

Climate Challenge Fund

Grant Application Form

*** FOR OFFICE USE ONLY ***			
Applicant Organisation:			
Project Name:			
Project Reference No:	CCF -	Date Received:	

Transition Edinburgh University **Phase 2 CCF Proposal:** *Campus Community Carbon Crash*

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- with support from David Somervell,
Sustainability Adviser, and many other students
and staff at the University of Edinburgh.

Version 2.d - Final (with minor corrections, public)

Transition Edinburgh University

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Supported by People & Planet (<http://peopleandplanet.org/>)
and Edinburgh University (<http://www.eso.ed.ac.uk/>).

SECTION 1 – APPLICANT DETAILS

1.1 CONTACT DETAILS FOR MAIN CONTACT FOR THE PROJECT

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1.2 NAME OF APPLICANT ORGANISATION

Edinburgh University People & Planet.

1.3 BACKGROUND OF APPLICANT ORGANISATION

Edinburgh University People & Planet is a student community group which is part of People & Planet (<http://peopleandplanet.org/>), the largest student campaigning network in the UK. The Society has been around for forty years and has evolved and grown over this period, campaigning to give justice to the world's poor and oppressed, and to protect the global environment.

We work horizontally, engaging with the University and the city community in collaboration with other groups to gain widespread support for change at a global, governmental and collective personal level. Over the last five years the Society has succeeded in bringing renewable energy, Fairtrade status, and an ethical investment policy to the University. Now the Society is seeking to encourage action on the University community's complete carbon footprint.

In October 2008, the Society held a public meeting with the Coordinator of Transition Scotland Support, and a working group was formed to see how the idea of a Transition Initiative – re-localising and dramatically reducing energy use as a response to peak oil and climate change – could be applied in the University. With other 'Transition' groups already up and running in Edinburgh, the first discussion for the group was “what would our contribution be?” We realised that the University was both a strong community and a unique environment for change, with its focus on learning and its transient population.

The Transition Edinburgh University group (TEU) has organised film showings and visits to local food and energy projects; supported allotment and food co-operative projects and built links with local groups including Transition Edinburgh South, Dirty Weekenders Society and Edinburgh Community Back-greens Association. It lobbied the University to adopt the Universities and Colleges Climate Commitment for Scotland and to report progress annually (www.eauc.org.uk/scotlands_principals_climate_commitment).

In 2009 the TEU group began to develop a wider model for engagement, utilising both the strengths of People & Planet as a campaigning network, and that of Transition as a model for practical local change. A framework proposal for this model was taken to People & Planet's national conference in early March, where groups from all over the UK agreed to take up the campaign as a successor to its hugely successful “Universities Go Green” campaign (<http://peopleandplanet.org/gogreen/>). In May we successfully applied to the Climate Challenge Fund to support a feasibility study (referred to as “Phase 1” of the Project) to develop the Transition model in our University community. Guided by a Project Steering Group, the Project is being taken forward by five interns ready to launch a carbon crash programme in the new academic year. Their research output is represented by our carbon footprint estimate (detailed in *Carbon emissions*) and the programmes we have identified to take forward (detailed in *Programmes*).

We seek to continue and expand this work, to engage the whole community in climate change and peak oil action, to lead in cutting the whole University community's carbon by 10% by 2011, and to collaborate in building a replicable carbon crash model which is taken forward by other communities. Working with students and academics, Edinburgh University People & Planet has an excellent opportunity to reduce emissions by engaging the University community both as members of a research and learning institution, and as a community.

Web URL: <http://pandp.eusa.ed.ac.uk/>

1.4 FORMALLY CONSTITUTED ORGANISATIONS

Is your organisation formally constituted? **Yes**, constitution attached.

Charity	<input type="checkbox"/>	Community Council	<input type="checkbox"/>
Company Limited by Guarantee	<input type="checkbox"/>	School	<input type="checkbox"/>
Community Interest Company	<input type="checkbox"/>	Constituted Group	<input checked="" type="checkbox"/>
Development Trust	<input type="checkbox"/>	Community-owned Housing Association	<input type="checkbox"/>
Social Enterprise	<input type="checkbox"/>	Other (please state below)	<input type="checkbox"/>

If your organisation is a Registered Charity? **No**

SECTION 2 – PROJECT DETAILS

2.1 PROJECT NAME

Transition Edinburgh University Phase 2.

2.2 PROJECT LOCATION

Aberdeen City	
Aberdeenshire	
Angus	
Argyll & Bute	
Clackmannanshire	
Dumfries & Galloway	
Dundee City	
East Ayrshire	
East Dunbartonshire	
East Lothian	x
East Renfrewshire	
Edinburgh City	x
Falkirk	
Fife	
Glasgow City	
Highlands	

Inverclyde	
Midlothian	x
Moray	
North Ayrshire	
North Lanarkshire	
Orkney Islands	
Perth & Kinross	
Renfrewshire	
Scottish Borders	
Shetland Islands	
South Ayrshire	
South Lanarkshire	
Stirling	
West Dunbartonshire	
West Lothian	
Western Isles	

2.3 TYPE OF PROJECT ACTIVITIES

Energy	x
Food	x
Waste	x
Transport	x
Awareness Raising	x

Feasibility Study	
Behaviour Change	x
Eco-Builds	
Eco-Refurbishment	
Community Consultation	
Other (please state): <i>Transition Initiative</i>	x

2.4 WORDING FOR PRESS RELEASES

Transition Edinburgh University is a student and staff-led initiative aiming to cut carbon emissions from the 36,000-strong community by 10% in 2010. Through action research projects and peer-learning programmes they will cut direct “lifestyle” emissions – from homes, travel habits, consumables, and leisure – by 4,000 t CO₂e. Their work will provide tools for others to take up “campus community carbon crash” programmes rooted in their own University or College.

2.5 BRIEF SUMMARY OF PROJECT

Transition Edinburgh University's “campus community carbon crash” aims to cut the personal emissions from the 36,000 students and staff by 10% in 2010 in response to the challenges of climate change and peak oil. A Climate Challenge Funded feasibility study estimated a carbon footprint of 335,000 t CO₂e, for the whole University community – 85% (285,000 tonnes) of which comes from students' and staff homes, travel habits, consumables and leisure.

The project will cut these “lifestyle” emissions by 4,000 t CO₂e through action research programmes with peer learning linked to practical projects. They will:

- cut residential energy use through a “Saving Rooms” programme and an inter-halls competition;
- reduce waste and unnecessary consumption of stuff by recycling through a student “Free-Shop”;
- trim carbon emissions through personal Travel and Food Choices;
- encourage new business innovation in a “Green Dragons Den” competition;
- shrink emissions via extra-curricular peer-learning programmes exploring behaviour change and;
- promote change through public events and two campus-wide *Go Green* weeks.

We'll then write up what worked best about this programme and encourage its adoption by Universities and Colleges across the country. Our project will generate social, economic and environmental benefits, with total indirect emissions cuts totalling as much as 49,000 t CO₂e.

2.6 PARTNERSHIPS

Will your project be working in collaboration or partnership with any other organisations? Yes. Partner organisation are detailed overleaf. *Core partners* and *other partners* have provided us with letters of support (see *Attachment 4: Letters of support*). Organisations listed at *Advisers* have not given us formal support as yet, but we will be seeking their advice upon the Project's inception.

Partner Organisation	Type of support they will provide
<i>Core partners</i>	
University of Edinburgh People & Planet	People & Planet Edinburgh are one of the biggest and most active student groups in the UK. They have worked on the Edinburgh University campus for many years recruiting, training and supporting volunteers, and driving institutional change. The People & Planet Society are proposing and financially facilitating this bid. Their large core of activists will help drive our work and we will work in tandem on the development of resources, events and projects.
University of Edinburgh – Energy and Sustainability Office	The University of Edinburgh will support our work primarily through the <i>Energy & Sustainability Office</i> (ESO, http://www.eso.ed.ac.uk/), who are responsible for focusing on sustainability and climate change issues in the University institution. Their support, including at least one day a week from the Energy and Sustainability Advisor, will come in the form of training and day-to-day technical advice, and amounts to a considerable financial contribution to the Project.
People & Planet (UK)	People & Planet (UK) (http://peopleandplanet.org/), based in Oxford, are the largest student campaign network in the UK supporting student activist groups across the country. They are currently developing a “Transition Universities” campaign, and we would work closely with them to make our work replicable so that other community groups can apply it in their own contexts. They will also provide training and advice on strategy and we will work with them to offer two “Universities in Transition” (detailed in <i>Reaching out beyond our campus</i>) conferences.
Edinburgh Climate Change Centre (ECCC)	The ECCC (http://www.studentnewspaper.org/news/230-u-of-e-going-green) is a new collaboration between Edinburgh University and Heriot-Watt University. We will draw upon the institutions’ combined expertise in our carbon calculating activities. Our partnership with the ECCC will also help us network with other universities in Edinburgh, facilitating our local outreach and profile-raising, and assist us in recruiting students to support our Monitoring and Evaluation.
<i>Other partners</i>	
Edinburgh University Students' Association (EUSA)	As the student voice on campus, we will work with EUSA (http://www.eusa.ed.ac.uk/) to promote our projects to students and ensure student interests are taken into account.
Transition Edinburgh South	Transition Edinburgh South (http://www.transitionedinburghsouth.org.uk/) is a community group encouraging re-localisation and carbon reductions in the Southern area of the City of Edinburgh. We will continue to work with them on community engagement events and will work closely with them in all of our practical programmes pertaining to residences.

