

## Example Project Planning section and CCF Carbon Tool

### Travel Projects

#### Project Planning

Below is an example of how to fill in Section 2.5 of the Application Form. We have used a hypothetical project to highlight some of the things that can make an application stronger (the corresponding CCF Carbon Tool entry is shown below these tables).

<b>Outcome 1</b> Describe <b>what</b> is changing, <b>how</b> it is changing and <b>who</b> is changing.	Is this a Carbon Outcome?	<input type="checkbox"/>
The local school community will reduce carbon emissions by 11.27 tonnes of CO <sub>2</sub> e, by getting 100 parents to replace some car journeys to school with cycling or walking.		
<b>Activities</b> List the primary activities that you are planning to use to deliver this outcome, include how many, how often and how much.		
We will focus on reaching 100 pupils at our local school, out of a potential 200 pupils. We believe that we can realistically engage fully with around half of these. We will try and get parents to try active travel methods to get to school 2 out of 5 days a week on average. We believe from our consultations that we can get 90 of these to do this by bike and 10 by walking.		
For those cycling we will sit down with parents and children and give one to one support on planning a route to school that is safe and that both parents and children are comfortable with. We will also provide Dr Bike sessions		

Remember to indicate that this a Carbon Outcome, as we will then know to check the Carbon Tool for the corresponding information

The Carbon Outcomes for Travel projects are related to reducing the amount of mileage we do in carbon intensive modes of transport, or by making the journeys we do more efficient.

In this example the mile's driven is reduced by supporting pupils and their parents to replace car journeys to school with cycling and walking. One to one support can often lead to good results as it caters for individual circumstances.

to make sure their bikes are in good condition to be used.

We will also organise a 'walking train' that will involve two volunteers leading the group on a route that picks up more children on the way to school. This will be aimed at the younger children in the school, and we will encourage all the parents to take turns volunteering to lead this.

### Monitoring and Data Collection

What data will you collect to show this has been achieved, and what indicators will be used?

Describe how you will gather the data and monitor progress against this outcome (spreadsheets, travel diaries, surveys etc.).

During the one to one sessions, staff will ask and keep a record of pupil's travel habits to and from school before taking part in the program. Information will include each pupil's journey length to school and what method of transport currently use to establish a baseline.

During the project we will then get the pupils and parents to record how they travelled to school using a simple weekly travel diary. This will record how they travelled to school. The data from these diaries will be collated each month and a carbon saving worked out by comparing the emissions from the usual journey with those from cycling or walking (assumed to be 0 emissions).

If the travel diary method is not working as well as we'd hoped, then we will look at alternative ways to collect the relevant data we need by asking for ongoing feedback from the parents and children.

The important thing to measure with this kind of outcome is the reduction of journeys being done in a highly carbon intensive way, rather than just promoting cycling or walking.

Increasing the levels of cycling in a community itself might mean less carbon emissions, but it might just mean additional cycling journeys for leisure or for new journeys. This obviously has its own benefits but does not necessarily lead to lower carbon emissions.

Travel diaries are one way of collecting this kind of data, but depending on the community you might want to explore other options as well.

It is good to show that you will review your methods and adapt if necessary.

### Outcome 2

Describe **what** is changing, **how** it is changing and **who** is changing.

Is this a Carbon Outcome?



The school community will reduce emissions by 9.01 tonnes of CO2e by helping 20 parents car share journeys to pick up their children from football matches instead of driving individually.

The target figure included in your Outcome should be the figure from your Carbon Tool which is under the Estimate carbon savings column.

Remember to add up each relevant line if there is more than one for your Outcome.

## Activities

List the primary activities that you are planning to use to deliver this outcome, include how many, how often and how much.

We will achieve this outcome by setting up and promoting a Facebook page (specifically for car sharing journeys) to 20 parents who have identified they could car share to pick up their kids, but maybe aren't aware of the other journeys being done by other parents.

Alongside this, parents can discuss any issues they are having with car sharing on the page and feedback on new methods to try.

For away matches we will propose that car share journeys potentially meet back at the school or other central location so parents not involved in the car journey can meet their kids there. We will also consider the potential uptake if a minibus was hired to do the journeys to minimise the car journeys being done.

