

# Climate Challenge Fund Ideas Bank

## Project Template Form and Guidance Notes for Proposing Organisations

## Introduction and Context

To help extend the reach and increase the impact of the Climate Challenge Fund (CCF) Keep Scotland Beautiful (KSB) is reopening the CCF Ideas Bank which will contain templates of eligible projects which community groups can use to prepare an application to the CCF.

The templates will be prepared and submitted to KSB by Proposing Organisations and assessed for compliance with CCF criteria before inclusion in the Ideas Bank.

The assumption will be that the community group will apply in partnership with the Proposing Organisation. The community group will be able to pay the Proposing Organisation to provide the identified support and resources within a maximum proportion of the overall project budget<sup>1</sup>.

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<sup>1</sup> There should be no more than 49% of the funding going to the proposing organisation. This is open for discussion but has been proposed to ensure that the community will not be the passive recipient of services and activities which the proposing organisation delivers to the community.

## CCF Ideas Bank Description

The CCF Ideas Bank will:

- Be open to organisations operating in Scotland, which could include NGOs, local authorities, businesses or community-based organisations. These are the ‘Proposing Organisations’;
- Contain Project Idea Templates<sup>2</sup> which meet three of the four CCF Criteria – measurable and realistic reduction in CO<sub>2</sub>e emissions and a lasting legacy in the community beyond the funded period. The fourth CCF criteria – community leading - will be met at the application stage which will require the submission of a Partnership Agreement between the Proposing Organisation and the Community Organisation.

The Ideas Bank will be accessible through the CCF website, [www.climatechallengefund.org](http://www.climatechallengefund.org), and be promoted through the marketing strategy to potential applicants across Scotland.

Applications which arise out of the CCF Ideas Bank should:

- Be submitted by the community group in partnership with the Proposing Organisation;
- Be the result of negotiation between the community group and the Proposing Organisation;
- Include a Partnership Agreement between the parties outlining the responsibilities and input of both (this will help overcome the need for getting competitive quotes). KSB will provide a Partnership Agreement template;
- The partnership agreement should also include a description of how the Proposing Organisation will increase the community group’s capacity for action and create a sustainable legacy in the community at the end of the funded period;
- Be submitted on the current CCF application form and follow the Application Guidance.

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<sup>2</sup> The Ideas Bank will only contain eligible projects. Additional resources and services which organisations can provide can be promoted (if appropriate) through signposting in the CCF website resources and through other social media

## Project Ideas Process

1. Proposing Organisation submits completed Project Idea Template to CCF – Project Idea Template, Guidance Notes and FAQ available on website.
2. Project Idea is assessed for eligibility against CCF criteria by KSB.
3. If eligible, Project Idea posted to the Ideas Bank on CCF website and promoted through CCF marketing and enquiries.
4. If a community group is interested in a Project Idea, they contact the Proposing Organisation to begin development. DOs will signpost potential applicants to the Ideas Bank if appropriate.
5. Once a community group has identified a Project Idea that it would like to develop into a CCF application they should email KSB identifying which Project Idea they wish to develop along with a copy of their organisation's constitution.
6. KSB will check the applicant's eligibility and if eligible send an application form and guidance documents to them along with the Partnership Agreement template.
7. The applicant then submits their application form, Partnership Agreement and supporting documents to KSB in time for the [publicised Grant Panel submission deadlines](#).
8. KSB will assess and present the application to the Independent CCF Grants Panel along with other CCF applications.

**Template for Project Idea** (please use attached Guidance Notes to Complete this form)

1. Name of Proposing Organisation	Community Energy Scotland
2. Contact details	67A Castle Street, Inverness, IV2 3DU Email <a href="mailto:info@communityenergyscotland.org.uk">info@communityenergyscotland.org.uk</a> Web address <a href="http://www.communityenergyscotland.org.uk">www.communityenergyscotland.org.uk</a>
3. Named individual which community groups can contact for further information about the project proposal.	Name Gillian Wilson Job Title Head of Development Direct dial number 07717 156 414 Email <a href="mailto:Gillian.wilson@communityenergyscotland.org.uk">Gillian.wilson@communityenergyscotland.org.uk</a>
4. Geographical focus of project idea	Scotland wide, welcoming projects in rural areas and islands in particular, though other projects are also welcome.

<p>5. Outline of Project Idea – (500 word limit)</p> <p>This Ideas Bank will support and network community-led transport-related projects that aim to reduce carbon emissions through use of e-bikes and/or electric vehicles (EVs). These projects could include those encouraging take up of EVs, community ownership of EV charging facilities and development of low carbon travel information for climate literacy.</p> <p>Participating community projects might typically work with their local communities to do some or all of:</p> <ul style="list-style-type: none"> <li>a) building awareness and engagement in active travel through the use of bikes, including e-bikes where appropriate, through information provision, promotional events, provision of bike facilities including secure charge points for e-bikes, cycle training (including e-bikes)</li> <li>b) building awareness about and encouraging the use and purchase of electric vehicles (EVs), by individuals, community groups or local business personnel. This could be done through providing information on vehicle options, running training events on EVs and opportunities to try out driving an EV, working with local garages and car sales organisations to encourage them to engage with EV sales and repairs, as well as supporting the setting up car clubs with electric vehicles.</li> <li>c) setting up community-owned or managed EV charge points, including developing tariff systems to ensure sustainability.</li> <li>d) complementing and strengthening existing local transport services (including community transport), especially those that serve a broad community base.</li> </ul> <p>The Ideas Bank will focus on supporting communities that have one or more of the following</p>
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characteristics: limited public transport, high fuel costs, high proportion of low-income families, and/or significant distances to travel and so find it hard, or difficult to afford, to reduce their transport carbon footprint.

The project will increase each participating community group's capacity to deliver change locally by:

- Providing a centralised source of information and expertise which can be used by local communities on the following: setting up bike and car clubs, including template processes and policies that can be tailored to local needs; options for EVs and e-bikes; ideas for community engagement on e-bikes and EVs; future proofing purchases of EVs and related equipment to enable EVs to be part of the smart electricity grid and generate income streams through grid services, further building income for the community.
- Joint procurement of EVs/e-bikes; advice on procuring EV charge point equipment; developing business model for charging points
- Advice on how to link / develop renewable energy sources to EV charging facilities.
- Networking Development Officers in each project; providing four training sessions: e-bikes and EVs operation; sources of maintenance information and services; developing training events for the community. These sessions will enable DOs to share ideas and successes, and discuss problems that arise.
- Support for the development of EV car clubs or EV car owners' networks

CES's work will also build longer term sustainability in the community after the project through:

- Set up of community networking mechanisms to continue their mutual support
- Training on EV use will result in locally available expertise in each community to enable troubleshooting
- Financial modelling support for EV charging that includes maintenance and repair costs and money to coordinate the club long term

6. Fit with CCF Criteria – (500 word limit) How will the project support communities to address climate change? How will the project deliver a realistic and measurable reduction in CO<sub>2</sub>e emissions and leave a legacy for the communities after the funded period?

The project will help participating community projects to address climate change by increasing the climate literacy of their community members and by encouraging and facilitating the reduction of fossil-fuel car use through more journeys being done by bike/e-bike or by renewable energy-charged electric vehicles. This will result in a reduction in CO<sub>2</sub> emissions.

The communities supported will mostly have limited public transport, long distances to travel and/or difficulty in accessing transport to services including schools, shops, health or leisure centres. Many low-income communities will lack resources to buy EVs. With limited public transport many people travel by car and have high transport related carbon footprints. This project will help reduce CO<sub>2</sub> by provide information, equipment, advice on community events and training sessions to encourage reduction in car use, change to EV use and shorter journeys by bike/ebike use. Some communities involved would have a source of renewable electricity or be able to

develop a renewable energy supply for charging the EVs used by the community.