Transition Edinburgh	Transition Edinburgh (http://transitionedinburgh.wordpress.com/) is the network of Transition groups in Edinburgh. We will work with them on city-wide events and work through them to engage nearby communities in our work.
Transition Scotland Support (TSS)	TSS (http://www.transitionscotland.org/) support the emerging Transition Network in Scotland. We will work with them to promote and spread our work more widely, and to communicate with other Transition initiatives.
Changeworks/local ESSAC	Changeworks (http://www.changeworks.org.uk/) work in Edinburgh to encourage sustainable practice at work and in homes. We will work with them primarily in their role as our local Energy Saving Scotland Advice Centre (ESSAC) on our “Saving Rooms” programme (detailed in <i>Programmes</i>) and carbon reduction monitoring.
Carbon Masters	Carbon Masters (http://carbonmasters.co.uk/) are a new social enterprise based at the University of Edinburgh offering expert carbon management advice. They will assist our project with by offering advice on monitoring and evaluation (detailed in <i>Monitoring and Evaluation</i>).
Environmental Association for Universities & Colleges (EAUC) – Scotland Branch	EAUC – Scotland (http://www.eauc.org.uk/scotland) is the network of practitioners promoting sustainability in all 60 FHE institutions in Scotland. We will work with EAUC Scotland to share lessons learnt from our project and develop models of engagement that complement projects already in place in the higher education sector.
National Union of Students (NUS)	NUS (http://www.nus.org.uk/) represent students interests in the UK. Their Scottish arm, NUS Scotland, are embarking on a “Student Footprints” project (http://www.eauc.org.uk/file_uploads/carbonambassador_jd_may09.pdf) and we will work with this project on our “Saving Rooms” programme. NUS (UK) are working with People & Planet on an “Aiming Higher” project and we will work with them both in running “Universities in Transition” conferences (detailed in <i>Reaching out beyond our campus</i>).
World Development Movement (WDM) Scotland	We will collaborate with WDM Scotland as part of our “Our Global Challenges” series (detailed in <i>Tools of engagement</i>). They will help publicise widely, create space for discussion of the wider issues and engage new individuals.
<i>Advisers</i>	
Student societies	There are more than 200 active student societies at the University (www.eusa.ed.ac.uk/societies). We will work with many of them - in particular those involved with sustainability issues, such as the Carbon Management Society, 'Dirty Weekenders' Conservation Society, and Edinburgh Young Greens.
Joint Union Liaison Committee and Universities and Colleges Union (UCU)	We shall work closely with the Joint Union Liaison Committee and especially the Universities and Colleges Union (UCU) (http://www.ucu.org.uk/) and other campus unions in the implementation of our 'Climate Outreach and Information Network' partnership programme on campus (detailed in <i>Programmes</i>). We shall also work more generally with UCU in engaging academic staff in our work.

Other Academic Institutions in Edinburgh	<p>There are five other Higher Education institutions in Edinburgh: Heriot-Watt University (http://www.hw.ac.uk/), Edinburgh Napier University (http://www.napier.ac.uk/), the Scottish Agricultural College (http://www.sac.ac.uk/learning/aboutcollege/campus/edinburgh/), Edinburgh College of Art (http://www.eca.ac.uk/) and Queen Margaret University, in Musselburgh (http://www.qmu.ac.uk/). There are also the Further Education institutions of Telford College (http://www.ed-coll.ac.uk/) Jewel and Esk College (www.jevc.ac.uk/), and Stevenson College (http://www.stevenson.ac.uk/). We seek to work with the communities at these institutions to promote personal carbon footprint reductions programmes (detailed in <i>Reaching out beyond our campus</i>).</p>
Friends of the Earth Scotland (FOES)	<p>FOES campaign for solutions to environmental problems on a wide range of levels, from grass roots action to lobbying for institutional change. We will benefit from continuing liaison with FOES in the implementation of our programmes and make special use of their wide membership and communications network when recruiting volunteers and advertising events.</p>

2.7 EVIDENCE OF NEED FOR THE PROJECT

Human-forced climate change, driven by carbon emissions from the world's wealthy minority, threatens to drive millions deeper into desperate poverty, create a global migration crisis, push ecological support systems beyond the brink, stir conflict over scarce resources, and send the global economy into sustained contraction. A global energy crisis, sparked by the peaking of world oil supply (“peak oil”) will forever change the price of fossil-fuel-derived energy.

The University of Edinburgh community has not been blind to these oncoming crises. With the support of the student movement, the University institution has invested in low carbon infrastructure and gained Carbon Trust Standard accreditation for year-on-year reductions despite increasing activity. The University itself and Edinburgh University Students Association (EUSA) have both signed up to the “10:10” initiative (www.1010uk.org) aiming to cut total carbon emissions from the institution by 10% in 2010. This is an ambitious and exciting target, and demonstrates the level of willingness in the University to make deep carbon cuts. A great amount of work has already been carried out by the Sustainability and Environmental Advisory Group (SEAG), a coalition of Edinburgh University staff and students (www.seag.estates.ed.ac.uk) that has researched a wide range of sustainability possibilities and contributions to the university strategic plan. Furthermore, as well as driving down its own footprint, the University is also a world leader in research into climate change and solutions seeking to create a low-energy-demand future.

However, there has been no such drive and commitment from University community to reduce its “lifestyle” emissions: those not directly attributable to the institution that derive from staff and students' home life, travel, consumption and so on.

In our *Phase 1* project we have calculated an initial estimate of the University community's carbon-emissions, and conservatively estimate the University institution's direct annual emissions to be 50,382 t CO₂e, 15% of the footprint, whilst we estimate the University community's annual “lifestyle” emissions to be 285,314 t CO₂e – 85% of the total community footprint.

As a whole, the University community is unprepared for a low-energy future that responds adequately to the challenges of peak oil and climate change. Although much work is being done to make progress, it is often disconnected from related work, and the community itself.

It is vital and urgent that something brings together this work and drives down “lifestyle” carbon. We believe the Transition model, adapted in the way we have set out, has the power to deliver the change required. In combination with the institution's own commitments, there is a golden opportunity – now – to deliver an effective community carbon reduction programme.

By bringing the community together to solve these problems, Transition initiatives have been highly successful in effecting responses to these problems, but this approach is yet to be adapted to a University or educationally-based community. A transient student population means any carbon reduction scheme needs to be carefully tailored to their lifestyles and aspirations. However, the underlying ethos of education and the strong community bonds between students and staff existent at Edinburgh are a real strength, and the transience of the population offers an opportunity to lay strong foundations for low-carbon habits of the next generation of civic and business leaders.

With a new Scottish Climate Bill enacted and commitments being made from civil society and business too, the time is right to trial how these carbon reductions can actually be achieved. Our work will forge a path that Scotland's other 60 Universities and Colleges, and the whole UK Further & Higher Education sector can follow.

While much of this work must be grass-roots and voluntary, its impact relies on a concentrated effort and sufficient resources, establishing a bedrock of support. Our CCF-funded Project will be that bed-rock in the University of Edinburgh community.

2.8 COMMUNITY ENGAGEMENT

This Project proposal was developed through consultation with student reps, academics and support staff, and with the input of students as individuals and as part of university-wide and national bodies.

In drawing up this application we have sought the views of a wide section of the University students and staff, from academics to support staff in relation to food, transport, energy and curriculum, as well as wider consumption and lifestyle emissions patterns. Extensive consultation with University staff about related work already under way has elicited offers of dedicated staff support and expertise to make a substantial contribution to the Project (these in-kind contributions are detailed in *Financial resources*).

This application has been drawn up under the guidance of our Project Steering Group (detailed in *Our governance*). We have also held in-depth group consultations with the wider membership of the Transition Edinburgh University group and the People & Planet Society, and received input from many individual volunteers at our social and educational events during our Phase 1 “feasibility study” period (see *Attachment 5 – Samples of community engagement in bid development*).

The projects outlined in this document reflect the direct input of students and staff into the design process and we will continue to take our lead from dedicated and expert members of the community around us.

2.9 EXISTING PROJECTS

Is the project described in this application form an ongoing project? **Yes**, “Transition Edinburgh University Phase 1”, CCF 318.

Transition Edinburgh University *Phase 2* is the fulfilment of Transition Edinburgh University *Phase 1*, our Climate Challenge Fund-funded preliminary feasibility study. *Phase 1* will conclude in Autumn 2009 with a large community event where its findings and proposals will be presented to a cross-section of the University community. We see this as being the perfect pre-cursor to the next stage of the Project.

The *Phase 2* proposal builds on the work carried out by the staff members of *Phase 1*, as well as the work of the Project Steering group, the surrounding Transition Edinburgh University group of volunteers and the facilitator body, People & Planet Society. P&P are already contributed substantially to sustainability activities at the University such as their “Summer Free-shop” scheme and campaigning on the University's carbon footprint.

It also builds on existing projects within the University institution, such as the *Switch and Save* campaign and the University's efforts to procure local food. *Phase 2* is, nonetheless, a discrete project with a defined set of objectives, time-scales, working practices and carbon emissions targets which go well beyond the remit of the University institution, complementing the University's corporate activity without directly contributing to it or formally materially benefiting the University.

2.10 DETAILED PROJECT DESCRIPTION

Aims, outcomes and activities

Our **aim**: to engage the community at Edinburgh University and beyond in collective carbon-emissions reductions in response to the challenges of climate change and peak oil.

We shall achieve our aims by delivering four **outcomes**:

1. Measure our community's carbon footprint and record reductions achieved.
2. Cut “lifestyle” carbon emissions in the Edinburgh University community.
3. Increase awareness and involvement of the 35,000-strong community in action on climate change and peak oil.
4. Build, publicise and transfer a set of tools to support Transition groups in similar and surrounding communities.

In order to deliver these outcomes, our Project will roll out **activities** as follows:

- Detailed in *Programmes*:
 - a. Pollock Carbon Challenge.
 - b. Green Dragons Den.
 - c. Saving Rooms.
 - d. Greener Travel.
 - e. Carbon Conversations.
 - f. Carbon Rationing Action Groups (CRAGs).
 - g. Climate Outreach and Information Network (COIN) Partnership with Campus Unions.
- Detailed in *Tools of engagement*:
 - h. Carbon Calculator.
 - i. Go Green Weeks.
 - j. Large interactive campus events.
 - k. “Our Global Challenges” events
 - l. Use of existing channels of communication
 - m. Create our own media and resources
 - n. Project website
 - o. Peer-to-peer training sessions
 - p. Monitor and evaluate through degree programmes
- Detailed in *Reaching out beyond our campus*:
 - q. Proactive engagement with similar and surrounding communities.
 - r. “Edinburgh University: part of a sustainable city” event.
 - s. “Universities in Transition” events.

- t. Public reports.
- u. “Catalogue of ideas” web-tool.

Programmes: the Collective Carbon Crash

Practical action projects make abstract issues real and empower people to tackle issues head-on. The Project will use programmes to educate, raise awareness and support action on climate change and peak oil, increasing engagement of the University community in peak oil and climate change action, and facilitating a 4,000 t CO₂e cut by 2011 in the “lifestyle” emissions of the community. Each programme is designed to engage different areas of the community – staff and student – and to deliver different outputs.

These projects will deliver outputs on a number of levels. They will aim to directly cut carbon emission by 4,000 t CO₂e, galvanise the growing movement towards further cuts at Edinburgh University and elsewhere, and combined with our delivery methods and support strategy, ensure that all volunteers will benefit greatly from their involvement: gaining confidence, skills and resources with which to continue working towards sustainability for the rest of their lives. This practical work-experience in a pioneering field will greatly improve graduate employability contribute to student experience.

The University and Scotland will benefit as it gains a reputation in preparing students for academia, working world, *and* a future in tackling the social and ecological agenda which will shape much of graduates' futures in a low-carbon world.

Finally, we see these programmes as partly experimental, trialling possible solutions to the problem of carbon emissions to see which work most effectively, before recommending them to other communities, leading to spin-off as they are copied and adapted elsewhere.

Practical Action Programmes

a. Pollock Carbon Challenge

Pollock Halls of Residence is home to nearly 2,000 first-year students. It shapes students' first taste of university life; a momentous opportunity to facilitate a radical change in lifestyle. Yet the average Pollock resident or staff member is carbon intense and unconcerned with sustainability. Our program will transform Pollock into an engaged student community working towards sustainability and making significant carbon cuts through practical activities.

It will also serve to show other institutions located on large estates that these places of work, study and accommodation have enormous potential to raise awareness and encourage positive behavioural change. Students will be encouraged to integrate the concept of sustainability into their university life as soon as they arrive in Edinburgh and this scheme will provide the catalyst for both students and visitors to think and act on their carbon footprint.

Running for the duration of the *Phase 2* Project, Pollock Carbon Challenge will deliver carbon cuts through a whole-institution change in lifestyle expectations through the reflection, learning and insight that will accompany these practical projects.

Our activities at Pollock will consist of:

- *Bicycle User Groups and Walking User Groups* – workshops, techniques and personal support towards getting Pollock staff and students onto 100% carbon-free travel.
- *Free Shop and Share* – reusable waste such as books, furniture and electronics collected by resident students and staff, and redistributed to incoming students.

- *Inter-house Energy saving competition* – supported by wardens, Housing Assistants and students, measured with smart meters and celebrated with giving of “eco-prizes”, rewards and benefits.
- *Meat free days* – exploring delicious meat free 'alternatives', alongside fact-based awareness campaigns on food-related carbon emissions.
- *Support network* – we will support students and staff with technical training and guidance to ensure these activities form the base of an ongoing drive toward sustainability, bring in new people and encourage further such activities.

b. Green Dragons Den

Programmes which work with the University's drive for achievement and development are most likely to bring about pioneering ideas for carbon savings. Green Dragons Den will draw together the University of Edinburgh's technical excellence and the skills of its Business School in a dynamic and exciting atmosphere of competition. The outputs of the project will be at least one successful carbon reduction project nurtured to fruition; a series of ideas made public; and networks and working relationships forged between proactive people which will kick-start further pioneering carbon cutting enterprises.

Green Dragons Den will invite participants across the whole of the University community, staff and students, to present a business plan to a panel of experts in the area of sustainability and carbon saving. These plans will then be judged in terms of potential for carbon savings and promotion of sustainable practice, with the winner gaining access to: (i) practical and financial support from Business school colleagues and TEU to make the project happen; and (ii) opportunities for professional advancement within the University in the form of an internship or professional mentorship from an advanced academic in their field.

We will ensure publicity and marketing of this project through publication of all the recommended ideas and tracking the success of the winning project through contemporary media such as YouTube (“Transition TV”). The project will become part of the institution's drive to attract, train and inspire technically minded students and staff by placing the concept of sustainability at the heart of the University's academic calendar and curriculum. The proposed time-scale of the project is to begin full promotion in December, the competition starting in January, and the chosen projects ending in May 2010.

c. Saving Rooms

Accommodation encapsulates the biggest carbon output of a university community member's lifestyle (see *Carbon emissions*). Opportunities abound for dramatically downscaling the carbon intensity of accommodation but many people still feel overwhelmed by information and unsupported in taking concrete steps to reduce their accommodation's footprint. We will work together with Changeworks (primarily in its role as our local ESSAC) (www.changeworks.org.uk) to address the special challenges presented by Edinburgh student and staff housing. The project will make carbon cutting a face to face activity, and provide clear aims and actions. Most importantly, it will be a fun, social project which empowers people to remodel their accommodation in a supportive atmosphere of collective change.

Small teams of three volunteers and one qualified trainer in National Home Energy Ratings (NHER) (<http://www.nher.co.uk/>) will visit student and staff homes and work with these residents to make improvements that save money and cut carbon emissions. The teams will help householders distinguish between what can be achieved as a tenant and what requires negotiation and collaboration with the landlord of the property. Teams will provide support with both interventions and will also provide information and advice to students on how best to choose energy efficient, low-carbon homes in subsequent years. We will facilitate this process by recruiting NHER trainers and matching them with volunteers. We will work with NUS Scotland's in their Carbon Ambassador scheme in training up further auditors so that our volunteers will pass on their skills to others and so on.

We will ensure that the process of change is enjoyable and rewarding by publicising successes through podcasts and videos. Participants will have access to the wider support and community structures such as co-ordinated socials, training events and feedback sessions (detailed in *Peer-learning Programmes*), and be fostered by our 'Exploring Behavioural Change' programme. The project will thus deliver both practical carbon cuts and add an additional social outcome of bringing people together to learn and support each other in making these cuts. This project will start in September 2010 and run for the remainder of the Project.

d. Greener Travel

Our Greener Travel programme aims to reduce the total number of flights taken by community members by encouraging engagement and understanding of the impact of air travel and offering positive alternatives. The University of Edinburgh has done considerable work on monitoring and reducing carbon emissions resulting from commuting travel within the city by students and staff. However, travel still represents a significant proportion of the community's carbon emissions (see Carbon emissions). A return flight to New York is likely to increase an individual's carbon footprint by 1.4 tonnes, excluding the climate-forcing from emissions released at high altitude.

The programme's activities will be woven into our other programmes and engagement activities, through which we will collect pledges from 1000 students and staff to reduce flying. We will organise a "green travel fair" on campus to showcase alternative forms of transport, local destinations, activities, and volunteering opportunities. We will also create a series of videos highlighting the advantage of greener travel and broadcast online via websites such as YouTube ("Transition TV").

The goal of this programme is to raise the profile and improve positive reactions to low-impact leisure travel. As low-impact transport is often slower, we will need to encourage people not only to consider closer destinations, but the idea that the journey can be part of the enjoyment of a holiday itself. Our positive approach will avoid victimising frequent flyers and instead breed excitement in low-impact travel opportunities. Greener Travel will begin in December 2009 and run for the duration of the Project.

Peer-learning Programmes

The three preceding programmes will cut carbon in the areas they address. However, World Wildlife Fund's pioneering 'The Natural Change' (<http://www.naturalchange.org.uk>) programme demonstrated remarkable success in changing lifestyle patterns by taking the approach that sustainability and the planetary crisis have to be experienced at an affective, not just intellectual level. Genuine attitudinal transformation often only occurs through networks of friends, families and colleagues.

TEU will initiate and pilot a number of established behaviour change programmes – which have had success elsewhere – within the University community and test which is the most effective in cutting carbon in the unique environment of a university campus.

We will facilitate these projects by setting up initial meetings, connecting interested people and providing resources and a support structure with coordinated social and training dates.

These 'Exploring Behavioural Change' programmes will help participants work through the emotional and psychological aspects involved in changing to a low-carbon lifestyle and give them access to a supportive environment for empowerment and growth. The different make-up of each programme means they give different target audiences access points with which to engage with the issues of climate change and peak oil, and take positive action as a result.

e. Carbon Conversations

There is often a discrepancy between the messages of low-carbon living often transmitted through mass-media and the unique circumstances that people find themselves trying to make positive choices to reduce their carbon footprint. Carbon Conversations is a 6-session course based on psychotherapy working practices

that goes beyond a purely quantitative approach to carbon cutting actions and looks how efforts to reduce carbon emissions individually and collectively are affected by qualitative concepts such as identity, status and consumer habits.

Courses held in Cambridge over the past few years have had fantastic success, with participants reducing their carbon emissions by an average of one tonne within the first year of completing the course.

Carbon Conversations will be piloted at Edinburgh alongside CRAGS because it offers a slightly different approach by concentrating more on the psychological influences of our desires and choices.

TEU has established a partnership with Cambridge Carbon Footprint (<http://cambridgecarbonfootprint.org/>) who will train facilitators and provide the support and resources to make the courses a success. Traditionally 'hard to reach' members of the community who have no prior interest in sustainability issues but are interested in holistic systems, such as anthropology or sociology departments, will be particularly encouraged to participate. This project will start in February 2010 and run till the Project's close.

f. Carbon Rationing Action Groups (CRAGs)

Carbon Rationing Action Groups (CRAGs, <http://www.carbonrationing.org.uk>) are an existing programme in which groups of people support each other to take action on cutting carbon. CRAGs' success stems from the empowerment participants gain from calculating their own carbon footprint and using available resources such as smart meters and the knowledge of the wider group to work out ways to cut it. It is an action based, practical approach in which participants report back to each other on a regular basis as to their successes and challenges. Unlike Carbon Conversations, CRAGs have no end date and groups can go on meeting as long as they find it useful. Development into subgroups or changing themes is likewise possible.

Each CRAG is unique and determines its own dynamic. TEU will utilise the adaptability of the model to facilitate the creation of a number of different groups to attract different types of participants, from those highly motivated to go completely carbon neutral to people who feel obliged to do something and would like a little instruction and guidance from their peers. We will use our contacts with university societies and academic bodies to make an 'insider' approach to these 'hard to reach' populations and purposefully work through established communication structures to maximise the programme's reach TEU will facilitate an opening launch of the CRAGs idea, alongside Carbon Conversations, as an informal group-based approach to carbon cutting. We will provide resources and a back-up structure, with coordinated socials, training days and feedback sessions to support the programme and ensure continuing momentum. This project will start in February 2010 and run till the Project's close.

g. Climate Outreach and Information Network (COIN) Partnership with Campus Unions

The Carbon Outreach and Information Network (COIN, www.coinet.org.uk) has established excellent record of promoting action on cutting carbon emissions through their Climate Action Groups (CAGs). Their innovative new "Climate Solidarity" project looks to apply this approach to trade unions, with the same focus on examining the effect values and collective identity have on action taken. By promoting action in the work place, this approach will encourage staff to see sustainability as part of their working lives and complementary to long standing Union traditions of change and collective action.

