

CCF - PROGRESS REPORT

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

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

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

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

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

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

1. Basic Information

CCF Project #	CCF-5372
Project Name	Bute Carbon Free Food
Organisation Name	Fyne Futures Ltd
Report Completed by	Name: Reeni Kennedy-Boyle Position: General Manager
Report Circulated to	CCF; Fyne Futures Board; Fyne Futures Project Team; Incredible Edible Bute Volunteers; Other Stakeholders

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

2. Finances

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

To date we have made 3 claims – Q1 Budget £25,526.40 'v' Q1 Actual £28,846.41. This overspend is due to two main items: credit agreement with Cycle Maximus for supply of e-bike was changed versus arrangement outlined in quote – payment was brought forward from July; Green Directory delivery costs anticipated for July, was implemented early at end of May.

One change request has been made and approved relating to the budget for Business Admin Leader following resignation. The balance of this budget will be used to support a new role Admin & Finance Assistant – a key focus of this role will be supporting CCF project.

Our current spend forecast is £63,505.25 against a budget of £65,058.63 however we have several events and activities in planning and it is likely that this underspend will be taken up.

Development Officer Feedback:

3. Activity Summary

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

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

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

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

Activity Summary

4 meetings connected to Project Management – we now have a steering group of 12 people
 Volunteer group set up – Incredible Edible Bute – 20 volunteers registered
 7 Horticultural Sunday Work Parties – 4 at Battery Place raised beds – 3 at West Church community garden
 4 Horticultural Grow Your Own Workshops
 11 Construction Work Parties at West Church Community Garden
 1 local event attended – Port Gala Day – 70 people dropped by the stall
 1 disused space brought into food production – Battery Place 8 raised beds
 1 derelict site transformed into an accessible edible community garden – West Church
 1 Carbon Free Food Event – Launch of West Church Community Garden – Incredible Edible Bute Community Garden – 41 people attended
 4293 Green Directories delivered to households; 100 given out at local meetings; library and other public places
 400 booking leaflets marketing events and activities produced and distributed
 100 Love Food Hate Waste recipe packs have been passed out
 1 local radio appearance
 3 Towards Zero Carbon Bute/Zero Waste Bute columns for Buteman
 4 Buteman articles
 1 Dunoon Observe article
 56 posts on Bute Produce facebook page
 New facebook page created by volunteer group – Incredible Edible Bute

All communications contain essential messages about sustainable food: food production; food supply chain; food consumption and food waste.

Food production – we have been highlighting local producers and promoting Grow Your Own at Bute Produce and at the two sites in Rothesay.

Food Supply Chain – during launch of new community garden General Manager introduction highlighted the extent to which our food travels to the island; the raw food demonstration included a presentation on reducing carbon footprint by adopting a raw food and/or vegan diet.

Food consumption – the health benefits of eating locally grown fresh produce have been highlighted with catering choices; and use of doggie bags with any left-overs from events

Food waste – use of doggie bags and demonstration of wormery at events; disposal of plant materials from Battery Place to composting at Bute Produce and building of composting bays at community garden with talk on importance of getting mix right.

Reflection on your Successes

We are very pleased at the response from our community. Events are well attended and we have a core of regular volunteers. Members of the steering group are beginning to take on tasks such as leading work parties and social media engagement.

Milestone 1 was delivered to plan

Milestone 2 – volunteer recruitment 20 has been achieved within the timescale

Milestone 3 – West Church Edible and Accessible Community Garden has been achieved and within the timescale

Milestone 4 Bute Directory & Postcard campaign delivered ahead of time; recruitment to gain 40 Food Diary participants is underway – although take up has been slower than expected. We will review this during August and if necessary change tactics

Reflection on your Challenges

Resignation of Fiona Zavaroni to take up a new post has put project team capacity under strain, combined with summer holidays, it has been difficult to maintain high level of project management. Returns from post card campaign has been disappointing with knock impact for the food diary challenge. We will review this and look at other options for engaging people in the challenge.

The Carbon Reporter tool is not of any value to us. Our project was developed so that our community can harvest free of cost the food grown by the volunteers. This means that the fruit and herbs at Battery Place are harvested by people walking along the shore front, families having picnics and local residents. The vegetables at West Church community garden are harvested by passers-by on the way to and from the supermarket; by local residents around the garden and by volunteers when on site. We have no way of weighing this produce and feel trying to undertake such an exercise detracts from the ethos we are trying to create. We will have photographic evidence of people picking and using the produce.

Development Officer Feedback:

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

Are you using the Activities Grid Tracker?

Yes

Mitigation Efforts

As well as being best practice, it is a condition that CCF grant recipients make efforts to mitigate the impacts of delivering their CCF project. Since your last Progress Report, what decisions have you made to mitigate the impact of the project on the environment? If your grant was conditional on providing an Environmental Management Plan (EMP), please refer to actions identified in the plan in this section. Considering things such as staff, volunteer and participant travel to project activities, purchasing decisions and procurement.