## Monitoring and Data Collection

What data will you collect to show this has been achieved, and what indicators will be used?

Describe how you will gather the data and monitor progress against this outcome (spreadsheets, travel diaries, surveys etc.).

We will use the Facebook group to keep track of what car journeys are being saved by the car sharing trips being done. We will also ask parents to share photos or posts on the Facebook group when each car share journey happens so we can record this data as well in case the other data proves unreliable.

We will get feedback from the parents on what method is best for them to give us data on and will tailor the approach as appropriate. The key data we will need to collect is the mileage of car journeys that have been reduced by car sharing instead of each doing individual journeys.

Car Share websites will be researched during the project and feedback from parents will be sought to see if one of the sites could be useful to use to streamline data collecting.

In this example, the group will setup a Facebook page to allow parents to do a significant amount of the coordination themselves.

The carbon savings will come from fewer car journeys being made to the same locations.

If the project is awarded funding, having a robust plan for the monitoring strategy is hugely beneficial for getting a project off to a good start in delivery.

## Wider Benefits

If there are any additional benefits you expect to arise from the project outcomes and activities, which you plan to monitor, please detail them below.

We assume there will be a positive effect on the children's health from increasing the amount of active travel to and from school. We will also work closely with teachers to find out if there is any anecdotal evidence to show that attention levels increase during the school day.

For the car sharing parents we will ask them to give feedback on whether the additional social interactions of the children during the car share journeys has a positive effect as well. We will do this through short surveys sent to parents and more informal methods such as using excerpts from the Facebook page.

The wider benefits listed here are about health. This is quite common with travel projects due to the well-documented links between increase Active Travel and our health.

In this example, the group will collect some data through surveys but will also rely on some more anecdotal data to demonstrate these wider benefits.

## CCF Carbon Tool

Below is how the above Outcomes would be displayed in the CCF Carbon Tool.

When developing your application, we suggest that you work out what you want to achieve from the project, then work out the activities you want to deliver to achieve this. You should then complete the relevant section(s) of the Carbon Tool and then describe this in more detail in the tables of Section 2.5 of the Application Form.

You should use the figure in the Estimated carbon savings column as your target in your project's Outcomes, as this is the savings figure you will measure against during the project funding period. The Lifetime savings column estimates the likely savings beyond the end of the project, assuming the impact of the project lasts after the end of the funding period.

Outcome	Carbon reduction activity	Unit of activity	How many?	Estimated weekly mileage	Estimated reduction (%)	Estimated carbon savings (tCO <sub>2</sub> e/year)	Lifetime savings (tCO <sub>2</sub> e)
Reduce travel by private car	Reduce car journeys by switching journeys to cycling	Individuals	90	15	40%	10.14	30.41
Reduce travel by private car	Reduce car journeys by switching journeys to walking	Individuals	10	15	40%	1.13	3.38
Reduce carbon intensity of car travel	Promote car sharing	Individuals	20	40	40%	3.00	9.01
					<b>Total</b>	<b>14.3</b>	<b>43</b>

In the above example, the three 'outcomes' listed in the Carbon Tool are listed as two outcomes in the application form.

This has been done because the first two outcomes are closely linked together as they both involve the journey to and from school. The third one relates to a different type of journey and so the group have decided to monitor this separately.

When filling in the Carbon Tool for Travel projects you will need to have at least a rough idea of what participants' weekly mileage is. Make sure you have either consulted with your community or have some reliable data you can use for this. You can explain this in section 3.2 of the application.

Travel projects may also concentrate on providing fuel efficient driver training to decrease people's fuel consumption over the same distance travelled. For these projects, you will need to measure before and after consumption rates and make sure some form of ongoing data is recorded to show that the behaviours are sticking with the participants in the longer term.

If you want to put any notes in the Carbon Tool, there is an extra column on the right of the table to put these.

There will also be an opportunity in Section 3.2 to describe how you have gathered the data you have used to complete the Carbon Tool, and to detail how you will limit any potential impacts on the environment from the delivery of your project. For Travel projects this could include things like monitoring the travel methods used by project staff to give support to participants at the school.

More guidance on how to complete the Application Form and CCF Carbon Tool can be found in the Application Guidance Notes and the CCF Carbon Tool itself, or alternatively you can get in touch with your CCF Development Officer.