

Climate Challenge Fund (CCF)

Grant Application Form

Please return form to:	For Office Use Only	
Climate Challenge Fund Manager Keep Scotland Beautiful Islay House Livilands Lane Stirling, FK8 2BG ccf@ksbscotland.org.uk Tel: 01786 471333 Fax: 01786 464611 www.keepsotlandbeautiful.org/ccf	Applicant:	
	Reference No:	
	Date received:	

The Climate Challenge Fund (CCF) is here to help communities make a real difference by significantly reducing emissions. Please complete all relevant sections of this form with as much detail as possible as this will help the Climate Challenge Fund Grants Panel to make a decision regarding your proposal.

Should you require this information in an alternative format or a translation into a community language, please contact Keep Scotland Beautiful on 01786 471 333.

Please refer to the guidance notes that accompany the application form which can be found at www.infoscotland.com/climatechallengefund.

If you would like to discuss any aspect of this form please contact the fund administrator on ccf@ksbscotland.org.uk or call 01786 471333.

Glossary of terms

Capital Costs – Costs associated with the capital or investment expenditures on land, plant, equipment, and inventories. Unlike labour and operating costs, capital costs are independent of the level of output.

Carbon Emissions – refers to the release of carbon dioxide (CO₂) into the atmosphere through various natural and man made processes.

In Kind Contributions – non-monetary contributions such as professional time, volunteer labour, gifts of materials and use of facilities and equipment.

Project costs – is the whole project cost including all capital and revenue costs, excluding in kind contributions.

Project value - is the whole project cost and in kind contributions.

Revenue Costs – costs of staff, rent and projects such as education where the value lies in the ongoing delivery of the project.

CONTENTS

SECTION 1.0 – APPLICANT DETAILS

1.1	Contact details for organisation	4
1.2	Background of applicant organisation	4
1.3	Business plan	5
1.4	Legally constituted organisations	5

SECTION 2.0 – PROJECT DETAILS

2.1	Project name and location	6
2.2	Summary of project	7
2.3	Partnerships	8
2.4	Proposed project start and end dates	8
2.5	Detailed project description	9
2.6	Monitoring and evaluation	10
2.7	Carbon emissions	10
2.8	Milestones and timeline of project outputs	11
2.9	Ongoing projects	12

SECTION 3.0 – PROJECT COSTS

3.1	Breakdown of capital costs	13
3.2	Breakdown of revenue costs	14
3.3	Income	15
3.4	In kind contributions	16
3.5	Project budget summary	17
3.6	Level of grant required	17
3.7	VAT	18
3.8	Bank details	18

SECTION 4.0 – SUPPORTING DOCUMENTATION & CHECKLIST

4.1	Supporting documentation & checklist	19
-----	--------------------------------------	----

SECTION 5.0 – DECLARATION

5.1	Declaration	20
-----	-------------	----

SECTION 1.0 – APPLICANT DETAILS

1.1 CONTACT DETAILS FOR ORGANISATION

Please refer to section 1.1 of the guidance notes for further assistance.

Organisation Name:*	Sustaining Dunbar
Organisation type:*	Voluntary not for profit
Main Contacts name and title:*	Dr. Philip Revell
Second Contact: (Name & telephone number)*	Dr. Mark Huxham 01368 863032
Main Contacts Position within organisation:*	Convenor
Address:*	27 High Street, Dunbar
Postcode:*	EH42 1EN
Telephone Number:*	01368 863211
Mobile Number:	
Fax Number:	
Email Address:	philip@templelands.freeserve.co.uk
Web URL:	http://www.sustainingdunbar.org.uk/

* mandatory fields to be filled in

Table 1: Contact details for organisation

1.2 BACKGROUND OF APPLICANT ORGANISATION

Please provide any background information on your Organisation which you feel may be relevant to this application (500 words maximum):

Please refer to section 1.2 of the guidance notes for further assistance.

Sustaining Dunbar's purpose is to inspire, nurture and facilitate Dunbar's transition to being a creative, low carbon, locally resilient community.

Dunbar is a small coastal town, 28 miles east of Edinburgh at the eastern extremity of East Lothian. It is 11 miles from each of the neighbouring towns of Haddington and North Berwick. It is bordered by the sea to the north and east, fertile agricultural land to the west and the Lammermuir Hills to the south. The geographical area covered by Sustaining Dunbar includes all villages and outlying areas in the Dunbar ward area. The area contains approximately 5000 households with a population of about 12 000.

