data from social media
Keep a record of number of articles in local paper - Buteman

Development Officer Feedback:

Outcome (Not for Editing)

We will target 200 household over the project to reduce household waste production and materials consumption as people make changes to buying habits, cooking and waste disposal that result in reduction of food waste. This will achieve 9.18 tCO₂e per annum with lifetime savings of 27.50 tCO₂e. We will aim for 20 household to begin composting, reducing food waste going to landfill and achieving estimated 0.2 tCO₂e per annum with lifetime savings of 0.60 tCO₂e.

Monitoring Strategy

Data on changes to purchasing habits, food waste reduction and composting activity captured through target of 40 food diaries.

Capture kg of plant waste composted at growing spaces

Number of people who set up home composting

Photographs and videos will record the events
Register of workshops and attendees register
Register of events and attendees register
Capture engagement data from social media

Development Officer Feedback:

Outcome (Not for Editing)

There will be improvements in our pride of place and to the health and wellbeing of our community through collaborative working; sharing resources; and social inclusion

Monitoring Strategy

Volunteer register and starter forms maintained
Volunteer skills development matrix maintained
Photographs and videos will record the events
Register of events and attendees register
Booking forms for electric bike and cargo box use
Outputs from Shifting Normal public consultations

Development Officer Feedback:

7. Community Activity Summary

In this section provide a narrative of any early activities which have taken place to engage the community in the project. At the start of the project we are particularly interested in any press releases or media articles that have been produced to promote the project. For images, scans of newspaper articles and other larger files, we suggest providing these as an appendix to the report.

For further guidance on promoting your project, please see links below and consider booking in to attend an 'Increasing Participation in Your Project' workshop.

- www.keepsotlandbeautiful.org/ccftoolkit
- www.keepsotlandbeautiful.org/ccfevents

Development Grant work – August 2017 – report provided

<http://www.fynefutures.org.uk/bute-carbon-free-food/>

<https://www.buteman.co.uk/news/environment/a-fyne-future-for-carbon-food-project-1-4714015>

Neighbours door to door meet and greet – Sandy introducing project to people living in the immediate vicinity of the site

Business door to door meet and greet – Sandy introducing project to local businesses in the immediate vicinity of the site

2nd April 2018 Big plant out at Battery Place – see photographs

Development Officer Feedback:

8. Learning and Reflection

Please use this section to tell us about any initial challenges you have experienced. Perhaps recruitment has not been as successful as expected or it has been difficult to schedule in contractors. How have you addressed these? How are you adapting your plans? We are particularly interested in any lessons you have learned which could be used as good practice for other CCF projects.

We have only encountered two small issues: site clearance support from Argyll & Bute Council unable to happen, this was mitigated by finding a local contractor to undertake the work; procurement checks for electric cargo trike resulted in change of payment schedule, please see ccf claim tracker.

Development Officer Feedback:

9. Capacity Building Program and Events

There are a range of resources and a series of events held to support the delivery of community climate action projects. These are developed and run through the CCF Capacity Building Program (CBP). Below is a series of questions relating to those resources and events. Please note:

- For organisation which have received a CCF in the past it may not be necessary that team members attend training for the new project when team members have been retained from previous funding rounds. If you believe this is the case please complete the question with 'NA'.
- If there are no appropriate date/ location for CCF team members to attend training please enter 'Non-appropriate' and your DO will be in contact with you about possible alternatives.

Included is a question about whether someone from your organisation has attended the 'Carbon Literacy for Communities' course. It is a condition of your CCF award that someone from the organisation attend this course. Again, if you are a previously funded organisation and if CCF project representative from your organisation has already attended this training it will not be a requirement to attend this training for a second time although we would encourage new community members to take part.

To find out when the next event being run in your area is, please follow the link below:

- www.keepsotlandbeautiful.org/ccfevents

1. The CCF Welcome Pack been incorporated into the staff induction.	Yes – as part of project review
2. Has a representative from your organisation, that will be responsible for completing CCF progress reports and delivering project activities, booked	No we have

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in to attend the <i>CCF Starter Toolkit</i> ? When?	previous experience of this
3. Has a representative from your organisation, that will be responsible for completing CCF claims, booked in to attend the <i>CCF Finance Surgery</i> ? When?	No we have previous experience of this
4. Has a representative from your organisation, that will be involved in promoting your project and ensuring marketing and branding requirements of the grant met, booked in to attend the <i>CCF Increasing Participation workshop</i> ? When?	No we have previous experience of this
5. Has a representative from your organisation, that will be involved in data collection, booked in to attend the <i>CCF Data collection and Carbon Tool workshop</i> ? When?	No we have previous experience of this
6. I am aware that it is a condition of the offer of award that at least one member of the organisation attend the 'Carbon Literacy for the Community' course.	Yes – project team and one volunteer will be attending
7. I have created an account and looked at the resources available on the Peer to Peer Resource Library.	Yes

Additional Support needed

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

- www.keepsotlandbeautiful.org/ccf

As this is not a travel project, we had not anticipated monitoring travel choices as part of the project. However, it is clear this is a condition of the grant. We have made a first attempt by adapting our attendance register however feedback on this would be appreciated.

Development Officer Feedback: