Development of a National Lottery Community Fund Proposal:

# "Transition Regional Connecting and Peer Support"

# Inception Report

Kate Dyer and Duncan Clarke
19th June 2019

## Abbreviations:

RFP        Request for Proposal
SCCAN       Scottish Communities Climate Action Network
TS         Transition Scotland
TN         Transition Network

## 1. Background and Purpose of Document

In May 2019, SCCAN, on behalf of TS / TN requested proposals to carry out a 'short research task' which would form the basis of the development of a funding proposal to the UK National Lottery Community Fund.

Kate Dyer and Duncan Clarke (referred to hereafter as the consultants) have been appointed to lead the process on behalf of SCCAN and TS. An inception meeting was held with David Somervell and Philip Revell on 3rd June and was followed by a meeting on 5th June with Mike Thomas (Transition Network lead), David and the consultants.

This short report is based on insights from the two meetings and is intended to clarify the overall understanding of the assignment, its proposed methodology and partnerships, timeframe and budget.

## 2. Focus of Work

### 2.1 Research *and* Proposal Development
Although the Request for Proposals (RFP) document used the heading "Short Research Task", this is <u>not</u> just a research task. As the detail of the RFP makes clear, it is research <u>to contribute to the funding proposal</u>.

This will involve substantial engagement with the TN team, in particular Mike Thomas and Richard Caudrey, in particular to ensure proper cross learning happens in the proposal development stage. See also 'Responsiveness to Scottish Priorities' below.

### 2.2 Specific Content
Despite the open-ended nature of the RFP, we understand there has already been agreement that research will focus in the following three areas:

- **Disadvantage and Diversity**
  - Focusing on mapping needs of SCCAN member organisations in terms of the hard to reach groups that they wish to engage within their own community
  - identifying the needs of SCCAN member organisations operating in areas of disadvantage (incl rural isolation)
  - identifying organisations that have demonstrated good practice in working with diverse or disadvantaged communities to capture good practice
  - helping define an internal & external response to this need for the lottery proposal.

- **Network Building and Group development**
  - **Transition Groups**:  Mapping potential needs of groups carrying out Transition in Scotland, possibly through a regional workshop; identifying good practice within Transition groups, such as projects that have been successful and could be shared with other groups; identifying potential peer mentors within groups
  - **Network**:  Mapping networks Transition and non-Transition; capturing best practice of networks that could be used to develop networks elsewhere; Identifying potential peer mentors with specific skills & experience within these networks.

- **Thematic Networks**
  - Explore interest in Thematic networks in Transition Groups in Scotland to define two Thematic networks to develop with Transition Network
  - Once theme decided:  Map peer mentors in that area (Transition and non-Transition); Identify existing support for that Theme; Identify partners.

## 2.3  Responsiveness to Scottish priorities

The Scottish context (relating not least to specific economic, cultural, legal, regulatory, geographic, political and other dimensions) creates some different priorities and opportunities to those in the rest of the UK.  While the shape of the proposal is to be developed, it appears that a careful approach is needed so that Scotland's distinctive needs are recognised.

It is unlikely that Scotland's transition work will finish up simply as a standalone outcome of the project as a whole (i.e. a project shaped around the columns in the table below).  More likely will be an orientation around the rows, but with the project structured in a way which would enable Scotland's distinct priorities to be met.  Working in this way would also promote learning about what works and what does not, across the three countries.

|                     | Scotland | England | Wales |
|---------------------|----------|---------|-------|
| Promoting Diversity |          |         |       |
| Network building    |          |         |       |
| Thematic networks   |          |         |       |

### *3. Proposed Methodology and Time Frame*

Overall process will probably involve the following steps:

| Summary of Steps | Indicative Time Frame |
|---|---|
| 1.  **Liaison with TN** and those responsible for overall UK proposal development to understand emerging good practice in other parts of the UK and requirements for proposal submission | On-going |
| 2.  **Literature review,** ensuring that we start with a good understanding of what is already known, and what we need to find out through this research and consultation process | June - request for literature issued |
| 3.  **Knowledge Management** including development of a database or mapping tool for capturing key findings and observations from literature review and interviews | June onwards |
| 4.  **Interviewing of key informants**, covering a sample of SCCAN/TS/TN individual and organisational members; also potential members to ensure outreach and inclusion of disadvantaged groups; | July /August |
| 5.  **Agreement on how to work with research / proposal development partners**, based on those who also responded to the RFP and who might support / speed up consultations; including research questions and tools and processes - some of which draw on England and Wales practice | July |
| 6.  **Implementation of consultations across Scotland,** almost certainly on a sample basis | July / August |
| 7.  **Development of an outline response to the research questions / potential funding proposal** | August |
| 8.  **Validation within SCCAN / TS** to present outline responses and have them refined / validated to ensure acceptability and ownership; this could include workshops | August/ September |
| 9.  **Finalisation of draft** for submission as part of overall National Lottery Community Fund application | September |
| 10. **Responding to queries** arising from TN or National Lottery after proposal submission | Up to Spring 2020 |

Time frame may change in consultation with TN.

**3.2 Potential Assignment Partners**

Those that responded to the initial RFP include:

- **Scottish Rural Action** - already documented needs through the Manifesto for Rural Scotland and have a Climate Emergency Working Group
- **Permaculture Scotland** - strong current focus on Highlands and Islands which might be a convenient entry point into disadvantage and inclusion
- **Remade Network** - of community Remade cafés across Scotland and with interest across UK – which might form basis of a thematic network.

It may well be that other organisations come forward offering to support this proposal work.

It is currently too early to say precisely how we would most usefully involve them in the work.  A small sum is available to make a contribution to organisations who make a substantial contribution to proposal development – see further below under budget.

In due course, we will bring forward a proposal for how the money should be allocated based on the level of contribution they are able to make.

## 4.  Key emerging questions and issues

There are a number of questions already emerging that don't necessarily require immediate answers but can usefully be flagged up for clarification during the research and proposal development process.

### 4.1 Relationship between TS and SCCAN

The original RFP describes the relationship between TS and SCCAN[i].  However, some more conceptual and practical issues remain, and the clarification of the relationship is specifically mentioned as an outcome of the development phase of the grant proposal.

In particular, characterising TS as a working group of SCCAN makes TS, in effect, a subset of the wider climate action network, and yet many would characterise Transition as having a wider remit than simply climate change.

We feel the TS and SCCAN relationship is an interesting underlying theme to this work - to understand the basis for the original concern with the terminology of 'transition', whether it has changed, and importantly for this proposal, what bearing it has on the potential for building the transition movement further within SCCAN.  In other words, whether the ambition of Transition is adequately accommodated by SCCAN's emphasis on community led climate action initiatives.  [but see broader SCCAN Vision and Purpose and Values]

### 4.2 Targeting organisations in Transition

A related issue for the proposal as a whole, is whether funding should target only 'Transition Organisations' i.e. registered with Transition Network / their national Transition Hub (whether or not they have 'Transition' in their title) or should include organisations focused on a single component (e.g. food, transport) or a single project (eg a tool library).

It is possible that this issue will resolve itself in a pragmatic way, with limits to funding driving a more limited focus.  On the other hand, since a second research focus is also about network building and group development (see above section 2.2), it could be that helping single issue organisations understand and engage with the wider Transition agenda, could be a valuable basis for developing the Transition movement.

### 4.3 Curating Information

The consultants' experience is that there is huge value in making the right information readily available in an easily accessible and searchable format. Indeed, doing so will be an important part of assembling the necessary evidence base for building this proposal.

We are keen to understand more from SCCAN and TS what information is currently available and how it is stored and made available, and what kinds of mapping has already been done, and to draw on this wherever possible. We have recently received a considerable volume of earlier work on this theme and will be reviewing this and work done in England and Wales.

It may also be that the process of proposal development can sow the seeds of some useful system development around information and knowledge management that can be further expanded during the programme implementation.

## 5. TS / SCCAN Oversight and Communications

The consultants will take the lead in this assignment from now onwards, with regular check-in primarily with David, but also with Philip. Since David and Philip will also be important key informants in the process, we will be in regular contact and able to explain informally how work is progressing, and to seek advice as appropriate.

We would propose a short monthly email update sent to David that can be tweaked into an update which can be posted by the respective organisations on the TS and SCCAN websites to keep members up to date with progress.

We agree there would be value in the consultants being allocated a SCCAN email address for the purpose of this work.

**For communicating with the consultants please use the email address: lotteryproposal@scottishcommunitiescan.org.uk.**

## 6. Budget

Our understanding of the budget for this work is this:

| | |
|---|---|
| **Total Allocated to Scotland in the Development Grant** | **£7,000** |
| Reserved for SCCAN overheads / staff costs | £2,000 |
| Honoraria for consultants (2 x £1,500) | £3,000 |
| Contribution to project partners (allocations TBC) and costs of research / proposal development unless these can be sourced elsewhere | £2,000 |

Kate and Duncan are willing to work on the basis of £1,500 each as an honorarium, though given that TN are anticipating 6 weeks' work the actual amount being offered is significantly less than the £120 nominal daily rate that TN were estimating for the work – especially since involvement of other organisations will likely increase the amount of time spent on coordination.

We understand there will be support from the SCCAN office / steering group members – in particular for (but not limited to) logistics, for example, if workshops need to be organised, mailings sent out, or surveys of members are needed.

Fairness would suggest that potential partner organisations are also paid on a nominal honorarium / contribution to costs basis rather than one based on daily fees.

We will jointly raise budget issues of Mike Thomas, main TN contact:

- We understand some additional funding could be made available to cover transport / workshop costs through the Community Learning Exchange. We would like to know the modalities for accessing this support and what ceilings there are for it.

- Since the TN budget has expenses listed in addition to staff costs, we enquire whether the proposal development process in Scotland can make any claim on these funds.

## 7. Way Forward

In practical terms work has already started, with the request for documents to contribute to the literature review already sent out. We have also started an excel sheet which will form the basis of mapping documents and SCCAN partners / members and information management.

Kate Dyer and Duncan Clark, 19 June 2019

---

[i] In 2010 an organisation called Transition Scotland Support was formed with a grant from Scottish Government's Climate Challenge Fund for staff to help to drive the Transition community forward.

TSS closed as legal entity in 2013/14 and the remaining funds were used to maintain a web presence for Transition Scotland (TS), supporting annual gatherings, conferences, bursaries and to explore links with Permaculture Scotland, Nourish Scotland, Scottish Communities Alliance and other like-minded groups in Scotland.

TS is now formally recognised as a Working Group of SCCAN.

TS gained official recognition as a National Transition Hub in 2017 and members have participated in UK and European networking to share ideas and explore collaboration.