We will facilitate a partnership with COIN and promote this link between staff, union and university. COIN will provide training to University staff members who will then be qualified to give peer to peer presentations on Climate Change and collective action to trade union members. Each presentation will focus on a specific target; for example commuting carbon emissions, insulation in homes, local food, green tariff electricity change-over and car maintenance and use. Action groups will be the outcome of each targeted presentation and TEU will provide support, follow up work and dissemination of successful outcomes. TEU will develop a system which works for the Edinburgh University community, but we are also committed to sharing lessons

learnt from this project with the sixty other further education institutions and their surrounding communities in Scotland and beyond through EAUC and People & Planet. This project will start in February 2009 and run till the Project's close.

These six programmes will lead our efforts to deliver the cuts in “lifestyle” carbon emissions in the community, around 10% cuts in each those we engage, and delivering total carbon savings of 4,000 t CO₂e over the course of the Project. Furthermore, they will also support our aim of strengthening the surrounding community and providing replicable schemes for our similar and surrounding communities.

Tools of engagement

To enable our programmes to effect lasting carbon-emissions cuts we must begin by involving the University community. In order to excite people into action we need to make our programmes highly visible, and take a lead in raising awareness of the issues at stake more generally. With greater understanding of the issues the community will become better informed and motivated to take positive action.

Our Project will facilitate this awareness raising, and offer our programmes as a positive response to the problems at hand, as well as encouraging the community to create their own solutions. This will then build a strong group of volunteers to run the programmes, and a wider body of interest to take up and spread the programmes in the community. This wider group will also become a real movement for change in the University community embedding Transition deeply within it so that is the whole University in Transition.

This growing movement will effect a legacy of cascading carbon reductions and community cohesion, and help turn the direct cuts in “lifestyle” resulting from our programmes into our aspiration of cutting the whole community's carbon by 10% in 2010.

To allow this wider engagement to take place we will build a set of “tools of engagement” designed to raise awareness of climate change and peak oil, reinforce the core programmes, ensure the Project's elements are cohesive and coherent, and build a wider movement of community engagement in the issues. This integrated programme of events and engagements is designed, with guidance from our Project Steering group, to involve community members of different levels of interest and knowledge, and to invigorate the University community and link it with similar and surrounding communities.

- We will promote a community-specific “**Carbon Calculator**” (h) to enable students, staff and other interested individuals to calculate their carbon footprint on paper or online. This will work in tandem with pledges to reduce personal impact and will be aligned with our programmes – for example, encouraging those with high accommodation emissions to take part in our “Saving Rooms” scheme. It will also contribute to our monitoring of progress, allowing us to chart emissions reductions.
- As part of “**Go Green Week**” (i) in February 2010 and 2011 (<http://www.peopleandplanet.org/gogreenweek>), we will work with volunteers to run a series of awareness raising and practical action events to promote our programmes and the issues of climate change and peak oil.
- We will work with volunteers to organise a series of **four large interactive campus events** (j) charting the progress of the Project and its programmes. Each event is targeted at engaging different members of the community. They will take place over the course of the Project and will cover the following themes:
 - February 2010 - “After the UN Conference at Copenhagen, the UK Climate Bill, and the Scottish Climate Act: How can we enact the changes envisioned?” An event to highlight practical solutions to fulfil the targets, including those already being enacted and those which need to be

developed and supported. This event will ask the University community: how can we match our institution's aim to cut carbon by 10% by the end of the year? Aimed at students and staff.

- July 2010 “Relearning and re-skilling for a low-energy future.” An event to bring together experts in the University and wider community to discuss how we can equip ourselves and the community as a whole with the knowledge required to progress and prosper in a world with dramatically less energy and fewer carbon-intensive resources. Aimed primarily at staff and postgraduate students.
- October 2010. “The Transition has begun.” An event to showcase the successes of the Project over its first 10 months and offer new-comers, including first-year students, a programme of activities for the year ahead. Aimed primarily at students.
- February 2011. “The path to 50% by 2020.” This event will consider the contribution of all the action in the University community to date on the issues of peak oil and climate change, and then ask the question: “what do we need to tackle now to make the cuts needed?” Aimed at students and staff.
- We will offer a series of high-profile events titled “**Our Global Challenges**” (k). We will collaborate with our partners including the University of Edinburgh, Edinburgh Climate Change Centre, Edinburgh University Students Association, and World Development Movement Scotland to put together the first three events using prominent speakers on the topics of peak oil and climate change. The fourth event will tie-in with a photography exhibition, “Hard Rain” (<http://www.hardrainproject.com/exhibition.htm>) which we will bring to Edinburgh, and enrich by hiring a photographer to contribute photos of sustainability issues in the University community. This locally-focused exhibition will become a resource for the community for years to come which can be added to as progress is made, including in *Go Green Week*, February 2011. This exhibition will be showcased with a tie-in speaker-event. These four speaker-events, alongside the exhibition, will publicise the Project widely, create space for discussion of the wider issues and engage new individuals.
- We will use all **existing channels of communication** (l) at our disposal including student-run media, the University website, University bulletin services, student society mailing lists, local press and radio, and social networking sites such as *Facebook*. This will allow our work to reach a wider audience without investing time and expertise into developing channels of communication from scratch.
- We will **create our own media and resources** (m) including podcasts and short films (“Transition TV”) profiling volunteers and the projects they're involved with to attract new interest and encourage and give confidence to those involved. Where appropriate we shall design eye-catching printed materials including posters and leaflets to publicise our work around campus – way-marking our web presence.
- We will develop our **Project website** (n) to draw in users from different parts of the University community. It will act as a shop front for our programmes, events, and resources, including elements described above such as our carbon calculator, podcasts, and videos (see above). This will allow round-the-clock access to the Project by anyone member of the University community with access to the internet.
- We will strengthen and expand the core body of volunteers that forms the TEU group. We will develop ways to allow community members to take part in the core work of the Project in both “deep” and “light touch” ways. Informal social events, discussions, and film showings will increase

involvement. Monthly advisory panel meetings will help inform the Project and give ownership over to the volunteers. Volunteers will be empowered by three **peer-to-peer training sessions** (o) (in January 2010, October 2010, January 2011) and attendance of external training events, including the Summer Gathering training week (June 2010), ensuring that everyone involved is continuously increasing their skills, knowledge and experience.

- The Project will take full advantage of the specific advantage of being based within an academic community and create opportunities to **monitor and evaluate the Project through degree programmes** (p). This will include partnerships with the Centre for the study of Environmental Change and Sustainability (CECS) and Edinburgh Climate Change Centre (ECCC) in offering students a research topic investigating the effectiveness of the Project. It will also include offering different aspects of the Project as a topics for dissertation study. We see students and staff involved in this way going on to take further involvement in the Project.

Reaching out beyond our campus

Whilst our work in the University community can make a significant impact in isolation, it is through reaching out beyond its immediate boundary that we will make the most lasting impact on carbon emissions reductions and community cohesion. Climate change and peak oil are global issues and so solutions to them require a global attitude. Moreover, several of the models replicated in our programmes have been drawn from external experiences (for example Carbon Conversations and Green Dragons Den).

To ensure our activities continue to benefit from a wider wealth of experience, that we engage the wider academic and city community in carbon reductions, and that we take an appropriate global approach, it is essential that the Project reaches out beyond our campus.

- We will deliver **proactive engagement with similar and surrounding communities** (q), educating and involving individuals and nurturing at least five other Transition-related groups around Edinburgh, and in educational communities where our experience is most relevant. This will include arranging meetings, discussions, film showings, and presentations as well as exchanging ideas and developing synergistic practices. We will work with communities at other education institutions in Edinburgh including Edinburgh Napier University, Edinburgh College of Art, Scottish Agricultural College, Telford College, Stevenson College, Queen Margaret University (Musselburgh, East Lothian) and local schools; community groups such as Transition Edinburgh and Transition Edinburgh South; and through People & Planet and the Transition Scotland network to support new initiatives further afield. We will also exploit already existing outreach opportunities by taking part in relevant conferences such as the Transition Network conference (March 2010, March 2011) and the Transition Scotland gathering (December 2009).
- As part of this engagement programme, we will run an event in May 2010 focusing on the contribution the University community to action on climate change and peak oil within the wider context of the city of Edinburgh. Called “**Edinburgh University: part of a sustainable city**” (r), it will create closer links with the surrounding community and facilitate the sharing of skills, knowledge and experience.
- With our Education-related partners (People & Planet, EAUC, NUS) we will organise two “**Universities in Transition**” (s) conferences in March 2010 and December 2010, showcasing our work, facilitating the sharing of knowledge and experiences and building bridges between similar initiatives.

- We will **publicise our challenges and successes** (t) in various forms in order to create a pool of resources from which other groups can draw. A strategy for replicating our work across other institutions will help us work pro-actively with other community organisations and devise synergistic ways of working. We will summarise and package our “carbon crash experience” in two public reports (published in April 2010 and March 2011); short-films, guidance sheets and podcasts, and ensure we have a presence in the media and other external publications. In this way, our experience will pervade beyond the life and geographic limits of the Project, contributing to a wider library of work on reducing the environmental impact of educational communities.
- A centrepiece of our publicity effort will be a **web-tool to showcase our successful programmes and best practise** (u). This will be a “catalogue of ideas” that anyone or any group can use to choose appropriate projects to run in their community. This would be developed in collaboration with People & Planet (UK), who will ensure this tool is well publicised to other student activist groups. It will be launched in September 2011.

In promoting all these tools and techniques found through our work in our community we shall build capacity for resilience in the Edinburgh University community, enabling deeper engagement and greater carbon emissions reductions.

By recording the Edinburgh University experience and using it to engage other communities in Transition, we will enable communities in at least five other academic institutions to follow our lead, creating a lasting legacy of carbon reductions beyond the Edinburgh University campus. We estimate that by promoting our ideas and experiences in this way we can make reductions amounting to up to five times the immediate impact of our actions in the University community.