Sustaining Dunbar grew out of a series of conversations and discussions among local residents with a shared concern about the challenges posed by climate change and peak

Unknown

Deleted: .

oil. Many of those involved at the start were already active with a range of groups in the community such as Friends of John Muir's Birthplace, Dunbar Community Woodland Group, Eco-Schools (primary and secondary), Countess Youth Group, Belhaven Church Eco-Congregation, Dunbar Community Council and others. Most were already striving to do what they could to reduce their carbon footprints at the individual level and all were agreed about the need for an umbrella initiative which could help us all to work together at the community level. All three local authority councillors participated in early discussions and remain involved in various capacities.

We decided that the organisation's main focus should be to build a positive vision of a low carbon future for our community, to start implementing practical initiatives to begin creating that future now and to engage as many local people as possible in this process.

Following on from these initial meetings in the Autumn of 2007, an email discussion group was established, a number of working groups focussing on different aspects of the vision such as food, transport, energy and enterprise emerged, a decision was taken to affiliate with the Transition Network and a constitution was drafted to give some structure to our activities. A website was also constructed to provide information about our activities and another communication channel with the local community.

A Co-ordination Group was set up and 'Sustaining Dunbar' was formally launched as an 'unincorporated association' at a well attended public meeting on 30th April 2008. This Co-ordination Group is made up of three elected officers plus representatives of each of the working groups. Its function is to support and co-ordinate the activities of the working groups, to raise and administer funds, organise general publicity and provide a point of contact for the organisation. This group meets monthly.

It is the intention of Sustaining Dunbar to be as open, transparent and inclusive as possible. All meetings are publicised in advance, are open to all and notes are published on the website.

Sustaining Dunbar is a member of the Development Trust Association Scotland and is about to incorporate as a Charitable Company limited by guarantee.

Sustaining Dunbar is represented on the board of Transition Support Scotland, on the steering group of the East Lothian Environment Forum and is a lead partner in the Dunbar Carbon Neutral project.

Brief biographies of a few of our most active members follow below:

Malcolm Sayers has worked in the field of energy for many years and has well

developed project management skills and wide-reaching knowledge of sustainability policy. Former Parliamentary Officer for Friends of the Earth and Public Affairs Manager at Energywatch. He worked to set up the Scottish Warm Homes Campaign focussed on legislative requirements to end fuel poverty and energy auditing, organised Energywatch's work aimed at shaping legislative requirements for 'smart meters', and managed their debt prevention strategy which included the development of energy assistance packages/social tariffs. For several years he sat upon the then Scottish Executive's Fuel Poverty Advisory Group and was central in the development of the first fuel poverty strategy.

Member of Dunbar Carbon Neutral Steering Group

Dr Mark Huxham is Senior Lecturer in environmental biology, and Director of Academic Development in the School of Life Sciences, Napier University. He has an international reputation as a researcher both in inter-tidal ecology and in pedagogical research. He is currently the Principal Investigator on three major international research projects, focusing on mangrove ecology and the role of mangrove forests in climate change mitigation and adaptation. Keynote speaker at the British Ecological Society September 2008 meeting. 2005 recipient of Aviva/Earthwatch award for climate change research. Former Chair of Friends of the Earth Scotland.

Member of Co-ordination Group

Morag Haddow has a degree in Mathematics and long experience of voluntary work including as advice worker for The Rights Office in Edinburgh, Action Co-ordinator with Amnesty International's Scottish Children's Action Network, and developing a website for Living Streets Scotland. Now a full time mother, she is an elected member of Dunbar Community Council and actively involved with Dunbar Primary School –including developing 'Safe Routes to School' as a result of which more than 80% of pupils walk or cycle to school.

Convenor of Transport Group, Member of Co-ordination Group

Rodrigo Barnes Software engineer, and currently research and development manager at a start up informatics firm in Edinburgh. He has recruited, trained and managed researchers and software engineers to deliver commercial R&D projects. Worked as a researcher in the "Modelling Sustainable Europe" project at the University of Edinburgh. Founder of the Dunbar Film Society.