Registration documents captures mode of transport, through this we are challenging volunteers to consider walking, cycling or car share

We have sourced as many raw materials from local suppliers were possible; reclaimed wood was purchased from Glasgow Wood Recycling; and waste wood from local building materials supplier was utilised in construction of vegetable trugs where it was safe to do so.

We have purchased all catering articles from local producers or local shops. When buying from supermarket we have strived to take products from within Scotland, or rest of UK and where Europe was indicated we have highlighted this at the events to demonstrate carbon footprint of supply chain.

Development Officer Feedback:

4. Monitoring Progress & Data Collection Strategy

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

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

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

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

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

Outcome 1

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.

Progress Made

Battery Place Beds – there are 8 raised beds with a combined growing area of 144.4 m2. All 8 have been brought into production with perennial plants which will be permanent. We have chosen crops which will have an all year round offering. Herbs that will be pickable throughout the year include: rosemary, thyme, sage, and fennel. Herbs that are best harvested through summer time include: chives, and lemon balm. There are 8 blueberry bushes; 6 raspberry cans and 3 gooseberry bushes which will have a season from May to September. There are 40 strawberry plants with a season of June to September. We have also planted Marigolds as an edible flower with a shorter season of June to August. Included are two hazelnut trees, it will be around 3 years before a nut crop will be available. West Church Community Garden – the total area is 502.27 m2. Phase 1 is complete. We have installed 22 raised beds and veg trugs within the accessible area – creating circa 100 m2 growing space. These have been planted with pickable crops such as peas, beans, courgettes, cucumbers, and kale. These crops will continue to produce from to late autumn as people harvest more will grow. Crops such as lettuce and spring onions will be replenished as they are taken with food which will take us into winter – cabbage and additional kale. We have planted 40 lettuce and 36 onions. Phase 2 and 3 have been planned, and work on these additional areas will feature in the next progress report.

Review

We are on track to exceed this target. Estimated savings 0.53 tCO2e; with lifetime savings 2.6(tCO2e)

Development Officer Feedback:

Outcome 2

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

Progress Made

70 people at Port Gala shared 6kg of Scottish strawberries as we chatted about local food production, highlighting when strawberries at Battery Place would be available for free, and strawberries at Bute Produce would be available to purchase.
41 people at West Church community garden launch shared locally produced food from Bute Island Foods (vegan cheese); Bute Produce; and food sourced from within Europe with travel miles highlighted. These people also gained insight into the low carbon nature of a vegan diet.

Review

We have not yet begun the cookery classes. We are on track to delivery 7.27 (tCO₂e) with.

Development Officer Feedback:

Outcome 3

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.

Progress Made

1 X Grow Your Own Workshop
1 X mobile training sessions as part of West Church launch
1 local event attended – Port Gala

Review

We are on track with this outcome.
Master Composting Workshops, Grow Your Own Workshop and Bee Keeping talks all scheduled for Q2, and mobile training sessions are in planning. Attendance at a further 3 local events is scheduled for Q2.

Development Officer Feedback:

Outcome 4

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.

Progress Made

1 presentation on vegan diet completed as part of West Church launch
100 Love Food Hate Waste recipe packs given out
Bute Local Directory delivered to every household (including Bute Carbon Free Food postcard campaign)

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on Bute and available at public spaces.
Food Diary challenge – design is complete and call to action underway.

Review

We are on track with this outcome

Development Officer Feedback:

Outcome 5

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

Progress Made

18 work parties have been undertaken – 6 included people undertaking community payback; ages have ranged from 2 to over 70 years old. Opening of West Church Edible Garden saw people of all ages, families and single person households sat together and shared food.

Review

We are on track to deliver this outcome. Please see feedback from some participants so far.

Development Officer Feedback:

Other Monitoring Information (optional)

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

Please check out photographs and videos at:
<https://www.facebook.com/IncredibleEdibleBute/>
<https://www.facebook.com/ButeProduce/>
<https://www.facebook.com/groups/ButeinBloom/>

Development Officer Feedback:

5. Planning a Sustainable Legacy

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

Steering group is in place and meeting once per month. Discussions are already taking place about structure, potential income streams and the types of roles and responsibilities needed to sustain the group. In particular, it is felt that a 2nd year of support from Fyne Futures Ltd would be very beneficial. An EOI has been put in to CCF to support this.

Development Officer Feedback:

6. Capacity Building Program and Training

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

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

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

We tried to access Carbon Literacy training however our application to attend was rejected. Our volunteer Jude Ahern is still keen. We are waiting on the next session. We are going to get dates in the diary for on island training from CCF and Zero Waste Scotland.

Development Officer Feedback:

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

7. Support needed

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

- www.keepsotlandbeautiful.org/ccf

Development Officer Feedback: