



**For office use only**

<b>Project reference number</b>	
<b>Date received</b>	
<b>JCCF</b>	
<b>Mixed</b>	
<b>Panel</b>	

# Climate Challenge Fund

## Application Form

<b>Applicant Organisation</b> from Q1.1	Transition Black Isle		
<b>Project Name</b> from Q2.1	Black Isle Travel		
<b>Length of project</b>	3 years	<b>Project Start Date</b>	01/03/12
<b>CO<sub>2</sub>e reduced</b> from Q2.6	374 tonnes	<b>Total CCF grant applied for</b>	£194,741.47

Before completing this form you should read through the Guidance Notes which give detailed information and guidance for each section of the form. Please email the completed the form to the Climate Challenge Fund (CCF) Team at:

**Email:** [ccf@ksbscotland.org.uk](mailto:ccf@ksbscotland.org.uk)

If you are having problems with scanned signatures, please post or fax a hard copy of sections 5 and 6.1 to

**Post:** Climate Challenge Fund, Keep Scotland Beautiful,  
Wallace House, 17-21 Maxwell Place, Stirling,  
FK8 1JU

**Fax:** 01786 464611

If you require these documents in alternative formats, other community languages or in large print, please contact a member of the Climate Challenge Fund Team on 01786 468779.

## 1.0 ABOUT YOUR ORGANISATION

### 1.1 ORGANISATION NAME

Transition Black Isle

### 1.2 CONTACT DETAILS

<b>Main Project Contact:</b>	Martin Sherring
<b>Position:</b>	Treasurer
<b>Address 1:</b>	Stoneybank
<b>Address 2:</b>	Culbokie
<b>Address 3:</b>	Dingwall
<b>Postcode:</b>	IV7 8JH
<b>Telephone:</b>	01349 877822
<b>Email:</b>	<a href="mailto:martin@pennyandmartin.co.uk">martin@pennyandmartin.co.uk</a>
<b>2<sup>nd</sup> Project Contact:</b>	Wendy Price
<b>Position:</b>	Director
<b>Address 1:</b>	Pollbreac
<b>Address 2:</b>	North Kessock
<b>Address 3:</b>	Inverness
<b>Postcode:</b>	IV1 3XQ
<b>Telephone:</b>	01463 731572
<b>Email:</b>	maps@wendymap.co.uk

**1.3 ORGANISATIONAL STATUS** Please tick the box(es) below which describes the status of your organisation. Please see Guidance Note 1.3 for more information about these organisations

Community Council	<input type="checkbox"/>	Industrial & Provident Society	<input type="checkbox"/>
Community Interest Company	<input type="checkbox"/>	Locally managed housing association	<input type="checkbox"/>
Company Limited by Guarantee	<input checked="" type="checkbox"/>	Registered Charity	<input checked="" type="checkbox"/>
Constituted Group / Voluntary Association	<input type="checkbox"/>	School	<input type="checkbox"/>
Development Trust	<input type="checkbox"/>	Scottish Charitable Incorporated Organisation	<input type="checkbox"/>
Faith Group	<input type="checkbox"/>	Other (please state below)	<input type="checkbox"/>

Please attach a copy of your current constitution, Memorandum & Articles or other governing documents. If your organisation is a Registered Charity or SCIO, please provide your Scottish Charity Number.

SC042309

If you are not yet constituted, please speak to us about your plans for formalising your organisation. We can provide a range of support to help you. You can apply to us without a constitution, but if you are successful, we cannot pay out any funding until your organisation is formally constituted – see section 1.3 of the Guidance Note.

#### **1.4 BACKGROUND OF APPLICANT ORGANISATION**

**Please provide background information about your organisation.** Refer to 1.4 in the Guidance Notes for further information on the level of detail which is required.

Transition Black Isle (“TBI”) was formed in February 2009 and recently transferred its activities to a company limited by guarantee. The new company is also a registered charity.

The group has been successful in bids to the Climate Challenge Fund in both 2009/10 and 2010/11 (projects CCF 501 and CCF 727 respectively).

Membership is open to anyone who either lives or operates on the Black Isle (the peninsula between the Cromarty and Beaulie Firths) and agrees with our objectives, which are:

- (a) to raise awareness of the issues associated with the twin challenges of Peak Oil and Climate Change and the consequent need to develop a low carbon, sustainable future through ethical, social, cultural, economic, environmental and community action;
- (b) to promote, encourage and support the development of education and research concerning areas affected by resource depletion;
- (c) to support and encourage local action on Peak Oil and Climate Change.

There is an associate member category, open to those who wish to support the group but don't live or operate on the Black Isle, and a junior member category for those under 16.

TBI is managed by an admin. group, who are all directors of the company. The members of the admin group have a broad range of expertise, including finance and business, community and rural development, graphic design, academic research, participatory appraisal, health work, charity and local authority work. Subgroups on food, energy and communications are responsible for the day to day planning and implementation of projects. The admin group will take overall responsibility for this project, but day-to-day control will be delegated to a smaller working group.

TBI's current activities include the continuation of projects started with grant assistance from CCF (community gardens, smart meter loan scheme, web site management etc). In addition, the group runs monthly community markets at North Kessock and Cromarty, is about to organise a trial market at Avoch, and continues to organise regular film evenings and talks. With funding from HIE the group is also currently running a series of village-based Transition awareness events linked to the launch of new promotional leaflets.

**Web site – if available**

**[www.transitionblackisle.org](http://www.transitionblackisle.org)**



## 2.0 ABOUT YOUR PROJECT

**2.1 PROJECT NAME - This is the name we will use in award announcements and on our website**

**Black Isle Travel**

**2.2 PRESS RELEASE - please provide 2 sentences which describe your project – what you will be doing, who will be doing it, where, and what will it lead to.**

This will be used in any press releases from the Scottish Government, and on the CCF website to describe your project.

Transition Black Isle is working locally to enable communities to adjust to the challenges people will face as energy becomes scarce and the impacts of climate change begin to bite. Through this project Transition Black Isle aims to cut car travel by local residents by 1 million miles per year by promoting more sustainable alternatives including cycling, walking, lift-share and public transport.

**2.3 PROJECT DESCRIPTION - short description (max 500 words)** You should use this short narrative to give an overall picture of your big idea. You may wish to come back and write this section after you have completed the rest of the application. Please read section 2.3 of the Guidance Notes for what should be included here.

### **Aim**

We aim to reduce Black Isle residents' car travel by 1%, equivalent to almost 1 million miles per year, by promoting sustainable alternatives.

### **Outline**

Research shows that travel behaviour is particularly entrenched and we therefore propose to run the project over three years. Intense publicity will be generated by personal contact with residents, community events, press coverage and physical resources. We will focus on three sustainable transport options: lift sharing, cycling and public transport. In the first year of the project we will concentrate on three Black Isle villages, and from this experience we will develop a programme to be run across the whole Black Isle in the following two years.

### **Lift Share**

We will work with Highlands and Islands Transport Partnership (HITRANS) to bring a tailored car-share web interface to Black Isle communities, to be developed from their existing website, ifyoucareshare.com, which is mainly geared towards employers. Uptake will be promoted by means of a high profile launch, publicity campaign, and personal contact with users and local organisations.

### **Cycling**

Studies in Scotland show that the principal barrier to cycling is the perception that it is unsafe (e.g. Cycling Charter for Fife, Chapter 3, page 7). Our main strategy will therefore be a range of community cycle events and training to provide the skills and confidence to cycle safely on the existing road and cycle network.

We will arrange training for a team of community cycling trainers, who will then run events such as accompanied bike rides, training in safe cycling and bicycle

maintenance as well as bike and accessory demos and sales. Some of these events will be organised in conjunction with local schools, others will be more widely available.

### **Public Transport**

We will undertake trials of improved bus timetable information tailored towards popular journeys in target communities. We will also promote the use of public transport in conjunction with other travel modes, e.g. through park-and-ride, and bike racks at bus stops.

### **Sustainable transport events**

In addition to the specific work on lift-sharing, cycling, and public transport, we will also organise a number of events (film nights, debates, competitions etc) aimed at promoting sustainable travel more widely as a lifestyle choice.

### **Physical resources**

Although most of our work will focus on changing behaviours and attitudes, we will work with HITRANS and Highland Council to install bike racks at key bus stops. We will gather the views of cyclists and walkers to develop an Active Travel Map of the Black Isle, which will be made available both on-line and in a printed version. We will also lobby Highland Council to improve dangerous stretches of roads or tracks which we identify as constraining the active travel network.

### **Survey**

We will quantify the impact of the project by conducting definitive surveys at the start and end of the project. We will also recruit a proportion of the survey respondents to give feedback about their changing travel habits at intervals during the project.

**2.4 PROJECT COMMUNITY – Please describe how the project community has been engaged in the development of this project and how they will be involved in delivering the project if funded.**

**Also, in this box, please define the boundaries of your community, for example by postcodes or street, or the specific groups you are working with (children, older people, etc.)** See section 2.4 of the Guidance Notes for further information to help you fill in this section.

The Black Isle is the area bounded by the Cromarty and Beaully Firths to the north, south and east, and to the west extending to the western edges of the settlements of Conon Bridge and Muir of Ord. Typically for a rural area, bus services on the Black Isle are limited, and the only railway station is at Muir of Ord, at the extreme west of the peninsula, so residents rely heavily on private cars.

The population is concentrated in 8 villages with populations between approximately 1,000 and 2,500 each, with a scatter of rural dwellings in between – all now heavily dependent on services in Inverness and Dingwall, typically accessed by the Kessock Bridge to Inverness and the Cromarty Bridge to Dingwall.

There has been increasing community interest in sustainable transport options, particularly since both the Kessock and Cromarty Bridges will undergo major repairs during the project period, leading to lane closures and substantial delays. In October 2011 we organised a meeting of residents of one of the most affected Black Isle villages, North Kessock, and some of the attendees suggested various activities to encourage people to leave their cars at home. In view of the enthusiasm at this meeting, some of the members who had been present developed an outline project plan and circulated this to the TBI membership. TBI had for some time been seeking

an opening for a sustainable transport project so it was enthusiastically received by members .

We have discussed aspects of the project with local health centres and schools and have found them all to be supportive. We therefore anticipate the project being overseen by a small group of interested volunteers from the area, and events to be organised in conjunction with schools, health centres and other local groups. Wherever possible we will use the services of local volunteers (e.g. to carry out surveys, to lead events, etc.).

TBI already has an Energy Working Group, which will initially oversee this project with assistance from the Communications Group. In addition to the working group members, a number of others have expressed an interest in helping with the project, and from previous experience we anticipate additional volunteers coming forward once the project is launched. We expect this to lead to the formation of a specific project working group during the first year of the project. This new group would then oversee the project.

**2.5 JUNIOR CLIMATE CHALLENGE FUND - Is your project specifically targeting young people under 18?** Section 2.5 in the Guidance Notes has further information about the Junior Climate Challenge Fund.

**Yes**  **No**

If 'Yes', what percentage of your project funding is targeting young people?

%

If your project has a proportion of young people as the target, please split your spend in 3.1, the Project Finance Tables.

**2.6 PROJECT PLANNING TEMPLATE** Please use this grid to identify your project's key outcomes, up to a maximum of six. Your first outcome should state how much CO<sub>2</sub>e your project will aim to reduce, and how this will be done. Subsequent outcomes should be about the social, economic and environmental changes your project will make in your community. Complete each box in the grid for each of your outcomes. **There is further advice on completing this grid, including worked examples, in section 2.6 of the Guidance Note.**

<p><b>Outcome</b>  <i>Your outcomes are the changes that your project will make. An outcome describes <b>what</b> is changing, <b>how</b> it is changing and <b>who</b> is changing</i></p>	<p><b>Need / Baseline</b>  <i>Tell us about the starting point for this outcome – your current CO<sub>2</sub>e emissions, the existing awareness in your community – and how you have identified this</i></p>	<p><b>Activities / Outputs</b>  <i>List the activities that you are planning to use to deliver the outcome. and give some sense of scale (how many, how often, how much)</i></p>	<p><b>Monitoring &amp; Evaluation Indicators</b>  <i>List the indicators you have chosen to measure the change(s) your project is making? Tell us how you will be collecting information about these indicators.</i></p>
<p><b>CO<sub>2</sub>e Outcome(s)</b></p> <p>Reduce emissions by 207 tonnes CO<sub>2</sub>e per year by the third year of the project, through shared car journeys, more use of public transport, and walking or cycling for shorter journeys</p>	<p>The 2001 census showed that 59% of people in the Black Isle commuted by driving, compared with 50% for Scotland as a whole.</p> <p>A survey by North Howe Transition Toun suggested average annual household car mileage of around 15,000</p> <p>We will survey Black Isle residents to obtain more accurate information on current travel patterns and the barriers to changing to more sustainable methods</p>	<p>Run one “Cycle Trainer” course (offered by Cycling Scotland) in each year of the project, to enable attendees to offer training in bike maintenance and cycling in towns and on rural roads safely. Each course can accommodate up to 8 trainees.</p> <p>Arrange a programme of 5 cycling events to be run by the new trainers. These will include accompanied cycle tours and bike maintenance sessions. The programme will be run in each of 3 villages in year one (15 events), and in 5 villages in each of the two</p>	<p>The overall indicator is CO<sub>2</sub>e emissions from travel.</p> <p>We will survey residents at the end of the three years to assess behaviour changes.</p> <p>We will ask respondents to the baseline survey if they are prepared to be contacted again at the end of years 1 and 2, and will collect travel pattern data from a selection of these in order to monitor progress during the project.</p> <p>We will monitor numbers attending events, and, where appropriate, collect evaluation forms in order to assess the popularity of specific</p>

<b>Outcome</b> <i>Your outcomes are the changes that your project will make. An outcome describes <b>what</b> is changing, <b>how</b> it is changing and <b>who</b> is changing</i>	<b>Need / Baseline</b> <i>Tell us about the starting point for this outcome – your current CO<sub>2</sub>e emissions, the existing awareness in your community – and how you have identified this</i>	<b>Activities / Outputs</b> <i>List the activities that you are planning to use to deliver the outcome. and give some sense of scale (how many, how often, how much)</i>	<b>Monitoring &amp; Evaluation Indicators</b> <i>List the indicators you have chosen to measure the change(s) your project is making? Tell us how you will be collecting information about these indicators.</i>
		<p>following years.</p> <p>Organise cycle activities in 3 schools in year 1, increasing to 6 schools in years 2 and 3.</p> <p>Organise cycling programmes to be included in the Fortrose Leisure Centre play-schools during the summer and Easter holidays. One 3 sessions at Easter and 10 sessions in the summer.</p> <p>Recruit and train volunteers to promote sustainable travel at community level. 6 volunteers in year 1, increasing to 10 in years 2 and 3.</p> <p>In year 1, have 2 events in each of 3 villages to encourage sustainable travel. In subsequent years run 10 events each year across the Black Isle.</p> <p>Improve the existing “if you</p>	<p>events and refine future ones. Where possible this information will be quantitative, but in some cases (for instance attendance at market stalls) it may be impractical to count numbers of enquiries, and qualitative feedback will be sought.</p> <p>The success of the lift-share website will be monitored by reports of numbers of hits and numbers of successful matches.</p> <p>The use of the new bike racks will be monitored by random checks to see if they are being used.</p> <p>We will attempt to obtain and monitor statistics for the use of public transport, although initial feedback has been that the information is confidential.</p> <p>Where we have developed improved timetable information, we will trial it with a limited number of volunteers to get feedback before</p>

<b>Outcome</b> <i>Your outcomes are the changes that your project will make. An outcome describes <b>what</b> is changing, <b>how</b> it is changing and <b>who</b> is changing</i>	<b>Need / Baseline</b> <i>Tell us about the starting point for this outcome – your current CO<sub>2</sub>e emissions, the existing awareness in your community – and how you have identified this</i>	<b>Activities / Outputs</b> <i>List the activities that you are planning to use to deliver the outcome. and give some sense of scale (how many, how often, how much)</i>	<b>Monitoring &amp; Evaluation Indicators</b> <i>List the indicators you have chosen to measure the change(s) your project is making? Tell us how you will be collecting information about these indicators.</i>
		<p>care share” website in consultation with HITRANS.</p> <p>Run a major marketing campaign to promote liftsharing. This will include a launch of the new website at a sustainable travel fair, promotion to existing Black Isle groups and employers, local press coverage supported by advertising and the distribution of leaflets.</p> <p>Take stalls at the monthly community markets to offer advice on sustainable travel. One market per month in year one, three/ month in years two and three.</p> <p>Attend other existing local events to promote sustainable travel.</p> <p>Prepare trial public transport route information for popular</p>	<p>a full launch.</p>

<b>Outcome</b> <i>Your outcomes are the changes that your project will make. An outcome describes <b>what</b> is changing, <b>how</b> it is changing and <b>who</b> is changing</i>	<b>Need / Baseline</b> <i>Tell us about the starting point for this outcome – your current CO<sub>2</sub>e emissions, the existing awareness in your community – and how you have identified this</i>	<b>Activities / Outputs</b> <i>List the activities that you are planning to use to deliver the outcome. and give some sense of scale (how many, how often, how much)</i>	<b>Monitoring &amp; Evaluation Indicators</b> <i>List the indicators you have chosen to measure the change(s) your project is making? Tell us how you will be collecting information about these indicators.</i>
		<p>routes.</p> <p>Identify sites for 6 new bike racks at strategic bus stops, and arrange for their installation.</p> <p>Run a contest, based on participants keeping a travel diary, to encourage residents to use sustainable travel methods.</p> <p>Map active travel routes on the Black Isle. As the project progresses routes will be recorded on a web-based system, with a hard copy map being produced in the latter stages.</p>	
<b>Community Outcome(s)</b> <b>Maintenance work on Kessock Bridge made less disruptive</b> Reduce traffic congestion on the Kessock Bridge.	Commuters are aware of the bridge congestion and leave for work in anticipation of a 10 min delay to get over the bridge. Evidence of this has been gained	All activities above will contribute to reduced congestion.	Bridge traffic data will be obtained from Transport Scotland.

<b>Outcome</b> <i>Your outcomes are the changes that your project will make. An outcome describes <b>what</b> is changing, <b>how</b> it is changing and <b>who</b> is changing</i>	<b>Need / Baseline</b> <i>Tell us about the starting point for this outcome – your current CO<sub>2</sub>e emissions, the existing awareness in your community – and how you have identified this</i>	<b>Activities / Outputs</b> <i>List the activities that you are planning to use to deliver the outcome. and give some sense of scale (how many, how often, how much)</i>	<b>Monitoring &amp; Evaluation Indicators</b> <i>List the indicators you have chosen to measure the change(s) your project is making? Tell us how you will be collecting information about these indicators.</i>
	<p>at community meetings and markets</p> <p>Start up survey will provide baseline information</p>		
<b>Health</b> <p>Improve fitness and health of communities through more cycling and walking</p>	<p>The Highlands has a significant percent of the population with weight problems (64% all adults overweight and 25% obese - Scottish Health Survey 2003)</p> <p>There is a strong negative correlation between child obesity and cycling activity (see Cycling Charter for Fife, Chapter 3)</p> <p>Feedback from GPs in the area has identified a need for gentle cycling as exercise for arthritis sufferers and others with limited mobility</p>	<p>As part of the village and school events held, stress the fitness benefits of active travel (walking and cycling).</p> <p>Include in the programme of cycling events at least two accompanied trips suitable for those who are unfit. Promote these trips via GPs' surgeries in addition to normal methods.</p>	<p>Record participants in active travel events.</p> <p>Use the surveys to quantify increased levels of activity.</p> <p>Record numbers referred to the cycling events from GP surgeries</p> <p>Encourage schools to record how pupils travel to school</p>

<b>Outcome</b> <i>Your outcomes are the changes that your project will make. An outcome describes <b>what</b> is changing, <b>how</b> it is changing and <b>who</b> is changing</i>	<b>Need / Baseline</b> <i>Tell us about the starting point for this outcome – your current CO<sub>2</sub>e emissions, the existing awareness in your community – and how you have identified this</i>	<b>Activities / Outputs</b> <i>List the activities that you are planning to use to deliver the outcome. and give some sense of scale (how many, how often, how much)</i>	<b>Monitoring &amp; Evaluation Indicators</b> <i>List the indicators you have chosen to measure the change(s) your project is making? Tell us how you will be collecting information about these indicators.</i>
<b>Safety</b>  Safety of cyclists will be improved through training, identifying safe routes and reduction in the number of cars on the roads.	Safety has been identified as the main barrier to cycling in discussions with local residents. In particular, several places on the Black Isle are considered dangerous for cycling.  Road casualties 2000 – 2010 on the Black Isle – 1 fatality, 2 serious injury and 8 slight injury from cycling  Evidence from other surveys (e.g. Cycling Charter for Fife, Chapter 3, page 7) consistently identifies safety as the main barrier to cycling.	Run training for trainers to offer training in bike maintenance and cycling in towns and on rural roads safely.  Lobby Highland Council to effect safety improvements where appropriate.  Produce maps showing safe routes for active travel.  Success of other activities will reduce car numbers and improve safety for other road users.	Evaluate events run by trainers, including questions about whether participants' confidence has increased.  Eliminate 'hostile locations'.  Local cycle accident rate – although numbers are too low to be statistically valid, and higher numbers of cyclists may lead to an absolute increase in the number of accidents.  Follow up surveys after 12 and 24 months to see the impact on travel habits and attitudes.

**2.7 CO<sub>2</sub>e CALCULATIONS** Please use this box to give the calculations behind the CO<sub>2</sub>e reductions you are predicting for your project - provide your assumptions, your conversion factors, the lifetimes you are using and your calculations. See section 2.7 of the Guidance Note for detailed information.

Our target is a 1% reduction in car travel by Black Isle residents.

Based on a survey carried out by North Howe Transition Toun, in a similar rural area with low population density, we estimate the average annual car travel per household to be 15,000 miles. In 2001 there were 3,739 households in Ward 10 (which comprises the Black Isle excluding Muir of Ord and Conon Bridge). Between 2006 – 2010 there were an average of 30 house completions per year, i.e. assuming this rate for the whole period from 2001 to 2011, there are 4,039 households in Ward 10 in 2011 (Data from <http://www.highland.gov.uk/yourcouncil/highlandfactsandfigures/ward10-z-wardstats.htm>). Factoring this number up to take account of the population of Muir of Ord and Conon Bridge gives a total of 6,288 households, and therefore 94,320,000 car miles per year. Our target is therefore to reduce car miles by 943,200 per year (which we propose to round to 1 million for publicity purposes). This corresponds to 1,550,000 km.

The reduction in car miles will be offset by an increase in public transport use, lift-sharing, cycling and walking. We have some difficulty with the quoted CO<sub>2</sub>e figures for local bus services – at present these are very poorly used, so even quite a large increase in use would not increase emissions. Nevertheless we have assumed an increase in public transport use of half the reduction in car miles, i.e. 471,600 miles, which we have split evenly between local bus, coach and train. Converting miles to km and inserting the resulting figures in the spreadsheet of CCF recommended CO<sub>2</sub>e conversion factors gives the following:

Topic	Amount	Unit	Conversion Factor	Total GHG emissions (kg CO <sub>2</sub> e)
Average car (unknown fuel)	-1550000	km	0.24156	-374,418
Local bus (not London)	516667	passenger km	0.22128	114,328
Coach	516667	passenger km	0.03641	18,812
National rail	516667	passenger km	0.06464	33,397
			<b>TOTAL</b>	<b>-207,881</b>

We assume 20% of this reduction will be achieved in year 1, 60% in year 2 and 100% in year 3.

This suggests total CO<sub>2e</sub> savings (in kg) for the life of the project of :

Year 1	41,576
Year 2	124,729
Year 3	207,881

Total during the project 374,186 kg = 374 tonnes.

Based on Econometrica's mid-point estimate of three years for the life of behavioural change arising from transport projects, we anticipate the life-time savings will be three times the final year's savings plus the savings made in the first two years, i.e.  $3 \times 207,881 + 124,729 + 41,576$  kg, i.e. 790 tonnes.

We also believe it is likely that attitudes to travel will change more widely as a result of the project, so we would hope to see a reduction in total distances travelled, and also a reduction in travel by air. However, we have not taken this into account in our estimate.



<p>May 2012</p>	<p>Recruit Community Cycling Trainers (CCT's) (2 in each village, one to focus on young people and one to focus on the wider community) who will be given training by Cycling Scotland in community cycle skills.</p> <p>Recruit 6 volunteer 'Green Wheel Heroes' to provide community support to the initiative</p> <p>Liaise with schools, Fortrose Leisure Centre andn other beneficiaries and users (such as GP surgeries, scouts groups etc) to develop support activities for kids of primary and secondary ages including:</p> <ul style="list-style-type: none"> <li>• Bike maintenance classes</li> <li>• Easter and Summer play group activities at Fortrose Leisure Centre (P1 – P7)</li> <li>• Summer school for older kids</li> <li>• Bikeability support</li> </ul> <p>Liaise with Highland Council to update on the project and indicate areas where we will be seeking partnership working.</p> <p>Liaise with local bike shops to assess support they may offer (Bike Doctor stalls, loan of display equipment)</p> <p>Research and source leaflets relevant to Sustainable Travel on the Black Isle. Sources are likely to include Sustrans, Stagecoach and Highland Council.</p> <p>Develop project identity and branding</p> <p>Develop project monitoring system</p> <p>Management and reporting</p>	<p>Advertising cost TPO time for recruitment Each CCT is assumed to have their own bike that meets safety standards We will assist CCT's with bike repair and maintenance Cost of Cycling Scotland training Protective clothing High visibility tabards Induction for CCT's 2 cameras</p> <p>CCT's time</p> <p>TPO, TBI volunteers</p> <p>Design consultant time</p> <p>TPO time, TBI Directors</p> <p>TPO time</p>
-----------------	---	---

<p>June 2012</p>	<p>Liaise with HiTrans and Jambusters (web designers) to initiate work on web based lift share.</p> <p>Plan a series of sustainable transport events to include:</p> <ul style="list-style-type: none"> <li>• Film shows and discussions focusing on transport issues</li> <li>• Specialist speakers</li> <li>• Sustainable transport clinics – group or one-to-one opportunities for discussion</li> <li>• Leave the car at home days</li> </ul> <p>Plan, promote and begin implementation of a programme of indoor and outdoor village based cycling activities. The menu of activities we will trial include:</p> <ul style="list-style-type: none"> <li>• Family cycle events</li> <li>• Bike maintenance for adults</li> <li>• Cycling for fitness</li> <li>• Electric bike outling</li> <li>• Training on safe cycling</li> <li>• Women’s cycling</li> <li>• Stylish cycling (fashion and image preservation)</li> <li>• Health related cycling</li> <li>• Bike and accessories testing and sales</li> </ul> <p>The community events programme will be widely promoted through a publicity campaign using methods that TBI has successfully tested in previous projects.</p> <p>This item will be ongoing until March 2015. Indicative numbers of events are listed in each month. Participants will be encouraged to travel to the events sustainably by bike or using the car share scheme.</p> <p>1 sustainable transport indoor meeting</p> <p>1 adult bike maintenance session</p> <p>Management and reporting</p>	<p>TPO time, TBI Director time</p> <p>Time of TPO and volunteers Venues Speakers Film hire Press contacts Banners Refreshments</p> <p>Time of TPO, Community Cycle Trainers, Heroes and volunteers Viral e-mailing Press releases Hire of venues Posters and leaflets Local advertising where suitable Refreshments Demo equipment purchase, hire and loan – electric bikes, trailer, panniers, lights etc Branded high-visibility tabards Cost of bike maintenance Distribution and collection of evaluation forms after each event</p> <p>PR Consultant Communications Group (Comms Gp)</p> <p>TPO</p> <p>CCT’s</p> <p>TPO</p>
<p>Climate Challenge</p>	<p>Fund application form 2012</p>	<p>18</p>

<p>July 2012</p>	<p>Induction and workshop for volunteer Heroes to provide information and training on the sustainable transport resource base.</p> <p>Publicity and press releases for all events</p> <p>North Kessock Market Stall and Sustainable Transport Clinic</p> <p>3 adult cycle meets</p> <p>Cycling summer play scheme for P1 – P7 at Fortrose Leisure Centre throughout July</p> <p>Cycle events for older kids for summer – a cycling Summer School</p> <p>Management and reporting</p>	<p>Venue hire Speakers</p> <p>PR consultant Communication Group (Comms Gp)</p> <p>Stall cost and Heroes</p> <p>CCT's</p> <p>CCT's</p> <p>CCT's</p> <p>TPO</p>
------------------	--	---

August 2012	<p>Prior to the launch of the Black Isle lift share project, plan a lift-share publicity campaign to dovetail in with events programme promotion above.</p> <p>Attend Black Isle Show to promote project</p> <p>Publicity and press releases for all events</p> <p>1 adult bike maintenance session</p> <p>North Kessock Market Stall and Sustainable Transport Clinic</p> <p>3 adult cycle meets</p> <p>Support Bikeability at primary schools focusing on bike maintenance</p> <p>Management and reporting</p>	<p>PR consultant TPO TBI Directors</p> <p>Stand fee Purchase of Gazebo Helpers entrance fees Volunteers</p> <p>PR consultant Comms Gp</p> <p>CCT's Venue hire Refreshments</p> <p>Stall hire Heroes</p> <p>CCT's</p> <p>CCT's Child protection checks</p> <p>TPO and TBI Board</p>
-------------	--	--

<p>September 2012</p>	<p>Develop new lift share web site</p> <p>Begin preparation of an internet based map of 'sustainable transport options' on the Black Isle and to nearby destinations including links to public transport.</p> <p>As part of this work identify:</p> <ul style="list-style-type: none"> <li>• 'hostile road sections' to be avoided by cyclists</li> <li>• key pinch points where modest investment would unlock new cycling opportunities.</li> <li>• Key opportunities for the installation of modest cycle racks at strategic points such as bus and rail intersections</li> <li>• Potential lift share pick-up points</li> <li>• Key bus and rail routes</li> </ul> <p>Publicity and press releases for all events</p> <p>1 adult bike maintenance session</p> <p>North Kessock Market Stall and Sustainable Transport Clinic</p> <p>1 sustainable transport indoor meeting</p> <p>3 adult cycle meets</p> <p>Management and reporting</p>	<p>Web consultant to develop ifyoucarsshare.com and TBI web site TPO time</p> <p>TPO supported by CCT's, Heroes and TBI volunteers Web development consultant</p> <p>PR consultant Comms Gp</p> <p>CCT's</p> <p>Hire of stand Heroes</p> <p>TPO</p> <p>CCT's</p> <p>TPO</p>
-----------------------	---	---



<p>November 2012</p>	<p>Workshop for Heroes</p> <p>Liaise with Highland Council to review progress and discuss:</p> <ul style="list-style-type: none"> <li>• Joint promotion of sustainable transport</li> <li>• Cycle path improvements</li> <li>• Bike hostile areas</li> <li>• Bike rack locations</li> <li>• Signage</li> <li>• Use of Variable Messaging Signs on the A9</li> </ul> <p>Publicity and press releases for all events and lift share scheme</p> <p>Prepare trial bus route info for 3 selected popular routes</p> <p>North Kessock Market Stall, Sustainable Transport Clinic and promotion of Challenge</p> <p>1 sustainable transport indoor meeting and promotion of Challenge</p> <p>Management and reporting</p>	<p>TPO Venue hire Expert speaker on mentoring Refreshments</p> <p>TPO &amp; TBI Directors</p> <p>PR Consultant/ Comms Gp</p> <p>TPO and Heroes</p> <p>Stall hire Vols and Heroes</p> <p>TPO Venue hire Refreshments</p> <p>TPO</p>
<p>December 2012</p>	<p>Publicity and press releases for all events and lift share</p> <p>North Kessock Market Stall - Sustainable Transport Clinic, promotion of Challenge and other transport initiatives</p> <p>Management and reporting</p>	<p>PR consultant / Comms gp</p> <p>Stall hire Vols and Heroes to man stall</p> <p>TPO</p>

January 2013	<p>Prepare new display material for TBI display boards to promote the work of the project.</p> <p>Publicity and press releases for all events</p> <p>Publicity for lift share scheme</p> <p>North Kessock Market Stall and Sustainable Transport Clinic</p> <p>1 sustainable transport indoor meeting</p> <p>Management and reporting</p>	<p>Design consultant TPO time and volunteer time</p> <p>PR consultant / Comms gp</p> <p>PR Consultant / Comms Gp</p> <p>Stall hire Volunteers and Heroes to man stand</p> <p>Venue hire TPO Heroes Refreshments</p> <p>TPO</p>
February 2013	<p>Review work of the last 12 months including participation statistics, event evaluation reports, reports from the TPO, the cycle trainers and the cycle ambassadors to assess which activities yield the most success in promoting cycling. Begin planning of year 2</p> <p>Publicity and press releases for all events and lift share scheme</p> <p>North Kessock Market Stall and Sustainable Transport Clinic</p> <p>1 course of Bikeability 3 at Fortrose Academy inc bike maintenance ( to run into March)</p> <p>Management and reporting</p>	<p>TPO and TBI Directors</p> <p>PR Consultant/ Comms Gp</p> <p>Stall hire Vols to man stall</p> <p>CCT's</p> <p>TPO</p>

<p>March 2013</p>	<p>Publicity and press releases for all events and lift share scheme</p> <p>North Kessock Market Stall and Sustainable Transport Clinic</p> <p>1 sustainable transport indoor meeting</p> <p>2 kids bike maintenance events for P7</p> <p>Re-survey a selection of respondents to the March 2012 base-line survey to assess behaviour and attitude changes</p> <p>Management and reporting inc year end report</p> <p>Year end celebration</p>	<p>PR Consultant/ Comms Gp</p> <p>Stall hire Volunteers and Heroes to man stand</p> <p>Venue hire and refreshments TPO Speakers</p> <p>CCT's</p> <p>TPO</p> <p>TPO</p> <p>Venue Entertainment Refreshments</p>

<p>1<sup>st</sup> Quarter 2013/14</p>	<p>Roll out of the cycling initiative to the following villages building on past experience:</p> <ul style="list-style-type: none"> <li>• Culbokie</li> <li>• Cromarty</li> <li>• Avoch</li> <li>• Munloch</li> <li>• Conon Bridge</li> </ul> <p>Recruit a further 6 community cycle trainers for training by Cycling Scotland to give a total of 10 in year 2 assuming some drop out.</p> <p>Recruit additional Green Wheel Heroes and run workshop</p> <p>Maintain lift share web site and continue promotion campaign</p> <p>Arrange installation of 3 bike racks in strategic locations</p> <p>Publicity and press releases for all events</p> <p>Develop and launch Travel Diary Challenge</p> <p>9 x Community Market Stall (monthly at North Kessock, Cromarty and Culbokie) plus launch of Travel Diary Challenge at selected market</p> <p>Cycling at Easter Play Scheme for 2 weeks in April for P1 – P7</p> <p>Adult bike maintenance session</p> <p>7 cycle meets across the Black Isle</p> <p>2 indoor transport events</p> <p>Management and reporting</p>	<p>Cost of cycle training</p> <p>Venue, refreshments and speakers</p> <p>PR Consultant</p> <p>Cost of racks and installation</p> <p>PR Consultant/ Comms Gp</p> <p>PR Consultant</p> <p>Cost of market stalls Volunteers to man stalls Refreshments Speaker</p> <p>CCT's</p> <p>Venue hire and refreshments CCT's</p> <p>CCT's</p> <p>Venue hire and refreshments Equipment Speakers</p> <p>TPO</p>
---	--	---

2 <sup>nd</sup> Quarter 2013/14	Assemble working group to plan preparation of Active Travel Map	TPO
	Publicity and press releases for all events and lift share scheme	PR Consultant
	Adult bike Maintenance session	CCT's
	2 indoor transport events	Venue hire and refreshments Equipment Speakers
	Cycle events for older kids for summer – a cycling Summer School	TPO and CCT's
	7 cycle meets across the Black Isle	CCT's
	Cycling summer play scheme for P1 – P7 throughout July	CCT's
	Support bikeability at Primary schools focusing on bike maintenance	CCT's
	9 x Community Market Stall (monthly at North Kessock, Cromarty, Culbokie) Sustainable Transport Clinics and promotion of Travel Challenge	Stall hire Volunteers and Heroes to man stalls
	Management and reporting	TPO

3 <sup>rd</sup> Quarter 2013/14	Make contact with three Black Isle clubs where members need to travel to participate (eg Dingwall Beekeepers, Black Isle Singers etc) and discuss how to promote the use of the lift share scheme.	TPO and Heroes
	R&D for active travel map	TPO, CCT's and volunteers
	One major event linked to sustainable transport	TPO and volunteers/ Comms Gp Venue Hire PR Consultant Speakers Refreshments
	Publicity and press releases for all events and lift share	PR Consultant/ Comms Gp
	Adult bike maintenance session	Venue hire and refreshments CCT's
	3 indoor transport events	Venue hire Refreshments
	3 cycle events across the Black Isle	CCT's
	9 x Community Market Stall (monthly at North Kessock, Cromarty and Culbokie), Sustainable Transport Clinics and promotion of Travel Challenge	Stall costs and Heroes to man stands
	Attend Black Isle Show to promote project	Stand fee Helpers' entrance fees
	Management and reporting	TPO

<p>4<sup>th</sup> Quarter 2013/14</p>	<p>R&amp;D for active travel map</p> <p>Publicity and press releases for all events and lift share scheme</p> <p>2 adult bike maintenance sessions</p> <p>3 indoor transport events</p> <p>3 cycling events across the Black Isle</p> <p>9 x Community Market Stall (monthly at North Kessock, Cromarty and Culbokie), Sustainable Transport Clinics</p> <p>1 course of Bikeability 3 at Fortrose Academy inc bike maintenance (to run into March)</p> <p>Re-survey a selection of respondents to the baseline survey carried out in March 2012 in order to assess changes in behaviour and attitudes</p> <p>Management and reporting</p> <p>Year end celebration and Travel Challenge and Lift Share awards.</p>	<p>TPO and CCT's</p> <p>PR Consultant</p> <p>Venue hire and refreshments CCT's</p> <p>Venue and refreshments</p> <p>CCT's</p> <p>Stall cost Volunteers</p> <p>CCT's</p> <p>TPO</p> <p>TPO</p> <p>Venue Entertainment Refreshments</p>
---	---	---

<p>1<sup>st</sup> Quarter 2014/15</p>	<p>R&amp;D for active travel map</p> <p>Recruit and train up to 6 further CCT's. Assuming drop out the total number in year 3 will be 10.</p> <p>Publicity and press releases for all events and lift share scheme</p> <p>9 x Community Market Stall (monthly at North Kessock, Cromarty and Culbokie) Sustainable Transport Clinics</p> <p>2 indoor transport events</p> <p>Arrange installation of a further 3 bike racks in strategic locations</p> <p>Cycling at Easter Play Scheme for 2 weeks in April for P1 – P7</p> <p>7 cycle meets across the Black Isle</p> <p>Launch 2<sup>nd</sup> year of Travel Diary Challenge</p> <p>Management and reporting</p>	<p>TPO and CCT's</p> <p>TPO Cycle Scotland training and fees</p> <p>PR Consultant</p> <p>Stalls Volunteers</p> <p>Venues and refreshments</p> <p>Cost of racks and installation</p> <p>CCT's</p> <p>CCT's</p> <p>PR consultant/ Comms Gp Printing</p> <p>TPO</p>
---	---	--

2 <sup>nd</sup> Quarter 2014/15	R&D for active travel map	TPO and CCT's
	Publicity and press releases for all events and lift share scheme	PR Consultant
	Complete installation of bike racks	Additional funding to buy and install
	9 x Community Market Stall (monthly at North Kessock, Cromarty and Culbokie), promotion of Travel Challenge, Sustainable Transport Clinics	Stalls Heroes, CCT's Volunteers
	7 cycle meets across the Black Isle	CCT's
	Cycle events for older kids for summer – a cycling Summer School	CCT's
	Cycling summer play scheme for P1 – P7 throughout July	CCT's
	Support bikeability at Primary schools focusing on bike maintenance	CCT's
	2 indoor transport events	Venue and refreshments
Management and reporting	TPO	

3 <sup>rd</sup> Quarter 2014/15	Undertake a repeat transport survey to monitor changes in behaviour and attitude	TPO and Directors
	Research possibilities for finance to maintain the project activities	TPO and Directors
	R&D for active travel map	TPO and CCT's
	One major event linked to sustainable transport	TPO, Directors/ Comms Gp Venue hire Speakers
	Publicity and press releases for all events and lift share scheme	PR Consultant
	9 x Community Market Stall (monthly at North Kessock, Cromarty and Culbokie), Sustainable Transport Clinics	Stalls Heroes, volunteers
	3 indoor transport events	Venues and refreshments
	2 cycling events across the Black Isle	CCT's
	Attend Black Isle Show to promote project	Stand fee Helpers entrance fees
Management and reporting	TPO	

<p>4<sup>th</sup> Quarter 2014/15</p>	<p>Publish a Black Isle active travel map</p> <p>Analyse and report on final survey</p> <p>Publicity and press releases for all events and lift share scheme</p> <p>9 x Community Market Stall (monthly at North Kessock, Cromarty and Culbokie), Sustainable Transport Clinics</p> <p>1 course of Bikeability 3 at Fortrose Academy inc bike maintenance ( to run into March)</p> <p>3 indoor transport events</p> <p>3 cycling events across the Black Isle</p> <p>Management and final report</p> <p>End of project celebration and Travel Challenge and Lift Share awards</p>	<p>Design and printing</p> <p>Analysis and reporting consultant</p> <p>PR Consultant</p> <p>Stalls Heroes, Volunteers</p> <p>CCT's</p> <p>Venues and refreshments</p> <p>CCT's</p> <p>TPO and Directors</p> <p>Venue Entertainment Refreshments</p>
<p>After that</p>	<p>Continue to distribute active travel maps.</p> <p>Continue to maintain lift-share web site.</p> <p>Development of Slow Cycling Club to promote ordinary day to day cycling</p>	

**2.9 LEGACY OF YOUR PROJECT** Please tell us about the ongoing impact your project will have after the period of CCF funding. This could include:-

- The ongoing impact of the project's activities
- Work that the organisation will continue to do to reduce CO<sub>2</sub>e emissions
- New or improved facilities available for community use

If the project is going to continue its activity when the CCF grant has finished, please tell us about your plans to ensure a sustainable income for your activities.

See section 2.9 of the Guidance Notes for further information.

We believe that it is much easier to sustain active travel habits than to develop them, so one outcome of the project will be a substantial group of people who habitually walk or cycle, rather than drive, short distances, or share lifts for longer distances.

New physical facilities resulting from the project will be:

- An improved version of the ifyoucareshare.com website, which will be available throughout the Highlands;
- A local portal to the site, with links to it from a range of local groups' websites;
- Bike racks at strategic bus stops to allow travellers to combine cycling and public transport;
- A map of safe active travel routes on the Black Isle.
- We also hope to have been able to negotiate improvements in local roads and tracks to make them safer for cyclists and walkers.

By the end of the project TBI will have an experienced Transport Group with a good track record, to go on to manage existing work and initiate new projects. We will also have a number of trained individuals able to continue to offer cycle training with schools and other groups. This resource will be used to perpetuate a community approach to reducing car dependency.

### 3.0 FINANCIAL ADMINISTRATION AND INFORMATION

#### 3.1 PROJECT FINANCE TABLES

Please refer to the separate spreadsheet and remember to send these in with your completed application form.

#### 3.2 OTHER FUNDERS

Do not include these amounts in your project budget spreadsheet

Other funders	Secured	Amount (£)
	No	

**3.3 DELIVERY PARTNERS** If you are working with other organisations to deliver your project, please list them here and describe their role in the project. If you have a partnership agreement or letter of support with any of these organisations relating specifically to this project, please send us a copy and include it in Section 4.3. See section 2.9 of the Guidance note for further information about who should and should not be included in this section.

Delivery Partner	Role
The Highland Council	Assistance in accessing contacts and resources in school, the community and in transport infrastructure
NHS	Co-operation to develop health benefits
Transport Scotland	Road usage data
HITRANS	Manage the ifyoucareshare.com website
Black Isle Leisure Centre	Co-operation with Easter and summer Plan Schemes
Fortrose Academy	Providing opportunities to work with secondary school aged kids
Local cycle shops	Loan of bikes and demo equipment
New Start, Inverness (social enterprise)	Bargain bikes for participants

#### 3.4 BANK DETAILS

Does your organisation have a bank account? Yes  No

If you have a bank account, please enclose a copy of your most recent bank statement (within the last 4 months), clearly showing the name on the account, the Account Number and Sort Code.