Member of Co-ordination Group

Liz McLean is Council Architect for East Lothian Council where she manages a multi-disciplinary team with a annual budget of £15million. She has promoted sustainable design for many years. 2008 Carbon Trust Award for new primary school at Windygoul in Tranent. Chair of the John Muir Birthplace Trust

Member of Energy Group and Co-ordination Group

Sarah Wall is a qualified Psychiatric Nurse and Social Worker with wide experience of

community work. Passionate about locally produced food and keen gardener, co-founder/owner of 'Crunchy Carrot', fruit, vegetable and whole food shop on Dunbar High Street.

Convenor of Food Group, Member of Co-ordination Group.

Dr Colin Will had a 35 year career in librarianship, former Director of Corporate Services at the Royal Botanic Garden Edinburgh (RBGE) responsible for finance, human resources, estates and security in all four gardens, and across all specialisms of the Garden's then 240 staff. He is now a full-time writer and publisher. Served for 10 years on the Board of the Scottish Poetry Library, and was involved in applying successfully for a £0.8M Lottery bid for its new building, and in the building and commissioning process. He is currently Chair of StAnza: Scotland's International Poetry Festival. Former President of the Scottish Library Association. He has been involved in successful funding applications to the Lottery's Awards For All fund, and to Leader Plus, and in the management of these funds. Director of Amisfield Preservation Trust.

Facilitator for Dunbar Community Garden project, Member of Co-ordination Group

Dr Philip Revell qualified as an engineer specialising in renewable energy and appropriate technology, now mostly working as a woodfire potter. Wide experience of environmental and community work including woodland management and management of building projects. Previously worked with community groups in rural Zimbabwe and organised courses in Appropriate Technology at the Centre for Alternative Technology. Founded Dunbar Community Woodland Group. On board of Dunbar Community Development Company and Transition Support Scotland.

Convenor of Sustaining Dunbar, member of Dunbar Carbon Neutral Steering Group

Jo McNamara is East Lothian Council's Community Development Officer for Dunbar. She has worked in the field of Community Development for twenty five years and has substantial experience of working with groups, community engagement and project development. She studied environmental issues with the Open University.

Convenor of the Enterprise Group

Paul McLennan has a background in business banking. He is now SNP councillor for the Dunbar and East Linton Ward of East Lothian Council and is the Cabinet Member for the Environment. His areas of responsibility include Planning, Transport, Tourism and Economic Development.

The Council under his stewardship has recently established the East Lothian Environment Forum and have employed a Sustainable Development Officer for the first time.

He is a member of the Transport Group and also has a particular interest in allotments.

Mark James has an MSc in Environmental Management. He has worked with FoE,

Sustrans, SPOKES and Transform Scotland. He practices what he preaches and was instrumental in organising the first Dunbar Bike Fest. He is a keen organic gardener and advocate of car free living.
Member of Transport Group and Energy Group

1.3 BUSINESS PLAN

Does your organisation have a Business Plan? Yes No

If you have a business plan please attach it. Please refer to guidance notes regarding developing a business plan if the total cost of your project exceeds £50,000.

Please refer to section 1.3 of the guidance notes for further assistance.

1.4 LEGALLY CONSTITUTED ORGANISATIONS

Is your organisation legally constituted? Yes No

If yes, please attach a copy.

If no, please refer to section 1.4 in the guidance notes for further information on legal requirements.

SECTION 2.0 – PROJECT DETAILS

2.1 PROJECT NAME AND LOCATION

Please state the name of your project in no more than 12 words, the location of your project and the local authority area(s) that your project will cover.

Please refer to section 2.1 of the guidance notes for further assistance.

Name of project	Dunbar 2025
Location of project	Dunbar, East Lothian

Table 2: Project name and location

In which local authority area(s) is your project located. Please tick all local authority areas that apply.

Aberdeen City	<input type="checkbox"/>	Aberdeenshire	<input type="checkbox"/>
Angus	<input type="checkbox"/>	Argyll & Bute	<input type="checkbox"/>
Clackmannanshire	<input type="checkbox"/>	Dumfries & Galloway	<input type="checkbox"/>
Dundee City	<input type="checkbox"/>	East Ayrshire	<input type="checkbox"/>
East Dunbartonshire	<input type="checkbox"/>	East Lothian	<input checked="" type="checkbox"/>
East Renfrewshire	<input type="checkbox"/>	Edinburgh City	<input type="checkbox"/>
Falkirk	<input type="checkbox"/>	Fife	<input type="checkbox"/>
Glasgow City	<input type="checkbox"/>	Highlands	<input type="checkbox"/>
Inverclyde	<input type="checkbox"/>	Mid Lothian	<input type="checkbox"/>
Moray	<input type="checkbox"/>	North Ayrshire	<input type="checkbox"/>
North Lanarkshire	<input type="checkbox"/>	Orkney Islands	<input type="checkbox"/>
Perth & Kinross	<input type="checkbox"/>	Renfrewshire	<input type="checkbox"/>
Scottish Borders	<input type="checkbox"/>	Shetland Islands	<input type="checkbox"/>
South Ayrshire	<input type="checkbox"/>	South Lanarkshire	<input type="checkbox"/>
Stirling	<input type="checkbox"/>	West Dunbartonshire	<input type="checkbox"/>
West Lothian	<input type="checkbox"/>	Western Isles	<input type="checkbox"/>

2.2 SUMMARY OF PROJECT

Please summarise your project proposal covering the following four sections:

- a) Aims and objectives;
- b) Carbon / greenhouse gas reductions;
- c) Community involvement and;
- d) Compatibility with criteria.

Please refer to section 2.2 in the guidance notes for further assistance.

a) Aims and objectives

- To engage as many and as wide a range of people as possible in preparing and starting to implement a Zero Carbon Dunbar Vision and Action Plan –**Dunbar 2025** –a vision for Dunbar in 2025 and a plan for the action which we need to take now in order for us to get there.
To meet this objective, we plan a programme of publicity and outreach, training of facilitators, employment of a Project Co-ordinator, the setting up of a community mapping project and an ambitious programme of community engagement.
- To bring about a significant and rapid reduction in carbon emissions from domestic energy use through reducing energy wastage, improving energy efficiency and installation of microrenewables where appropriate.
To meet this objective we will employ a team of two energy assessors who will carry out energy audits with households, provide personalised recommendations for carbon reduction measures, assistance with applying for grants and ongoing support.

b) Projects impact on carbon / greenhouse gas reductions

Our ambitious aim is to make Dunbar into a zero carbon community by 2025. During the initial stages of community engagement with the preparation of the Vision and Action Plan, heightened awareness should itself lead to modest reductions in individuals' carbon footprints. Once the Action Plan starts to be implemented, we aim to achieve total carbon reductions of at least 10% per year in the early years. Assuming current average per capita emissions of 9 tonnes CO₂ equivalent, this should translate to total savings increasing by about 10 000 tonnes CO₂ equivalent per year for the first few years of the plan.

In the short term, reductions in energy usage, improvements in energy efficiency and installation of micro-renewables in the domestic sector should lead to on-going carbon reductions averaging at least 2.5 tonnes per household per year. We aim to reach at

least 1000 households per year through the Dunbar Carbon Neutral programme so savings will accumulate as the project progresses and should exceed 3750 tonnes CO₂ equivalent over the 2 years of this project, reducing the average annual footprint to less than 8 tonnes CO₂ equivalent after this time and giving a permanent reduction of at least 5000t/year thereafter.

These figures are derived from the report 'Zero Carbon Britain' from the Centre for Alternative Technology and by using the CAT 'carbon gym' calculator (<http://carbongym.cat.org.uk/carbongym/>) to estimate potential savings. These figures are 'best estimates' at this stage as we do not yet have any baseline data for the average per capita carbon footprint for people in the Dunbar area, for how much of this derives from energy use in the home and from transport or any data on, for example, how many houses in the Dunbar ward are suitable for cavity wall insulation or other measures.

c) Community involvement in project

This project has been initiated and will continue to be controlled by Sustaining Dunbar, a voluntary community body. Every effort will be made to engage with as many, and as wide a cross-section, of local people as possible as the project progresses. We already have good links with the local primary and secondary schools, Dunbar Community Council, John Muir Birthplace Trust, local churches and other local groups and networks.

d) Compatibility with criteria

- This project's purpose is to build community, cut carbon and enhance local resilience.
- Ambitious and ongoing reductions in carbon emissions are planned and these will be monitored and evaluated at regular intervals.
- Improvements to housing stock, raised awareness and behavioural change will leave a lasting legacy.
- Sustaining Dunbar is keen to network and share experience and knowledge with other communities and with anybody wishing to learn from this project.
- A vital part of building local resilience will be to strengthen the local economy, increase bio-diversity and enhance community well-being.
- We hope that this project will provide a model for other communities in Scotland and elsewhere. Information and experience will be made publicly available via our website.
- We will seek to engage and involve local schools at all stages of the project.
- The project will complement existing funding for Dunbar Carbon Neutral.

2.3 PARTNERSHIPS

Is your project going to be working in collaboration/partnership with any other organisation(s)?

Yes No (If no, please go to section 2.4).

If yes please give details below. Please refer to section 2.3 in the guidance notes for further assistance.

Delivery Partner	Role	Contact Details
East Lothian Council	Support and assistance such as community planning/development, Economic Development, allocation of land for allotments etc.	Cllr. Paul McLennan East Lothian Council John Muir House Haddington EH41 3HA
Community Windpower Ltd.	Funding for Dunbar Carbon Neutral Administrator and Shop, plus technical support	Simon Murrells Sustainability Manager Community Windpower Ltd Frodsham, Cheshire, WA6 6XU
Dunbar Community Development Company	Employer for Dunbar Carbon Neutral Administrator	Cllr. Norman Hampshire Hallhill Healthy LivingCentre Kellie Road Dunbar
Changeworks	Training and mentoring for Energy Audit and Advice team	Sam Mills 36 Newhaven Road Edinburgh EH6 5PY
Energy Saving Scotland Advice Centre	Information and support for DCN Administrator and Energy Audit and Advice team	Sitar Ramsay 36 Newhaven Road Edinburgh EH6 5PY
John Muir Birthplace Trust	Partner in community engagement programme	John Muir Birthplace Trust 126 High Street Dunbar East Lothian EH42 1JJ
Dunbar Community Council	Partner in community	Secretary, Dunbar CC

Unknown

Deleted: -

	engagement programme	Kate Thomas The Anchorage Belhaven Road Dunbar EH42 1NG
--	----------------------	---

Table 3: Delivery partner(s)

Please include with this application letter(s) of support and any grant offers from any supporting partner(s).

2.4 PROPOSED PROJECT START AND END DATES

Please state the anticipated project start and end dates in the box below.

Please refer to section 2.4 in the guidance notes for further assistance.

Start Date (dd.mm.yyyy)	01/03/2009
End Date (dd.mm.yyyy)	31/03/2011

Table 4: Project start and end dates

2.5 DETAILED PROJECT DESCRIPTION

Please provide a detailed description of your project including ‘SMART’ (*Specific, Measurable, Achievable, Realistic and Time-dependant*) Objectives and Outcomes.

Including:

- total project costs;
- targets and milestones against which the progress achievements of the project can be measured;
- community engagement;
- environmental, economic and social impacts and;
- long term benefits and sustainability;

Please refer to section 2.5 in the guidance notes for further assistance.

There are two strands to this project. The first will involve two years of intensive
--

community engagement to produce a vision of what Dunbar could look like, as a zero-carbon, locally resilient community, and to then use this vision to prepare a year by year action plan for how this could be achieved over the next 15 years. The second strand involves immediate action to drastically cut carbon emissions from energy use in homes.

1. Our overarching aim for the next two years is to produce and to start implementing the **Dunbar 2025 Vision and Action Plan**. We intend to involve as many and as wide a range of people as possible in contributing their ideas, knowledge and creativity to this end. This will provide a vision for Dunbar in 2025 and a plan for the action which we need to take now in order for us to realise the vision.

This will require:

- a) **Employment of a Project Co-ordinator.** This person will work with and support Sustaining Dunbar's volunteers and allow them to make best use of their time. He/she will co-ordinate the process of preparing the **Dunbar 2025 Vision and Action Plan**, providing facilitation, research and support services, organising talks, events, workshops and exhibitions, assisting the working groups with their activities and liaising with outside organisations and networks of support and information. Part of this task will involve overseeing the setting up of the 'Living Dunbar' community mapping project and the organisation and training of volunteers and facilitators.
- b) **Living Dunbar, Community Mapping Project.** We will set up a community mapping service to provide a powerful tool for community planning, engagement and understanding. This will make use of GIS technology and the internet and will allow groups to produce and update maps at appropriate scales and with different layers to record and plan, for example, transport links, land use and food production, energy useage etc. The system will be set up by a technician on a three month contract who will train volunteers in its use.
- c) **Facilitator Training.** A team of people will be trained in the skills required to give public talks and to facilitate creative meetings and workshops. Training will be given for example in the use of Open Space Technology, World Café and similar techniques.

