Dear Applicant,

**LEAF logo**

**LEAF UPDATE from the project board**

Funding for the LEAF programme was proposed by DECC to the [Community and Climate Action Alliance](http://ccaanet.wordpress.com/)[[1]](#footnote-1) and other community practitioners in late November 2011 as an acknowledgement of the challenges facing community volunteers across the UK who are trying to reduce community carbon.

As a group we discussed what the focus of any community grant might be, and whether the suggestion made sense in view of the timescales, and concluded that individual communities, rather than us, would be best placed to make the decision as to whether they had time to do incremental activity. On that basis we accepted DECC’s offer to help them shape the LEAF fund so that it could best fit UK communities’ needs. We did this with some trepidation, given the extremely short timescales, and for those who chose to engage we have tried our best to make the process as easy as possible. I would like to thank, not just all of you for your own tolerance, but also the LEAF Assessors and EST LEAF team who stoically agreed to assess around 250 bids over Christmas so that you did not have pending bids hanging over you during the break.

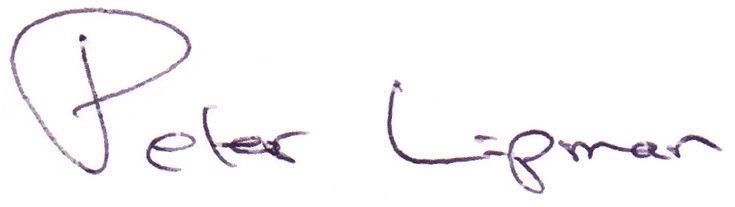
**THIS REPORT**

Whilst LEAF happened in a rush for all of us, we are assessing the kind of support communities may need in the future to help deliver comparable projects, so that DECC can start to plan for it well in advance. Therefore giving us your answers about how it all went, and how it could have been better, will be crucial to achieving a better partnership and process for any future community funding programmes, and to help DECC and Greg Barker understand the amount of carbon that communities have helped save through the LEAF projects.

We realise that completing this report will be time consuming, but do hope that you will take that time in order to help us to learn as much as possible. Your collection of data on changes that are occurring because of your project, is key to enabling potential future community facing programmes from DECC.

**Please note your final payment will be sent out once we have received your report and it has had a summary check to make sure you’ve filled in all the sections. You will have been sent this payment BEFORE your report is analysed by the LEAF team, and payment is not tied to the results achieved. Questions over payment only come into being if you did not deliver, by 31st March, a part of your project for which you were expecting a cost and which you therefore have not incurred.**

My congratulations and thanks to you all,



**Peter Lipman**  
Chair LEAF Board  
CCAA and Transition Network

**LEAF FINAL REPORT  
  
GROUP NAME:   
APPLICATION NUMBER:**

*Please ensure you have completed your group name and application number in the boxes above.*

**SECTION ONE: DRAWING THE MAIN CONCLUSIONS FROM YOUR PROJECT**

It is still several months too early to understand the extent of direct change that has taken place in response to your project, *(e.g. 200 household surveys were carried out leading to 25 energy efficiency installations taking place, and 12 more planned)*. However in this section we would still like to have indicators of how successful your project has been thus far, against your original ambition.

**1.1 Can you summarise (up to) 5 headline outcomes from your project as a whole in terms of;  
A.) What have you learnt / found out from doing your project AND B.) What you have achieved?**

1.

2.

3.

4.

5.

**Overall, do you feel your project delivered what you were hoping it would deliver?**

**More** than we hoped **What** we hoped **Less** than we hoped

**1.3 What has been the biggest success of your project?**

**1.4 In what areas do you feel you achieved more or less than what you were planning and why?** *(for example: “more people wanted to do a house survey than we were anticipating, we think because there had already been a high level of local marketing through another project that we were able to take advantage of. The volunteer green champions were able to give less time volunteering than we had hoped, maybe we were a little ambitious in our estimate.”)*

We achieved more….

We achieved less….

**1.5 How would you describe the progress of the work that you said you would do?**

a. We completed everything broadly on schedule

b. Some delays but we have delivered on what we agreed

c. We scaled back on some of our targets

**1.6 If you scaled back, or made changes to your project, then please tell us very briefly which parts of the project were cut or changed and why?**

**1.6.1 Did you complete a project amendment form?**

Yes

No

**1.7 How has the project prepared you for your next steps in delivering low carbon projects?** for example “*we now have a database of local people who are interested in our work, whom we can contact”* or *“we have learned how well the different projects partners perform and so we know who we will work with next time”*

**1.8 Can you identify things that will happen in terms of low carbon project delivery that wouldn’t have happened without this project?** for example *“5 managers of other community buildings came and looked at our installation and are now making plans to retrofit solid wall insulation to their buildings”*

**1.9 What elements of your project and its outcomes could be useful to other communities?**

**1.9.1 Have you any suggestions as to how this information could be disseminated/shared?**

**1.10 Please tick the statement that best reflects your overall feelings about the work that you have done funded by LEAF:**

|  |  |
| --- | --- |
| This project will have a significant impact on energy behaviours and installation of energy and carbon-saving measures within the community that we have worked with |  |
| This project has built the skills of our group and will have some impact on energy behaviours within the community that we have worked with |  |
| The work that we have done sets us up to do  more work with our community on energy issues in the future  (e.g. for feasibility work) |  |
| This has been a useful exercise but we are not sure yet what impact that it will have  This has not been a useful exercise and has resulted in no significant impact |  |

If none of these apply, please describe in one sentence what you feel about the impacts that you have had;

**1.11 If you did this project again what would you do differently? (150 words max)**

**1.12 To what extent did the following ‘external factors’ impact on your success?** (Please mark with ‘x’ along the scale from 1 to 6 which is described below)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** | **6** |
| **Factors 🡻** | **A Key Factor** | **Helpful** | **Didn’t Influence/Matter** | **Slight Problem** | **Big Problem** | **Not Applicable** |
| **Timescale (more of an issue than anticipated)** |  |  |  |  |  |  |
| **Level Of Public Engagement** |  |  |  |  |  |  |
| **Action By Partner Organisations** |  |  |  |  |  |  |
| **Delivery By Sub-Contractors** |  |  |  |  |  |  |
| **Other Factors – Please add as Appropriate** |  |  |  |  |  |  |

**1.13 Please describe your experiences of the process within LEAF.**

**Where do you think the LEAF process could have been better? Please describe improvements that could be made to the process?**

**Where do you think LEAF worked well?**

**SECTION TWO: UNDERSTANDING THE SUCCESS OF YOUR ‘DELIVERABLES’**

In section 2.3 of your **LEAF bid** you told us about some key deliverables of your project. In order to gain more details to understand specifically what activities are working well and which need more support, we are looking for feedback on up to your most important 3 deliverables. Below are the questions with example answers; please record your own answers overleaf in the tables provided. *A copy of your LEAF bid can be emailed to you, please request this by emailing leaf@est.org.uk.*

**Q1. What were your ‘deliverables’, stated in Section 2.3 of your bid, to help you achieve your outcomes? (You may have had several)**

*For example; “we aimed to run an event to attract 200 hundred people”*

**Q2. How well was each of these achieved? *(If you have specific numbers to report that would be great!)***

*For example; “about 100 people came, and on average they stayed about 1 hour”*

**Q3. What factors made it successful?**

*For example; “all the partner networks did a great job of advertising it and its position on the High street meant lots of people saw it was happening and dropped in, even if they hadn’t seen the adverts”*

**Q4. What factors hindered its success?**

*For example; “we only were able to advertise it one week in advance, and it was raining so there were less people milling around than there would be on a rain-free day.”*