A well planned outreach programme will also position us within the broader context of sustainability-related activities and initiatives, making us a key part of a broader movement, and encouraging and inspiring the Edinburgh University community to push further. With spin-off effects reaching as wide a catchment as possible, our work can snowball to reflect well not only on the University but on the CCF itself, and Scotland beyond.

Alongside already successful schemes such as *Going Carbon Neutral Stirling*, and *Transition Scotland Support*, we will join front-line on the home-front against climate change, taking Scotland forward as a leading nation in tackling the climate challenge.

Human resources

The Project will benefit from contributions from academic staff, support staff, and volunteers.

Upon inception, the Project Steering Group will oversee a recruitment process for **six full-time staff**. Job specifications for the positions have been drafted under the supervision of the Project Steering Group and graded against the Hay Grading process for such posts. They will be widely advertised, including via the Students And Graduate Employment (SAGE) website (<http://www.careers.ed.ac.uk/SAGE/>) and email networks. The Project Steering Group will then appoint a panel to interview and select candidates. Staff recruited will be offered contracts for the 16-month duration of the project at an average wage of £26,000 including provision for an increment in July 2010 (detailed in *Financial resources*).

Following their recruitment, there will be a week of **training** developed by the *Phase 1* staff-team which will form the start of ongoing staff and volunteer training and development support. Full use will be made of all CCF-related training opportunities – including the new SDC-run series offered for CCF project staff. We will also offer technical training by a carbon management consultant, training from the Carbon Outreach and

Information Network, training on the Carbon Conversations course, and training in facilitation from a participatory education training group.

Staff and volunteers from Transition Edinburgh University will also learn from each other at **peer-to-peer** training events taking place in January 2010, October 2010, and January 2011 (detailed in *Tools of engagement*), and at relevant externally organised training events, such as the Summer Gathering training week in June 2010 and the Shared Planet student conference weekend in November 2009.

Staff and volunteers will be supported by **feedback** from the Project Steering Group, Project Advisory Group, regular team meetings and internal one-on-one mentoring to facilitate personal development and ensure welfare.

The **staff team** will be divided into five “project officers” who will focus on delivering the *Programmes* (roughly 3 days a week), rolling out our *Tools of engagement* (roughly 1 day a week), and *Reaching out beyond our campus* (roughly 1 day a week). The sixth staff member will enable the Project to be run efficiently by producing supporting research, focusing on our overall strategy, and overseeing monitoring, evaluation, finance, recruitment, staff and volunteer welfare, governance, and use of financial resources.

We will support and manage our **Project staff, University staff and volunteer input** through the use of a “skills bank” logging people's contributions, aptitudes and enthusiasm in order to maximise the contribution of everyone involved.

Our Project is benefiting from considerable time given “in-kind” and careful management of this contribution will be central to our vision of facilitating involvement at different levels in different areas. If we keep careful track of people's involvement, we can promote our offerings to meet the needs of hard to reach parts of the community, from the busiest professors to the least interested first years. This “skills bank” resource will underpin all our activities to make sure the right people are asked to contribute at the most appropriate time – using skills, energy and time in the most fruitful way possible.

Financial resources

The Transition Edinburgh University project will make efficient and effective use of our financial resources. The spending under each budget heading, and their relation to the Project will be as follows:

Staff costs

Our staff costs will cover wages, pension and tax for six officer-level staff for the full sixteen months of the Project (as detailed in *Human resources*). We have sought advice on appropriate wages and subsequent pension and tax costs from HR and Finance at the University of Edinburgh. Our proposed staff costs are as follows:

- Our staff will work collaboratively as a team. In accordance with the range of skills required to carry out the Project, our wages are derived from the lowest salary on the pay-grade the University recommends for a post-graduate with several years “field” experience. As such, all six staff will be paid an average wage of £26,061 per year, equivalent to a higher officer (<http://www.hmrc.gov.uk/jobs/salaries.htm>). We believe staff of this calibre will be required for the the Project to fulfil its potential impact. This average wage takes into account a rise for inflation and a pay scale climb mid-way through the Project. It does not including National Insurance or pension contributions, detailed below. Total projected spend: £208,493.
- Employer's National Insurance at this average wage comes to a total of £1,805 per employee. Total projected spend: £208,493. Total projected spend £14,443.

- The University has identified employer's total pension contributions of £3,909 per staff member. Total projected spend: £31,273.
- Total spend on staff budget heading: £254,209.

Events costs

Transition Edinburgh University's ambitious and diverse programme of events have projected costs estimated as follows:

- A series of events forming part of two “University Go Green Weeks” in February 2010 and February 2011 (detailed in (i) *Tools of engagement*). Expenses will include materials, publicity, room hire, equipment hire, and food - totalling £3000 for each week. Total projected spend: £6000.
- Four “large interactive campus events” estimated to cost £500 each in February 2010, July 2010, October 2010, February 2011 (detailed in (j) *Tools of engagement*). Expenses will include materials, publicity, room hire, equipment hire, and food. Total projected spend: £2000.
- An event series, “Our Global Challenges” will include three high-profile speaker events and a photography exhibition in January-April 2010 (detailed in (k) *Tools of engagement*). Three speaker events will cost £1500 each for materials, publicity, room hire, speaker expenses, equipment hire, and food. A fourth event will tie-in with a special photography exhibition highlighting climate action by individuals in the University community: £2000 for a photographer and new board printing and £2500 for hire of the Hard Rain exhibition and related speaker-event (quotes from University of Edinburgh). Total projected spend: £9000.
- A City-University engagement event in May 2010: “Edinburgh University: part of a sustainable city” (detailed in (r) *Reaching out beyond our campus*). Expenses will include materials, publicity, room hire, equipment hire, and food. Total projected spend: £500.
- Two “Universities in Transition” events in March and December 2010 costing £500 each (detailed in (s) *Reaching out beyond our campus*). Expenses will include materials, publicity, room hire, equipment hire, and food. Total projected spend: £1000.
- Small-scale events rolling out our programmes, costing £100 a month (detailed in *Programmes*). Total projected spend: £1600.

Total spend on events budget heading: £20,100.

Publicity costs

Our publicity costs include our web systems and printing costs. We will seek to maximise use of communications using IT and minimise use of paper and use recycled materials throughout for any printed materials.

- Participants on our Carbon Conversations programme (detailed in (e) *Programmes*) will receive a very useful handbook to supplement their learning, at a cost of £5 per participant with 300 participants purchased in December 2010 and November 2011 (quote received from University of Edinburgh). Total projected spend: £1,500.
- We will employ an external web-developer to maintain our Project website (detailed in (n) *Tools of engagement*), at a cost of £300 per month (quote received from Nearbuyme.com and University of Edinburgh). Total projected spend: £4,800.
- Our two “Public Reports” (detailed in (t) *Reaching out beyond our campus*) will be designed for electronic distribution with only limited paper-printed for issue externally. Two reports at a cost of

£1,000 per report in April 2010 and March 2011 (quote received from University of Edinburgh).
Total projected spend: £2,000.

- We will employ an external web-developer to design and maintain our “ideas catalogue web-tool” (detailed in (u) *Reaching out beyond our campus*), at a cost of £300 per month (quote received from Nearbuyme.com and University of Edinburgh). Total projected spend: £4,800.
- Programmes, event, and resources production will incur ongoing costs for external design and printing, estimated at £100 per month or £50 per staff member per quarter (quote received from University of Edinburgh). Total projected spend: £1,600.

Total spend on publicity budget heading: £14,700.

Training costs

Expenditure in this area will enable our team of staff and volunteers to become highly skilled at engaging community members in carbon reduction activities. Costs include training from a carbon expert, facilitation and education courses, programme specific training, and attendance of externally organised events including those run by SDC etc. for CCF projects.

- The Project staff will be trained in facilitation and teaching techniques from an external organisation focused on youth-orientated-teaching to enable them to engage and motivate lecture-worn students interactively and creatively (detailed in *Human resources*). Trainers will be used for an initial six days in December 2009 and January 2011, followed by a series of two day sessions in April 2010, September 2010 and January 2011. One day costs £200 for two facilitators (quote received from Tripod) with 12 days used in total. Total projected spend: £2,400.
- Project Staff will be trained in carbon management and calculation from external carbon managers who will also provide oversight for monitoring and evaluation (detailed in *Human resources*). Initial training of three days in December and January 2009 will be followed by one additional day's input from a specialist every two months thereafter for the duration of the Project; a total of 10 days training at £600 a day (quotes received from Footprint Consulting and Carbon Masters). Total projected spend: £6,000.
- In order to carry out the “Saving Rooms” programme (detailed in (c) *Programmes*), one staff member will receive National Home Energy Ratings training at a cost of £3,300 in August 2010 (quote received from Changeworks).
- Project staff and volunteers will also be trained to facilitate the “Carbon Conversations” programme (detailed in (e) *Programmes*). Weekend training courses will cost £1640 (quote received from Carbon Conversations) and we will finance two such weekends in December 2009 and September 2010. Total projected spend: £3,280.
- Our Project staff and volunteers will receive training for the COIN Programme (detailed in (g) *Programmes*). Three two-day visits to Edinburgh at the Project's inception (December 2009-February 2010) will cost £1000 each (quote received from COIN), with remote phone/email support continuing for the duration of the project at £100 a month. Total projected spend: £4,300.
- All involved will be encouraged to attend free external training events such as those offered by the Sustainable Development Commission. We will also offer places for five Project staff and transition volunteers to attend the Transition Network gathering in April 2010 and the Summer Gathering training week in June 2010, and ten Project staff and transition volunteers the larger-scale Shared Planet student conference weekend in November 2010 (detailed in *Human resources*). Ticket costs for these are £30, £100, and £30 respectively. Total projected spend: £950.

Total spend on training budget heading: £20,230.

Travel costs

Travel costs include transporting our staff and volunteers to external training courses and outreach visits; bursaries to support others attending our outreach events; and Project Steering Group travel expenses. All travel costs are based on journeys carried out by train or coach with tickets purchased in advance, for the purpose of minimising cost where possible.