The project will measure this reduction in CO<sub>2</sub> emissions through enabling participating communities to use templates to track the following:

- Through surveys and feedback at public events, establishing accurate baselines of climate literacy and of CO<sub>2</sub> usage from car and local transport journeys at the start of the project, including main types of regular journeys vehicles are used for (distance and purpose)
- Once the EVs have been bought, community transport or car clubs set up and e-bikes made available: use quarterly surveys to track indicators (carbon literacy, numbers of journeys by vehicle, purposes of journey, length of journeys) to measure increased awareness and commitment to reducing carbon footprint, reduction in vehicle journeys, reductions in distances travelled by car / increases in active journeys, the types of active journeys, the types of journeys that are typically still done by car, resulting cuts in CO<sub>2</sub> emissions
- Numbers of people signed up for the car clubs or community transport and what journeys they intend to use them for, level of car club use
- The numbers of people using e-bikes and journeys they have used them for
- This data will be used both locally and collectively to analyse what journeys have typically been decarbonised and those still done by car. This will help inform future planning to encourage de-carbonising of people's journeys, both by the community but could also be fed into the local authority / other providers of public transport options for the future to further enable reductions in car use.

The legacy for the communities:

- Development Officers confident in working on decarbonising transport (through e-bike / EV schemes and car shares), and better able to continue to build engagement locally
- A relevant ongoing online reference resource.
- More local EV owners and EV owners' networks set up, which will enable people locally to continue to network and encourage more members to purchase EVs and join.
- Local garages well briefed on EVs and e-bikes and knowledgeable about access to EV related training and second-hand EV car sourcing etc.

7. Previous work with communities – short summary (500 word limit) of any previous experience of, or proposed activity for, providing project support to community organisations

CES has worked with over 1000 communities across Scotland both in rural and urban settings over the last 10 years, successfully supporting them to plan for and deliver renewable energy and energy efficiency/energy saving projects. During this time we have supported the setting up of over 600 installations resulting in 37MW of community owned renewable energy generation that has led to local financial returns of £5m per annum.

In this work, we have experience both of working one-to-one with communities as well as bringing

organizations together in consortia some of which have been collective community group consortia, such as the CCF related Community Powerdown project, and others have been partnerships with local authorities, businesses and academic institutions.

We have experience of both doing the following activities directly and of training or facilitating communities to do the following themselves: running community consultations and local planning of energy projects; project management and reporting; renewable energy or energy project related technology procurement, testing and use; financial and business modelling for projects to ensure long term financial viability; setting up project monitoring and evaluation frameworks and tracking systems; ensuring legal and regulatory compliance for energy projects.

Specifically relating to work on decarbonising transport options, we have previously worked with communities to support their installation of electric charging points for cars, do feasibility studies on levels of demand and potential use of EVs by community members and doing financial modelling to test viability for communities to provide charging points and set up EV clubs.

The Ideas Bank in 2017-18 supported an innovative project 'Uist in Motion' with a focus on EV cars and EV charging facilities on the Uists, which has now started and which we can then learn further from for this second phase of the Ideas Bank.

For this project we will be taking an active facilitating role to support participating community organisations and their Development Officers to drive their own work locally while benefiting from access to useful information and templates, sharing of experience / learning from other communities and tailored local advice and support to each Development Officer.

Both during and after this project we want to grow our support for communities to decarbonise their travel and build low carbon transport options into wider local energy planning approaches, so that de-carbonised transport becomes an integral part of their local energy economy.

CES's continued focus will be on supporting communities to understand how to build low carbon economies locally and to achieve them, to having more influence and control over their energy options – building more energy democracy. Projects like these are an important way of helping to deliver this.

#### 8. Other Support and Resources – (500 word limit)

Both during the project period and on an ongoing basis, CES could also provide updated information on decarbonising travel in their community. This would be through:

- offering sign up to our regular monthly members' information bulletin;
- invitations to community conferences annually where they can meet other communities and potential specialist partners (businesses, academics, local and national government contacts, etc)

- examples of [innovative projects](#) that we are partnering on that include ideas for using hydrogen for transport or doing local energy economies work more widely
- support with looking for funds to carry out feasibility studies and other initiatives, on decarbonising travel.

## Guidance Notes

**Proposing Organisation** - The Proposing Organisation is the body which is submitting the project idea to the CCF Ideas Bank. This can be an NGO, a national or local charity, a local authority, a community based organisation, an umbrella organisation or federation of organisations – this is an indicative, not comprehensive list. The Ideas Bank aims to open up the CCF process to enable previously ineligible bodies to contribute ideas and expertise to grass roots communities to enable them to take action on climate change. In general, Proposing Organisations should be not-for-profit bodies.

**Community Group** – The CCF criteria for a community-led project is that those who are the target for the project activities (i.e. the individuals and households who will be the recipients of the awareness raising and behaviour change activities) should be involved in the design of the project at the development stage, and in the management of the project if successfully funded. A project which is delivered to, or imposed upon, the community from an external body would not meet the CCF community criteria.

**Partnership Agreement** – The unique element of the Ideas Bank applications is that a Partnership Agreement between the community group and the Proposing Organisation and must be agreed and submitted with the application form. This is a vital element of the application and will evidence the relationship between the organisations involved and the sharing of project implementation. Guidelines for the Partnership Agreement will be provided with the full CCF Application Form, but the main aim of the Partnership Agreement is to encourage the two parties to discuss and plan their respective roles, responsibilities and division of actions/project resources at the application stage. A Partnership Agreement will demonstrate to the CCF Team and CCF Panel the commitment of both parties to the success of the project, and will be used as a monitoring and assessment tool during project delivery.

## Guidance Notes

### 1 & 2 Details of Proposing Organisation - Name and contact details of the organisation

3. Please include a **named individual** who is familiar with the Project Idea and can be contacted by community groups who are interested. If this named individual is only available at certain times, please include this information.

4. **Geographical Focus** – if the organisation only works in a certain area (e.g. a local authority area) please ensure this is identified here. If the Project Idea could be delivered anywhere in Scotland, make it obvious here too.

5. **Outline of proposed CCF Project Idea** – this should be a brief outline (500-word limit) which explains the main focus of the project, what the key outcomes could be for the community and examples of the types of activity that would be part of the project. The aim of this description is to sell the idea of the project to the community group and help them to decide if it is something they would like to take on. There will be further information available through contact with the organisation and negotiation of a partnership agreement, but there should not be any detail in this description which the organisation would not be willing to share with the general public – this will hopefully assure you (the Proposing Organisation) that intellectual copyright will be maintained.

6. **Relation to CCF Criteria** – brief (500 word) description of how the project will support community action on climate change, what the CO<sub>2</sub>e impacts will be in the community, how the communities 'climate literacy' will be increased by the project as well as what legacy will be left behind after the funded period. This section is to enable the CCF Team to assess the project for inclusion in the Ideas Bank, and to ensure that the Proposing Organisation is both familiar with and committed to the overall objective of the CCF.

7. **Outline of experience of working with groups at a community level** – the Proposing Organisation should include an outline of how they would ensure community engagement and a sample of what they would include in a partnership agreement. This is especially the case if they have no previous experience of community based action.

8. **Other Support and Resources available** – Additional resources that the Proposing Organisation could provide in the way of support, resources, experience, etc. This could be identified through a link to the Proposing Organisation's own website, where further information about both the Project Idea and other resources could be provided.

## Submitting your CCF Ideas Bank Template Idea

Please email your completed template to [ccfenquiries@keepscotlandbeautiful.org](mailto:ccfenquiries@keepscotlandbeautiful.org)

The CCF team will assess your template against the CCF criteria and advise you if it is eligible for inclusion in the Ideas Bank.

## Further Questions

If you have any further queries, you can contact us by phone 01786 47133 or by email [ccfenquiries@keepscotlandbeautiful.org](mailto:ccfenquiries@keepscotlandbeautiful.org)