The process of preparing the **Dunbar 2025 Vision and Action Plan** will involve the following stages:

- **Publicity and Outreach.** A programme of general awareness raising to educate the wider community about the background issues of climate change and peak oil and the work and activities of Sustaining Dunbar to date, so as to prepare them to become involved in and engaged with the envisioning and planning process. This will include the use of posters, fliers and leaflets, noticeboards, exhibitions, newspaper articles,

Unknown

Deleted: -

talks and workshops with local groups and in the local schools and public events and activities organised by our working groups. The website will be enhanced and expanded.

- **Living Dunbar Survey and Data Collection**

Our working groups, schools, other community groups and individuals will be engaged to build up a comprehensive picture of what is here now –what natural resources do we have, where does our food come from, what energy do we use, what are our travel patterns, what are the flows of energy, materials and people in, out and through our community? What is the historical context, how has Dunbar come to be the way it is today, what can we learn from the past?

- **The Overall Vision.** A further series of public meetings and workshops with local groups will use envisioning tools to create a broad brush vision of how Dunbar could look when carbon emissions have been drastically reduced and a resilient local economy and community have been created.

- **Detailed visioning.** Our working groups will prepare more detailed visions of how our community will organise its food supply, energy, transport, enterprise, health care and education in 2025

- **Backcast in detail.** Working backwards from their vision, each working group will create a timeline of the milestones, prerequisites, activities and processes that will need to be in place if their vision is to be achieved.

- **First draft of the Action Plan.** The working groups will work together to collate their individual timelines into a coherent whole and a year by year programme of action

- **Community Consultation.** The draft **Dunbar 2025 Vision and Action Plan** will be presented as a well publicised exhibition in venues in Dunbar and the surrounding villages and feedback will be sought and recorded.

- **Publication of the final Vision and Action Plan.** Following publication, the plan will be distributed as widely as possible and actions will start to be implemented.

The total budget for this strand of the project is approximately £128750 This will cover:

- the salary and associated recruitment and employment costs of the Co-ordinator including office costs and overheads, travel and insurance
- the set up costs for the mapping project, including hardware, software, licenses and short term technician contract
- training of volunteer facilitators
- costs of publicity, events and exhibitions

The major structural changes in the local economy and in people's mindsets and lifestyles implied by moves towards a Zero Carbon Dunbar will require substantial community engagement and 'buy-in'. At the same time, there are some obvious 'low hanging fruit' which can help to drastically reduce people's energy consumption and carbon footprints in the short term –namely home energy use and personal travel patterns. Enabling people to reduce their fuel bills at a time of rising energy prices will also be a powerful way of reaching and engaging with the wider community –including many people who may be hard to reach and involve by traditional consultation methods.

2. In parallel with the preparation of the **Dunbar 2025 Vision and Action Plan** we therefore intend to build on the foundation of the Dunbar Carbon Neutral project so as to greatly extend its reach and to be able to target particular streets and neighbourhoods in a systematic way. The Dunbar Carbon Neutral project will be launched on 20th November 2008 with the opening of the 'BeGreen' drop in energy advice shop just off Dunbar High street. This will provide clear and accessible information on energy efficiency, information on grants –and assistance with applying for them– and information on micro-renewables. It will work closely with the Energy Saving Scotland Advice Centre based at Changeworks in Edinburgh.

- **Energy Audit and Advice Team.** We will employ a team of people to carry out energy surveys with households and to collect data on the carbon reductions achieved. The team will be based in the Dunbar Carbon Neutral ('BeGreen') shop, will work closely with the Administrator of Dunbar Carbon Neutral and will be responsible to the Dunbar Carbon Neutral steering group.

The team will be trained to carry out detailed energy surveys of domestic premises and to provide personalised support to householders through the process of reducing their energy usage. The focus will be on reducing household energy consumption by reducing energy wastage, increasing energy efficiency and encouraging the installation of micro-renewables where appropriate. As well as providing detailed advice on possible measures such as draughtstripping, insulation, more efficient appliances, solar panels, biomass heating etc. they will also encourage behaviour change, will work with the Dunbar Carbon Neutral Administrator to assist householders with applying for grant support and will monitor reductions in carbon emissions achieved.