- Travel to external training events (detailed in *Human resources*) is estimated to cost as follows: five people (staff and volunteers) attending the Transition Network gathering in April 2010 in London at £70 per person; five people (staff and volunteers) attending the Summer Gathering training week in June in Oxford at £70 per person; ten people (staff and volunteers) attending the Shared Planet weekend student conference in November in Warwick at £50 per person. Total projected spend: £12,000.
- Travel for one Project Steering Group member (detailed in *Our governance*) to visit from People & Planet (UK) in Oxford on four occasions, March 2010, July 2010, November 2010, and March 2011 at £70 per visit. Total projected spend: £280.
- Staff and volunteers will undertake regular outreach visits to meet with related projects in similar and surrounding communities for fact-finding and to nurture similar initiatives (detailed in *Reaching out beyond our campus*). Two people will make one visit each month at £40 per visit. Total projected spend: £1,280.
- Travel bursaries will be pro-actively advertised to students from other Universities to enable those on lower incomes to attend the two “Universities in Transition” events in March 2010 and December 2010 (detailed in *Reaching out beyond our campus*). Ten bursaries will be offered at £50 per person at both events. Total projected spend: £1,000.

Total spend on travel budget heading: £3,760.

Equipment costs

Our equipment costs cover the full expense of setting up an office for six staff, including furniture and computer workstation hardware and installation. All furniture and computers purchased will be second-hand where possible and we will take full advantage of the University's computer and furniture recycling systems to save cost and reduce environmental impact. Equipment used by the project will be sold on with funds raised used to supplement to other budgeted expenses.

- Our office will be equipped with six desks at £160 each; six chairs at £86.87 each; six drawer at £62.00 each; three screens at £73.55 each; two filing cabinets at £67.98 each; one stationary cupboard at £75.15; one table at £97.87; and two bins at £1.06 each (quotes received from University of Edinburgh). Total projected spend: £2,385.
- We will install six PC workstations with PCs at a cost of £365.50 each; monitors at £106.00 each; and installation and connection costing £300 per workstation. Total projected spend: £4,629.

Total spend on equipment budget heading: £7,014.

Office costs

Our office costs include all expenses incurred by the day-to-day running of the Project's office base, including rent, bills, council tax, printing, stationery, post, and phone connection on the basis of straight pass-through costs.

- The University has offered use of office space for the 16 month duration of the Project. The price includes including rent, heating, electricity, water and council tax for £1,045 per month. Total projected spend: £16,720.
- We estimate to spend £60 per month on office printing and £30 per month on stationary (quote received from University of Edinburgh). Total projected spend: £1,440.
- We estimate spending £17 per month on post and £48 per month on our phone connection including internet costs. Total projected spend: £1,037.

Total spend on office budget heading: £19,197.

In-kind costs

The Project will benefit from considerable time given in-kind from student and University staff as volunteers, and University staff time given as part of their work in the University institution. This contribution represents a large financial contribution from the University in time given, as well as considerable personal contributions from volunteers. These contributions will underpin our success in running effective programmes, engaging with the community, and training and supporting Project staff.

- We estimate that at least thirty community volunteers will give at least 20 hours a month to support the Project, which, at a wage of £8.10 an hour (the University's lowest pay level) gives a total value for this support of £4,860 per month. Total projected value: £77,760.
- We envisage 24 University staff of various pay-scales supporting the Project on average one day a month. For example, we receive regular support from the Energy and Sustainability Office. Total projected value: £93,786.
- Our partner, *Carbon Masters*, a carbon management consultancy based at the University have offered us 16 days work support at no charge to support the Project.

Total value of in-kind costs: £208,546.

Total costs

Requested from CCF:

Budget Heading	Staff	Events	Travel	Publicity	Training	Equipment	Office	Monthly total
Dec-09	15,387	100	80	1,450	4,140	7,014	1,200	29,371
Jan-10	15,387	1,600	80	700	2,500		1,200	21,467
Feb-10	15,387	5,100	80	700	1,000		1,200	23,467
Mar-10	15,387	2,100	650	700	700		1,200	20,737
Apr-10	16,055	4,600	430	1,700	650		1,200	24,635
May-10	16,055	600	80	700	700		1,200	19,335
Jun-10	16,055	100	430	700	600		1,200	19,085
Jul-10	16,055	600	150	700	700		1,200	19,405
Aug-10	16,055	100	80	700	3,400		1,200	21,535
Sep-10	16,055	100	80	700	2,740		1,200	20,875
Oct-10	16,055	600	80	700	100		1,200	18,735
Nov-10	16,055	100	650	1,450	1,000		1,200	20,455
Dec-10	16,055	600	580	700	100		1,200	19,235
Jan-11	16,055	100	80	700	1,100		1,200	19,235
Feb-11	16,055	3,600	80	700	100		1,200	21,735
Mar-11	16,055	100	150	1,700	700		1,200	19,905

In-kind contributions:

	Volunteer time	University staff time	Carbon Masters time	Monthly total
Dec-09	4,860	5,862	2,313	13,034
Jan-10	4,860	5,862	2,313	13,034
Feb-10	4,860	5,862	2,313	13,034
Mar-10	4,860	5,862	2,313	13,034
Apr-10	4,860	5,862	2,313	13,034
May-10	4,860	5,862	2,313	13,034
Jun-10	4,860	5,862	2,313	13,034
Jul-10	4,860	5,862	2,313	13,034
Aug-10	4,860	5,862	2,313	13,034
Sep-10	4,860	5,862	2,313	13,034
Oct-10	4,860	5,862	2,313	13,034
Nov-10	4,860	5,862	2,313	13,034
Dec-10	4,860	5,862	2,313	13,034
Jan-11	4,860	5,862	2,313	13,034
Feb-11	4,860	5,862	2,313	13,034
Mar-11	4,860	5,862	2,313	13,034
TOTAL	77,760	93,786	37,000	208,546

Note: totals subject to rounding errors.

Our projected total Project value is therefore £547,755, including staff, events, publicity, training, travel, equipment, office, and time given in-kind. With £208,546 being offered to the project *in-kind*, Transition Edinburgh University are requesting £339,209 from the Climate Challenge Fund.

Continuity

In order to increase the potential of our programmes we will map and exploit available sources of additional funding. We will also seek opportunities to continue the Project, or elements within it, beyond March 2011. This may take the form of transferring our programmes to other organisations, for example the Edinburgh University Students Association; handing over projects to teams of volunteers; or finding continued sources of funding. In this way we will ensure full handover of our practical programmes, our momentum, our skills, and our base of knowledge. Furthermore, our research output, in combination with full Project evaluation, will inform the development of new directions for related work beyond March 2011.

Our approach

Our Project truly takes forward the **Transition ethos** of relocalisation, as our solutions are collective and our ambitions are long-term. The Transition Edinburgh University group is focused on a complete transformation of the University community, but also seeks ways of working which respond to a need for internationalist solutions. After all, peak oil and climate change are international problems and cannot be solved by an inward looking attitude. We promote environmental justice and seek greater global equity and see our Project as part of this effort. Our response to climate change and peak oil is to seek dramatic reductions in energy use (and therefore carbon emissions) and, as such, relocalising the community's economy follows as a logical step. However, we see this relocalisation not as a "return to the dark ages", nor an output of xenophobia. Rather, relocalisation is a golden opportunity to create a closer, happier community, more aware of the world surrounding and more aware of the worth within.

We are keenly aware of the necessity to balance a sense of community and group spirit with maintaining ourselves as an open network. We want to **unite disparate bodies within the university**, not become one more of them. Therefore a key part of our objectives will be constant re-evaluation of ourselves in the face of

this reality – that we are beholden to as wide a section of the University community as possible and must build that into our identity from the start; not an easy task but one hopefully moulded and emergent along the journey. We hope that the emphasis on group ownership will play a steering role in keeping TEU flexible and adaptable to circumstances.

We want to create a truly **new professionalism**, one that is as effective as the corporate world but imbued with the Transition ethos. We are a non-hierarchical grass-roots group working within a very old institution with its own codes, practices and norms, and we need to be efficient and effective whilst maintaining our open, inclusive nature.

For ourselves, it is important to balance getting things done effectively with a **sustainable working culture**, where work springs from enthusiasm and is backed up by a strong web of support. We want to avoid both the corporate model of prescribed outcomes and targets, and the last minute, stressed-out nature of the activist paradigm. This sense of clarity and momentum underpins what we do – which of course by its very nature will be complex. It is important to give people a sense that they are participating in something real, that links tangibly from the immediate local all the way through to the deep global nature of the problems we are facing.

The prominent profile of the **10% aspiration** will also aid us in this by creating a joint target to aim for collectively. The figure can be broken down for each subsection of the University community, ie. we will figure out how much each sector needs to cut back and the possibilities therein. It is vital that this clarity is transmitted to the wider public too, to people not yet involved in the Project. The fact that we work so differently will, alongside the projects and emissions target, be a visible emblem of Transition as a tangible force working amongst the University community. We want to be visible in a way that demonstrates our nature clearly as a diverse and open network but with a clear working mission.

Much of this attempt to bridge **passion and effectiveness** will come organically from our approach and our values in practice. However, it also requires sustained long term commitment and continuity. Our working strategy, then, will be an effort to create an organic identity but one with strong underpinnings, strategic goals and achievable measures.

The University's mission statement “to make a significant, sustainable, and socially responsible contribution to Scotland, the UK and the world, promoting health and economic and cultural wellbeing” and the theme in its strategic plan to 'promote equality, diversity, sustainability and social responsibility' backs up our vision. Our project will stay true to these ideals, built up with the institution and the commitment of its community members to sustainability and positive change.

Benefits beyond carbon reductions

The Transition Edinburgh University Project will create considerable direct carbon emission-reductions. In addition, it will have a number of social, economic and environmental benefits through the implementation of its programmes, tools of engagement, and outreach work.

The collective working ethos will build and strengthen **community links and bonds**. The University is a diverse and sometimes disparate community: collective practical action (outlined in Programmes) will build links between students and staff in different departments, campuses, and professions, to create lasting trust and positive attitude. Our engagements with the wider local community (outlined in *Reaching out beyond our campus*) will build links between “town and gown” creating new chains of communication between University community members and those in the surrounding residences and workplaces. Our awareness raising activities will also help to build broad links of understanding between the University community and climate change-affected peoples and groups taking similar action across the world.