**DELIVERABLE ONE**: (your biggest and most important activity to achieve your outcomes)

**Q1. What were your ‘deliverables’, stated in Section 2.3 of your bid, to help you achieve your outcomes?**

**Q2. How well was this deliverable achieved? *(If you have specific numbers to report that would be great!)***

*Completely* 🞎 *Mostly* 🞎 *To some extent* 🞎 *Not really* 🞎 *Not at all* 🞎

*Specific comments?*

**Q3. What factors made it successful?**

**Q4. What factors hindered its success?**

**DELIVERABLE TWO:**

**Q1. What were your ‘deliverables’, stated in Section 2.3 of your bid, to help you achieve your outcomes?**

**Q2. How well was this deliverable achieved? *(If you have specific numbers to report that would be great!)***

*Completely* 🞎 *Mostly* 🞎 *To some extent* 🞎 *Not really* 🞎 *Not at all* 🞎

*Specific comments?*

**Q3. What factors made it successful?**

**Q4. What factors hindered its success?**

**DELIVERABLE THREE**:

**Q1. What were your ‘deliverables’, stated in Section 2.3 of your bid, to help you achieve your outcomes?**

**Q2. How well was this deliverable achieved? *(If you have specific numbers to report that would be great!)***

*Completely* 🞎 *Mostly* 🞎 *To some extent* 🞎 *Not really* 🞎 *Not at all* 🞎

*Specific comments?*

**Q3. What factors made it successful?**

**Q4. What factors hindered its success?**

**SECTION THREE – THE QUALITY OF SUPPORT FOR YOUR WHOLE PROJECT**

**3.1 Overall, please tell us briefly about all the different forms of help and support (beyond the core LEAF team) you have had to deliver your project**. *(This could be from other community groups, from charities, from contractors, from social enterprises etc. Please continue onto the second sheet if required).*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Who (Organisation name)** | **Type Of Organisation (e.g. Charity, public body)** | **What Support was given?** | **Funding Method** | **Value** | **Usefulness of support** | **What was particularly good or particularly unhelpful about the support you received?** | **Which deliverable did this cover?** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Who (Organisation name)** | **Type Of Organisation (e.g. Charity, public body)** | **What Support was given?** | **Funding Method** | **Value** | **Usefulness of support** | **What was particularly good or particularly unhelpful about the support you received?** | **Which deliverable did this cover?** |
|  |  |  |  |  |  |  |  |
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**3.2 On reflection what other support, not already mentioned in section 2, would your project as a whole have benefited from but you didn’t get?**

**SECTION FOUR: CARBON SAVINGS**

**4.1 Please use the table below to describe the direct impact of your project, including estimated lifetime carbon savings if you know them.** *If you need help estimating carbon savings per measure installed you can find some basic information on the Energy Saving Trust website here:* <http://www.energysavingtrust.org.uk/Info/Our-calculations>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What has happened** | **To Whom/What** | **How many times? (E.g. Number of Houses, people, buildings)** | **Achieved Carbon Savings (in annual Kg CO2)** | **Anticipated/Committed Carbon Savings (in annual Kg CO2)** | **Lifetime Carbon Saving (If known) (in annual Kg CO2)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**4.1.1 If you have included estimated carbon savings please tell us how you have calculated those numbers?** *(Feel free to provide a reference to the relevant section of any reports or feasibility studies you may have included with this report)*

**Used reference to EST figures for estimated carbon saved per measure**

**Provided by consultants within feasibility study**

Reference………………………………………………………………….

Other calculation method

*Please describe*

**4.2 Please describe any future potential for carbon saving you have identified.** *This may be potential for energy efficiency retro-fit or renewable energy generation identified in a study you have carried out, or the scale of system recommended by your feasibility study. Please include figures where you know them*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Potential Measure** | **Scale (capacity) of Installation** *(kW for renewables, or type of building for energy efficiency)* | **Potential number of measures** | **Lifetime Carbon Saving (if known) (in Kg CO2)** | **How did you estimate savings?** *(E.g. EST calculator, attached study – please reference, Other – please describe)* |
| *E.g. Solid Wall Installation* | *Community Building* | *1* | *20 tonnes* | *Feasibility study ‘A study into insulating the village hall’ pg.14.* |
|  |  |  |  |  |
|  |  |  |  |  |
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**SECTION FIVE: NEXT STEPS AND HOW THESE CAN BE BETTER SUPPORTED**