It is planned to reach at least 1000 homes per year so that nearly 50% of households in the area are visited over the period of this project, with priority being given to those on low income and most vulnerable to fuel poverty in the first instance.

It is envisaged that the team will work on a street by street basis so that neighbours are encouraged to support and compete with each other to reduce their home energy consumption. Neighbourhood volunteers will be offered extra assistance and training in return for providing support and advice to their neighbours. The surveys will assess actual current energy consumption and CO2 emissions (through reference to fuel bills), the theoretical energy performance of the building, the efficiency of appliances, the energy awareness and behaviour patterns of the occupants and the potential for installation of alternative energy sources. Thermal imaging will be used where appropriate to give a graphic illustration of energy leakage.

Following the survey, households will be provided with a personalised home energy report with clear recommendations for possible energy efficiency measures including their cost and the potential savings in money and carbon emissions. Recommendations will include advice on simple energy-aware behaviour such as reducing room temperatures (particularly bedrooms), using the shower rather than bath, not overfilling kettles, turning off lights, not leaving appliances on stand-by etc. and households will be loaned a real-time electricity monitor to encourage electrical energy awareness. The report will detail the grants for which the household is eligible and information about the assistance available from the Dunbar Carbon Neutral administrator such as help with grant applications, information about installers and manufacturers and advice on planning issues.

Households will be contacted again after two weeks to answer any queries arising from the report and to provide extra advice and support. There will be further follow-up after three months to find out what measures have been taken or are planned and to start monitoring any carbon reductions achieved. The community mapping service will provide an important tool in visually recording energy efficiency measures taken, technologies installed and carbon reductions achieved and will allow easy comparison of energy consumption between and within housetypes.

The total budget for this strand of the project is approximately £141000 . This will cover:

the salary and associated recruitment and employment costs of the Energy Audit and

Advice team, including office costs and overheads, travel and insurance (incl. indemnity), induction and training, IT equipment and software etc.

Community Engagement

This proposal has been produced by the community group Sustaining Dunbar after extensive discussion within and outwith the group.

The strategy for community engagement will draw upon a broad range of techniques and activities to promote communication and participation.

Effective communication will ensure that the community gains a greater awareness and understanding of the aims, activities and achievements of Sustaining Dunbar.

Community networks, local press, digital media will all be employed in this process.

Participation will be stimulated through the use of activities such as Action Research projects, Planning for real exercises, Co-investigations and celebratory events. The practical benefits resulting from the support to households to reduce their energy should generate interest and enthusiasm for other aspects of the wider project and engage those who may not become involved in other ways. Dunbar has many active groups across a wide range of interests. Access to these community networks will be invaluable in broadening awareness and participation.

Developing skills and confidence among volunteers and activists will also encourage participation, sustainability and resilience. Initial training will focus on community engagement processes but as the project develops it is likely that the programme will include practical skills that will enable the community to become more self-sufficient.

Community Development and engagement approaches will be fundamental to the whole project of developing and implementing the **Dunbar 2025 Vision and Action Plan**

Environmental, Economic and Social Impacts

This proposal is concerned with building community cohesion and well-being. Many different people will be involved in different ways. The mapping and envisioning process, for example, has scope to involve the whole age range within the community including children from P1 through to S7 and older residents with knowledge of Dunbar's past. Artists, writers and storytellers may become involved with community groups to envision Dunbar's future, people living in town will be brought together with people living in the surrounding villages and with farmers and land owners. Improved health and nutrition will result from more active travel patterns and greater use of local food.

The local economy will be strengthened by people spending more of their money locally, reduced energy bills will give people more spending money and will lift many people out of fuel poverty, there will be opportunities for local businesses in areas such as home insulation and installation of micro-renewables, food supply and processing, wood chip supply and so on.

Increased local food growing will enhance biodiversity as land use is diversified and use

of artificial fertilisers and pesticides is reduced.

Long term benefits and sustainability

The whole purpose of the project is to bring long term benefit and to make a start at planning and building a sustainable community. By reducing carbon emissions and creating a more sustainable and resilient community, Dunbar will become a more attractive place for people to stay and for enterprise to flourish.