The University is an **educationally-centred community**, and the Project will be embedded in this environment, both increasing the quality and depth of the non-institutional education on campus, and broadening learning already taking place. Our programmes and engagement events will educate the community (including those not directly involved in education) and provide new skills which will be taken forward beyond the life of the Project, as well as enriching student's non-academic life experience. Working with students to monitor and evaluate our projects will improve their understanding by adding opportunities for learning which derives from tangible local case studies.

Our Project will benefit the **local economy** encouraging the use of local businesses, services, and leisure activities. Our efforts to reduce flights rely on increased uptake of Scottish leisure activities as substitutes for international holidaying. Our peer-learning programmes (see *Programmes*) will encourage consumption of local-food. Our waste-reducing activities will reduce the cost of refuse and recycling processing, and at a time when students living costs are increasingly stretched, our efforts to reduce energy consumption reduce wasted energy and lower bills.

Environmental benefits beyond carbon emission-reductions are a core aim of the Project as we seek wider engagement in peak oil and climate change. Reductions in wasted energy and consumption (for example, resulting from our peer-learning programmes) will reduce community members' ecological impact by lowering demand for resources such as water, fossil-fuels, timber, metals etc., whose production and processing have a multitude of negative impacts. Through educating the community about climate change and peak oil, we will highlight these impacts and offer our *Programmes* as examples of possible solutions, creating a culture of general environmental awareness. By encouraging consumption of vegetables and local organic food and promoting cycling, walking, and outdoor activities, we will benefit the community by promote healthy living.

These socio-economic and environmental impacts will trickle down through the community beyond the life of the Project. They will also cascade through the communities we touch so that these effects are seen in the work of similar and surrounding groups for many years to come.

Governance

The overall strategy of the project will be overseen by the **Project Steering Group**. It met to draw up the *Phase 1* funding application and continues to guide the Project in its current form. In *Phase 2*, we envisage its role as guiding the implementation of our aims, our use of resources, and overseeing reporting, monitoring and evaluation. The Project Steering Group will meet quarterly to inform and instruct the work of the staff members, who will work together to build individual strategies to meet our outcomes and evaluate progress against the Project's aims.

The membership of the Project Steering Group is as follows:

- **Professor Mark Rounsevell**. Director of the Centre for Environmental Change and Sustainability. Director, and Director-designate of the Edinburgh Climate Change Centre. Mark has considerable project management experience and offers a senior academic perspective on the Project.
- **Rosie Sullivan**. Member, Transition Edinburgh University. Rosie has been a member of Transition Edinburgh University since its inception and takes a core role in the neighbouring Transition Edinburgh South initiative. She took a strong role leading our *Phase 1* CCF application and bring her experience of the wider Transition movement to TEU's activities.
- **Ruth Cape**. Co-convenor, Edinburgh University People & Planet. Ruth is a member of the University's People & Planet Society who support and advise our Project. She has led the campaigning work at the Society for over a year, including work on the University's carbon footprint

and fundraising events. She offers on-the-ground experience working with campus activists and contributes the student perspective to the project.

- **Daniel Abrahams.** Co-convener, Edinburgh University People & Planet. Like Ruth, Daniel has been leading various campaigns at the Society with a particular focus on educational events. He brings a student perspective and on-the-ground experience working with campus activists.
- **Louise Hazan.** Climate Change Campaigns Officer, People & Planet (UK). Louise has experience as a campaign officer including previous work at Friends of the Earth. She offers a University campaigning perspective and project management experience.
- **David Somervell.** Sustainability Advisor, University of Edinburgh. David works in the Energy and Sustainability Office who host our team and give us day-to-day support. David offers a University procurement perspective alongside his considerable project management experience.

The Project will also be supported by a wider **Project Advisory Group**, a working group of the Transition Edinburgh University group open to all interested individuals, staff, academics and students, which will act as an forum for discussion and development of the Project's work.

2.11 PROJECT DATES

Project Start Date:	1 st December 2009	Project Completion Date:	31 st March 2011
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2.12 PROJECT MILESTONES

Date	Details of milestones to be achieved
2009	
Preliminary work	Recruitment of staff. Steering Group meeting 1.
December	Equip office. Training week for new staff. a. Pollock Carbon Challenge – launch. d. Greener Travel – launch.
2010	
January	k. “Our Global Challenges” event series – begins. o. Peer-to-peer training session 1. b. Green Dragons Den – begins.
February	i. Go Green week. j. Large interactive campus event 1.

	<p>e. Carbon Conversations – launch.</p> <p>f. Carbon Rationing Action Groups – launch.</p> <p>g. Climate Outreach and Information Network (COIN) Partnership – launch.</p>
March	<p>s. Universities in Transition conference 1.</p> <p>Steering Group meeting 2.</p> <p>Evaluation 1.</p>
April	<p>k. “Our Global Challenges” event series – close.</p> <p>t. Publication of Report 1.</p> <p>External training event (Transition Network conference)</p>
May	<p>b. Green Dragons Den – close.</p> <p>r. “Edinburgh University: part of a sustainable city” event.</p>
June	<p>External training event (Summer Gathering training week).</p>
July	<p>j. Large interactive campus event 2.</p> <p>Begin scoping and applying for future funding sources.</p> <p>Steering Group meeting 3.</p>
August	<p>Evaluation 2.</p>
September	<p>c. Saving Rooms – launch.</p> <p>u. “Ideas catalogue” web-tool – launch.</p>
October	<p>j. Large interactive campus event 3.</p> <p>o. Peer-to-peer training session 2.</p>
November	<p>External training event (Shared Planet student conference weekend).</p> <p>Steering Group meeting 4.</p>
December	<p>s. Universities in Transition conference 2</p>
2011	
January	<p>o. Peer-to-peer training session 3.</p>
February	<p>i. Go Green week.</p> <p>j. Large interactive campus event 4.</p>
March	<p>a. Pollock Carbon Challenge – close or handover.</p> <p>b. Carbon Conversations – close or handover.</p>

	<ul style="list-style-type: none">c. Saving Rooms – close or handover.d. Greener Travel – close or handover.e. Carbon Conversations – close or handover.f. Carbon Rationing Action Groups – close or handover.g. Climate Outreach and Information Network (COIN) Partnership – close or handover.u. “Ideas catalogue” web-tool – handover.t. Publication of Report 2. <p>Evaluation 3.</p> <p>Steering Group meeting 5.</p>
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SECTION 3 – PROJECT LEGACY

3.1 LASTING LEGACY

Our Project will have a lasting impact on the individuals in the University community by building capacity, promoting new skills, generating cohesiveness, raising awareness, and by cutting carbon emissions. Our programmes (detailed in Programmes) will not only cut carbon but involve other people and train them up so that new projects will continue to make further carbon cuts after the initial 10% reduction. This will nurture a vibrant, active Transition culture in the community. The high profile nature of our work and the range of people who will be affected will encourage the University community to self-identify as the UK's first Transition University, giving pride and a continued momentum of change.

Our programmes and working practices will outlive the Project proposed here, as we seek to ensure continuity (detailed in *Financial resources*) by gaining further financial support and passing on our work to future volunteers and external organisations. The output of our research and resources will be a lasting legacy for the Transition Edinburgh University group and those in similar and surrounding communities for years to come.

These structures will remain flexible to be remodelled to successive generations of carbon-cutters, outlining strategy, providing value and direction, considering volunteer welfare, recording extensive research, and offering carbon cutting tools and advice.

Finally, our emphasis on replicability and wider community engagement will see the lessons of our journey spread to create and encourage similar initiatives at other universities and colleges.

3.2 CARBON EMISSIONS

Carbon footprint of the University community

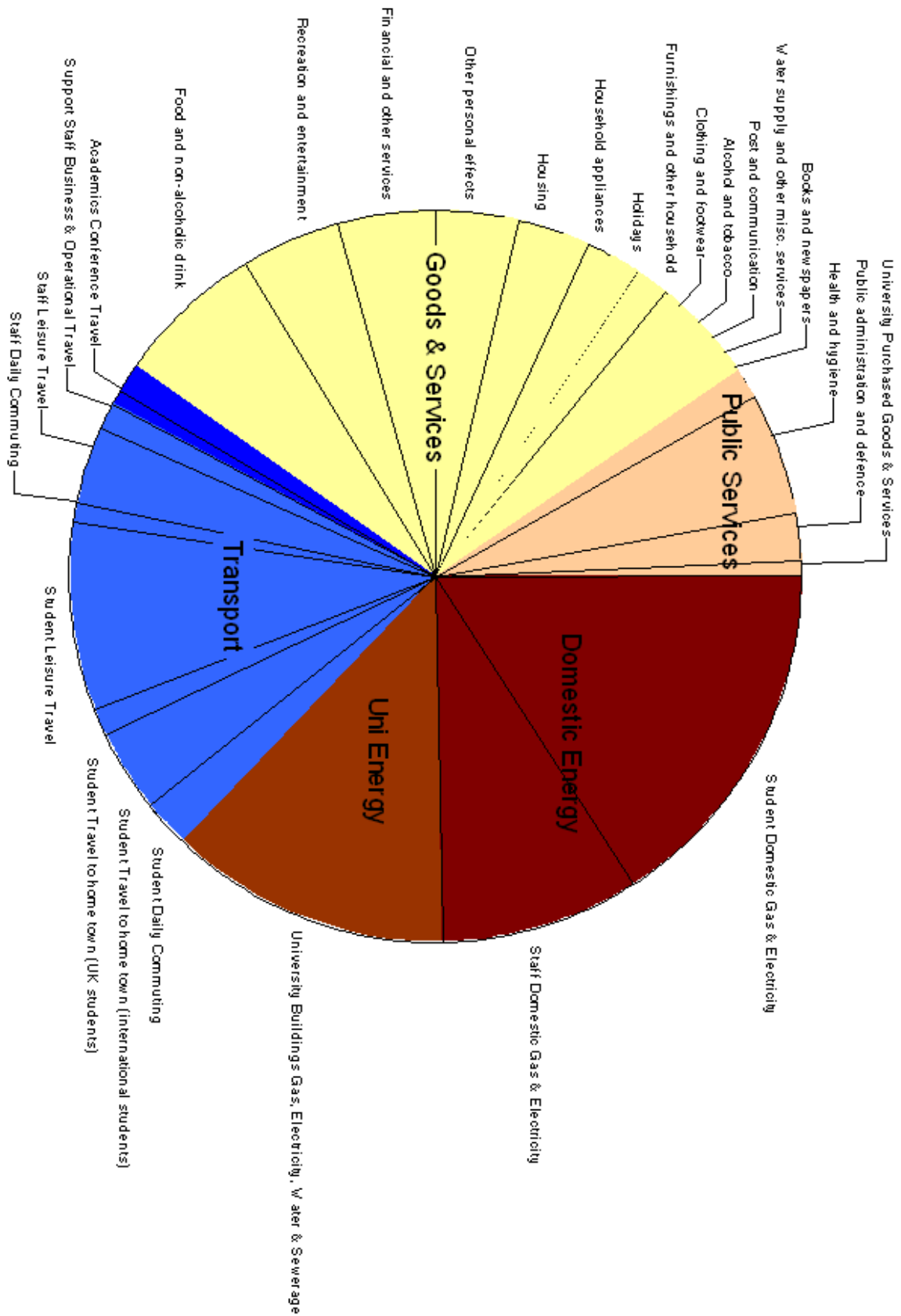
In Phase 1 of our project we have made an initial calculation of the total carbon emissions of the University community at 335,696 t CO₂e (tonnes of carbon-dioxide equivalent) per year, equivalent to 9.5 t CO₂e per person per year. This figure includes the University institution's footprint and staff and student "lifestyle" emissions.