5.1 What are you planning to do next?

5.2 What support do you think you would benefit from to deliver plans?

5.3 Do you have any ideas now who would be best placed to provide the support you mention?

**SECTION SIX: WORKING WITH US TO PULL TOGETHER MORE INSIGHTS AND LEARNING FROM YOUR WORK.**

LEAF was created to support activity to achieve long term impacts and beneficial change. It is rare for such outcomes to be realised within the short timeframe of this project. However, we would like to have a chance to talk to you later on in the year, to see what impact your project may have achieved. We’re not looking for immediate commitment, but for an indicative interest to take part. We are currently working on budgets to support this work. DECC have committed to using your responses to help them shape future policy towards community energy activity, and CCAA are committed to increasing shared know-how through support for peer to peer learning so please do at least consider helping with this.

Yes, I am interested

No

These are my contact details:

Name: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role in LEAF project delivery: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION SEVEN: FINAL CHECK**

Please remember that we would like to see evidence of the outputs ESPECIALLY the reports emanating from activities delivered by external contractors such as housing stock surveys and feasibility surveys report needs to be accompanied by any reports

**DECLARATION**

I DECLARE THAT THE ABOVE REPRESENTS AN ACCURATE ACCCOUNT OF OUR LEAF PROJECT.

LEAF PROJECT NAME:

LEAF PROJECT NUMBER:

Signed:

Date:

That’s the survey and final report complete! Thank you very much. We do understand just how much time responding to this kind of survey takes. Please complete the checklist below and return all documentation by April 30th

Description: Data ProtectionThe Energy Saving Trust Limited (EST) will collect and process your details for the purpose of evaluating the LEAF Programme and for purposes set out in our Data Policy. EST may pass details to DECC as funders of the Local Energy Assessment Fund scheme and to LEAF project board members. EST may also use and retain data for auditing purposes and may need to contact you in future to assess customer satisfaction.

**SECTION EIGHT: APPLICANT CHECKLIST***Please complete and return all applicable items listed below by April 30th. Interim claims up to the value of 80% of your overall grant will be paid in advance (if you have submitted interim claim forms). The remaining 20% will be paid upon receipt of this fully completed Project Report and supporting documentation (Listed below). Should you have any queries please don’t hesitate to contact the LEAF team via email:* [*leaf@est.org.uk*](mailto:leaf@est.org.uk)*, or by calling 02920 467 015.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Included? (Y/N)** | **Document Title/Page Reference** | **Comments** | **Related Deliverable** |
| **Fully Completed Project Report** |  |  |  |  |
| **Copies of Feasibility Studies and/or Reports** |  |  |  |  |
| **Marketing and Promotion Evidence**  *e.g. Leaflets, Press Cuttings, Event Posters* |  |  |  |  |
| **Proof of expenditure for;**   1. Initial 25% 2. Community Engagement 3. Bid Writing *(if applicable)* 4. Interim Claims   *Please note this can be in the form of bank statements showing payment to contractors, or receipted invoices* |  |  |  |  |
|  | **Included? (Y/N)** | **Document Title/Page Reference** | **Comments** | **Related Deliverable** |
| **Photos Of Completed Project**  *(If applicable/available)* |  |  |  |  |
| **Details of the premises of any demonstration projects including;**   1. Address 2. Status in relation to your community 3. Details of measures installed 4. Identity of installer 5. Identity of the producer or manufacturer of measures installed 6. The date the installation was completed 7. Reference and installation numbers   *Please note you may refer to attached reports, documents, or simply list the information in the boxes to the right* |  |  |  |  |
| **Other**  *Please list any other supporting documentation included and an explanation to ensure efficient processing of your final report* |  |  |  |  |

1. CCAA is an informal volunteer network of the UKs community networks that are focusing on climate change, of which each ‘representative’ volunteer member is a community practitioner themselves. [↑](#footnote-ref-1)