2.6 MONITORING AND EVALUATION

Please detail what mechanisms you will put into place to ensure continued evaluation of your project, detailing how regular reports on the progress of the proposed project will be provided to the Climate Challenge Fund team.

Please refer to section IV in the introduction of the guidance notes for further information on the Climate Challenge Fund Supporting Alliance. If you would like further guidance on who to contact within the supporting alliance please contact the fund administrator on ccf@ksbscotland.org.uk or call 01786 471333.

Please refer to section 2.6 in the guidance notes for further assistance.

We are in the process of setting up Sustaining Dunbar Ltd. which will be a charitable company limited by guarantee. Sustaining Dunbar Ltd. will recruit and employ staff for this project. Local accountant Rebecca Donald will be Company Secretary and her firm, Thomas, Telford and Co. will provide bookkeeping and payroll services.

The project will be monitored by the monthly meetings of the Sustaining Dunbar Co-ordination Group which will make monthly reports to the Directors of Sustaining Dunbar Ltd. In addition, the Energy Audit and Advice Team will be supervised by the Steering Group of the Dunbar Carbon Neutral project which will include representatives from Sustaining Dunbar, Dunbar, West Barns, Dunder and East Lammermuir Community

Councils, the local schools and the Dunbar Community Development Company.

Carbon reduction data from home energy use will be collated and monitored by the Dunbar Carbon Neutral Administrator and mapped by the community mapping project.

The Directors of Sustaining Dunbar Ltd. will provide progress reports to the Climate Challenge Fund at whatever intervals are requested.

We are currently in discussion with Dr. Eurig Scandrett from Queen Margaret University to explore how QMU (and/or the Centre for Human Ecology) could collaborate with us to provide independent monitoring and evaluation as the project progresses.

2.7 CARBON EMISSIONS

Please provide the expected reduction in CO₂ emissions in tonnes over the course of your proposed project. Please refer to guidance for information on how to calculate the expected reduction in CO₂ emissions over the next three years.

A range of carbon counting tools will be made available to projects. Please refer to section 2.7 in the guidance notes for further assistance.

	Year 1 2009/10	Year 2 2010/11
Expected reduction in CO₂ Emissions (tonnes)	1250t	3750t

Table 5: Carbon Emissions

2.8 MILESTONES AND TIMELINE OF PROJECT OUTPUTS

Please provide a timeline measured by milestones and dates for the implementation of your proposed project.

Please refer to section 2.8 in the guidance notes for further assistance.

1/1/09 detailed project planning and recruitment process starts

1/4/09 Staff recruited

1/5/09 Energy Audit and Advice team trained and strategy agreed

1/6/09 Volunteer facilitators recruited and trained

1/9/09 Launch of 'Living Dunbar' Project

1/10/09 Initial Outreach and Publicity complete

1/3/10 Overall Vision documented

1/10/10 Draft Action Plan complete

1/1/11 Community Consultation on Draft Action Plan complete

1/3/11 Dunbar 2025 Vision and Action Plan published

31/3/11 2000+ homes energy audited

2.9 ONGOING PROJECTS

Is the project described in section 2.1 an ongoing project?

Yes No (If no please go to **Section 3.0**).

Applicants must be able to demonstrate additional carbon savings on top of the ongoing project that you are managing. Applicants with existing projects must undertake additional activities that lead to further carbon savings as well as those already achieved by the existing project.

Please refer to section 2.9 in the guidance notes for further assistance.

Funding Body	Date of award	Amount awarded	Funding end date

Table 6: Match funders for ongoing projects

3.2 BREAKDOWN OF REVENUE COSTS

Section 3.2 relates to the whole revenue cost of the proposed project, not just those elements that you are applying to the Climate Challenge Fund for.

Please provide a breakdown of the revenue costs for the proposed project in the table below.

Please refer to section 3.2 in the guidance notes for further assistance.

Description	Year 1 2009/10	Year 2 2010/11	Total Cost
Please see separate spreadsheet for detail			
Dunbar 2025 Project Co-ordinator and associated costs	£39500	£38175	£77675
Community Mapping Project	£19500	£1550	£21050
Energy Audit team	£62800	£54970	£117770
General overheads	£20700	£17535	£38235
Total	£142500	£112230	£254730

Table 8: Breakdown of revenue costs

Please note that the total revenue cost figure must equal the revenue costs figure shown in the project budget summary table