If your organisation does not have a bank account, please explain how you propose to manage your project funding and expenditure. This may involve another organisation managing the funds of the project on your behalf. See section 3.4 in the Guidance Notes

--

--

**3.5 STATE AID** Grants from the Climate Challenge Fund cannot be made to organisations or individuals where this would breach state aids rules. By submitting this application you are declaring that your project is compliant with the state aid rules. Further information on state aids rules, including *de minimis* funding limits, is available at: [www.stateaidscotland.gov.uk/](http://www.stateaidscotland.gov.uk/)

We declare that our project is compliant with State Aid Rules ✓

#### 4 TECHNICAL & SUBMISSION INFORMATION

##### 4.1 CONTACT DETAIL SHARING

An important element of the Climate Challenge Fund is the creation of a network of communities across Scotland that are taking action on Climate Change. We support this network by sharing contact details of successfully funded projects with other CCF communities, on the CCF website, through our publications and with other interested communities. You can help us to grow this network of low carbon communities by allowing us to share your contact details. However, if you are not happy for us to do this, please let us know. We would also like to share other information from your project such as final reports, but we will ask for permission for this separately.

If you wish to REFUSE PERMISSION for the main contact details to be shared, please tick the following box

If you wish to REFUSE PERMISSION for staff member(s) details to be shared, please tick the following box

<b>4.2 ESSENTIAL DOCUMENTATION</b> Please enclose the following organisational documentation. <b>Your application cannot be processed without these additional documents.</b>	✓
Your constitution, memorandum & articles or other governance documents	✓
A recent bank statement for the organisation – within the past 4 months	✓
The project finance tables (spreadsheets)	✓
Job descriptions for posts required for the project.	✓

**4.3 SUPPORTING INFORMATION** You may wish to include additional information in support of your application. Please list the documents you have included below and whether you have sent a paper or electronic copy.

**Letters of support for the following:**

Ian Goode, Facilities Manager, Black Isle Leisure Centre - attached
Mrs Sue High, Depute Rector, Fortrose Academy - attached
Dan Jenkins - health promotion specialist (Healthy Weight) NHS Highland - attached
Sam McNaughton, Head of Transport, Highland Council – to follow
Malina Macdonald, Sustainable Development Team (Chief Execs Office), Highland Council – to follow
Ranald Robertson – Partnership Manager, HITRANS – attached

Simon Harrison – Munlochy and North Kessock Medical Practice - attached
Fiona Brodie – Active Schools Coordinator, Fortrose Academy Cluster – to follow

## 5.0 DECLARATION

Keep Scotland Beautiful is the fund administrator for the Climate Challenge Fund and is referred to in this declaration as “we” or “us” or “our” and the applicant is referred to as “I” or “my” or “you”. Keep Scotland Beautiful is an operating name of Environmental Campaigns (Scotland), Scottish Charity Number SC030332.

I declare that the information given on this application form and in any other documentation that supports this application is complete and true. The original wording and structure of this application form as it was provided has not been altered, deleted or added to in any way.

I understand that, where any misleading statements (whether deliberate or accidental) are given at any stage during the application process, or where any information is knowingly withheld, this could render my grant application invalid and any grant funds received will be liable for repayment.

The grant proposal already falls within my organisation’s governing document (e.g. constitution, set of rules, trust deed, or memorandum and articles of association) or will do so before any award can be accepted.

My organisation has the power to accept a grant subject to conditions, and to repay the grant in the event of the grant conditions not being met, in the opinion of Keep Scotland Beautiful as administrator of the Climate Challenge Fund.

My organisation will take all reasonable precautions to ensure that grant funds received will not be misused or misappropriated in any way. In the event of fraud or other misuse, I understand that Keep Scotland Beautiful may take whatever action it considers appropriate to recover misappropriated funds.

Keep Scotland Beautiful or its agents may use the information we have supplied under the terms of the Data Protection Act 1998.

Keep Scotland Beautiful and the Scottish Government’s Climate Challenge Fund will use the information you give us on the application form and during the life of a grant (if awarded) to administer and analyse grants. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications and monitoring grants. These organisations may include external assessors, accountants, and other organisations involved in providing the grant programme. We might also share information with government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest. To help us meet the needs of voluntary organisations, we might use the data provided for our own research purposes. Some of the applications we receive may be from organisations that work with people who may need their privacy protected. We recognise the need to maintain the confidentiality of these organisations’ staff and clients, therefore their details will not be made public in any way, except as required by law. If you think your application falls within this category, please let us know.

**Either your chairperson or other authorised person MUST sign the hard copy of this declaration. It MUST be a different person from the main**

**contact given for the application in Question 1.2. Scanned signatures will be accepted.**

Signed:..... Date: .....

Name (please print): .....

Project Name .....

Organisation: ..... Position: .....

## 6 – PRE-AWARD PREPARATION

**6.1 GETTING STARTED** If your application is successful, you will be required to implement the following in the delivery of your project. To ensure that you are prepared for success, this grid should be completed and signed by the Declaration signatory (from previous page). Scanned signatures are acceptable.  
**If your organisation would have difficulty in fulfilling any of these requirements, please speak to the CCF team. Section 6.1 of the Guidance Notes gives some background and support options.**

CCF Requirement	We will be able to do this
Claim your grant in arrears.	<input type="checkbox"/>
Submit regular progress reports on your proposed outcomes.	<input type="checkbox"/>
Provide a final report on the project against the outcomes stated in this application.	<input type="checkbox"/>
Ensure that all your activities and equipment are adequately insured.	<input type="checkbox"/>
Source 3 quotes for any goods or services over £5,000.	<input type="checkbox"/>
Follow an open and transparent recruitment process for any jobs funded by CCF.	<input type="checkbox"/>
Manage all project staff in line with good practice	<input type="checkbox"/>
Follow good practice in the governance of the project and the delivery of the project outcomes	<input type="checkbox"/>

Signed:..... Date: .....

Name (please print): .....

Project Name .....

Organisation: ..... Position: .....

**6.2 OPPORTUNITIES FOR REVENUE GENERATING ACTIVITIES** While the CCF cannot fund any revenue generating activities at the moment, we are planning to develop this area in the longer term. Please tell us about any plans you have to extend the activities of your project into social enterprise. We may be looking to support pilot studies of this type of activity in the future.