The can be broken down as follows:

- Direct annual emissions attributable to the University institution: 50,382 t CO₂e, 15% of the total footprint. This includes heat, light and power used in University buildings, vehicle fleet etc.
- Annual emissions attributable to student and staff "lifestyle": 285,314 t CO₂e, 85% of the total footprint (we believe this is likely to be an underestimate). This includes home heating and electricity, travel, consumption and so on. **It is this portion of the community's emissions that this project will focus on.**

Sector	Carbon footprint (t CO ₂ e per year)	Percentage of total footprint
Total <i>lifestyle</i>	285,314	85%
Total <i>institution</i>	50,382	15%
Total community	335,696	100%

The diagram below shows an approximation of the activities these emissions can be attributed to:



Data sources

Student residential energy	Meter readings from University owned residencies.
Staff residential energy	National average.
University estate	Meter readings from University estate.
Commuting	University Travel Survey March 2007.
Student travel to / from home towns	Estimate based on distance to home-towns.
Leisure travel	National average from Scottish Government.
Academic travel	Estimated no. of international trips.
Support staff travel	University Carbon Trust submission.
Goods and services	UK figures from Carbon Trust "The carbon emissions generated in all that we consume", adjusted on a per income basis.
Public services	UK figures from Carbon Trust "The carbon emissions generated in all that we consume".
University purchases	Estimated based on university accounts.

Note: these estimations are subject to change, based on improving data sources. In particular the estimates for travel-related emissions may well be under estimated for such a mobile population.

Projected emissions reductions from our Project

The total estimated direct carbon reductions resulting from our programmes over the 16-month duration of the Project will be 4,000 t CO₂e, broken down as follows:

Direct carbon cuts			
Programme	People directly affected	Direct carbon savings (t CO₂e)	Justification
<i>Practical Programmes</i>			
a. Pollock Carbon Challenge	1,800 students in each academic year plus 200 staff	1,100	Working with staff who drive to work but live on bus routes / within cycling distance (i.e. 25% of car drivers within 2-5 miles). Working with students who currently get the bus or drive to uni. In Year 2 same again with second year students impacting on 4 more flatmates
b. Green Dragons Den	100 participants plus 500 people affected	500	The winning project could aim to reach 500 people and reduce their emissions by 1 t each (i.e. 10% reduction), or aim for an equivalent overall reduction.
c. Saving Rooms	250 households containing 1,000 people	500	Easy changes to homes can add up to 20% reductions on household energy use, or approx. 0.5 t CO ₂ e per person. Further reductions would follow.
d. Green Travel	1,000 participants commit to on average	1,000	Getting staff and students in the community to commit to reductions in travel emissions will deliver deep carbon cuts due to the high amount of academic and holiday flying taken. A return flight to New York is 1.342 t CO ₂ e.
<div data-bbox="646 1199 1323 1472" style="border: 1px solid black; border-radius: 15px; padding: 10px; background-color: #e6e6ff; width: fit-content; margin: 0 auto;"> <p>This figure excludes amplifying atmospheric effects. See our “Footprints & Handprints” report for a better picture of CO₂ emissions: http://bit.ly/teu_resources</p> </div>			
<i>Peer Learning Projects</i>			
e. Carbon Conversations	300 participants	300	The Carbon Conversations programme in Cambridge has had results of 1 t reductions per person in the first year. We would aim to run 30 groups of 10 people over the 16 month period.
f. Carbon Rationing Action Groups (CRAGs)	300 participants	300	CRAGs have a similar track record of about 1 t reductions per person in the first year. We would estimate that a similar number of people could get involved with CRAGs as to Carbon Conversations.

g. Climate Outreach and Information Network (COIN) partnership with campus unions	300 participants	300	COIN have a similar track record of about 1 t reductions per person in the first year. We would estimate that a similar number of people could get involved as Carbon Conversations.
TOTAL direct carbon cut		4,000	

We believe that we may also create further carbon cuts, beyond those directly facilitated by the Project, as follows:

Additional carbon cuts		
Category	Carbon savings (t CO₂e)	Notes
Total direct carbon cut	4,000	Our “headline” carbon cut figure is 4,000 t CO ₂ e. This includes all carbon cuts directly resulting from the Project and represents 1.4% of the total <i>lifestyle</i> footprint of the University community.
<i>...in year 1</i>	<i>1,000</i>	
<i>...in year 2</i>	<i>3,000</i>	
Indirect cut from engagement work	25,000	Transition Edinburgh University seeks to match the University's aspiration to cut carbon within the institution by 10% by the end of 2010. In order to create a 10% carbon cut in the whole community, we will need to cut <i>lifestyle</i> carbon emissions by a further 8.6%, or 25,000 t CO ₂ e. We aspire that our engagement work (see <i>Tools of engagement</i>) drive the community engagement that would bring about such a cut.
Indirect cut from outreach work	20,000	We believe that our outreach programme (see <i>Reaching out beyond our campus</i>) can cut carbon to a similar extent to our direct cut in five similar sized communities, estimated to create 20,000 t CO ₂ e of further reductions.
TOTAL direct and indirect	49,000	Includes both direct and indirect emissions reductions as detailed above.

As these additional carbon cuts are hard to quantify through the time-bound practical work of this Project, our internal aim remains to make the 4,000 t CO₂e cut.

3.3 MONITORING AND EVALUATION

The monitoring and evaluation of the project will consider how our aims and outcomes are being met, as well how effectively we're using financial, human and physical resources. It will be reported to the Project Steering Group, the wider Transition Edinburgh University group, and Keep Scotland Beautiful. There will be three key evaluations over the course of the Project, in March 2010, August 2010, and March 2011.

Project evaluation will measure progress according to our outcomes (see *Aims and outcomes*):

1. **Measure our community's carbon footprint and record reductions achieved.** We will report our progress on this aim according to what proportion of the University community's emissions we believe to have accurately estimated in our study of baseline emissions. Recording of this research, including reductions achieved, will be made available through our public reports (see *Reaching out beyond our campus*). It will be overseen by our carbon management consultants including expert time given in-kind to oversee carbon monitoring by our partner Carbon Masters.
2. **Cut “lifestyle” carbon emissions in the Edinburgh University community.** Progress towards this objective will be measured by calculating the carbon emissions reductions resulting from the work of the Project. This may take the form of surveys of individuals, the collection of behaviour-changing pledges, estimates of the contributions of each programme and overall progress compared to our baseline study. We will take full advantage of our position in an academic institution by developing course projects and dissertation opportunities designed to evaluate success in this area for students from relevant courses (for example, MSc in Carbon Management). It will also be overseen by our carbon management consultants including expert time given in-kind to oversee carbon monitoring by our partner Carbon Masters.
3. **Increase awareness and involvement of the 35,000-strong community in action on climate change and peak oil.** Our progress on increasing engagement will be measured against two scales. Firstly we will record the number of events we carry out and levels of involvement in our activities. Secondly, awareness of the Transition movement and the challenges of peak oil and climate change will be measured by carrying out surveys of community members in conjunction with volunteers. Again, we will draw support from students from relevant courses to evaluate success in this area.
4. **Build, publicise and transfer a set of tools to support Transition groups in similar and surrounding communities.** We will evaluate our progress towards this outcome by keeping records of meetings, conferences and events attended, as well as attendance at events we organise, such as the *Universities in Transition* conference. We will report on the development of productive partnerships with external organisations, such as NUS Scotland. Finally, we will record levels of interest in communities and the community groups we engage with, noting particularly groups whose success we have contributed to.

In addition to measuring progress towards our outcomes, our three evaluations will also review how effectively the Project is using the resources at its disposal, including a breakdown of our spending by area of work, an evaluation of staff and volunteer satisfaction and a consideration of whether each area of work is sufficiently resourced.

SECTION 4 – PROJECT COSTS

4.1 VAT

Is your organisation or group VAT Registered?

No

4.2 PROJECT EXPENDITURE AND FUNDING

Finance detailed are attached (see *Attachment 1 - Finance tables*) and included in *Financial resources*, above.

4.3 BANK DETAILS

Does your organisation have a bank account?

Yes, bank detailed attached (see *Attachment 3: Bank statement*).

SECTION 5 – SUPPORTING DOCUMENTATION

5.1 SUPPORTING DOCUMENTATION & CHECKLIST

SUPPORTING DOCUMENTATION & CHECKLIST	
I have answered all the questions on the application form that relate to my organisation / project	Yes
The chair of the organisation or another authorised person has signed the declaration in Section 6	Yes
Formal constitution	Yes
Letters of support	Yes
Copies of grant offer letters from other funders	N/a
Results from any consultation	Yes
Details of match funders & the condition of grant	N/a
Bank statement(s)	Yes
Annual accounts	Yes

SECTION 6 - 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 1.1.

Signed:

Date: 21st September 2009

Name (please print): Daniel Abrahams

Organisation: Edinburgh University People & Planet

Position: Co-convener