

# TICOS APPLICATION GUIDANCE NOTE

**Please read this Guidance Note thoroughly before starting to fill in the application form.**

This Guidance Note sets out how to fill in the application form to obtain offset funding from the Tourism Industry Carbon Offset Service (TICOS). Each of the questions in the application form has a corresponding note in this document below that will guide you in how to fill in this form.

It is most important that you fill in this form as fully as possible. We need all this information to validate projects against our standard before we can release funding. We may also need to come back to you once you have made your submission for further information as part of this validation process. If a particular question is not applicable to your project then please write 'not applicable' in the box. All of the questions in part 1 are mandatory, i.e. they must be filled in.

Once submitted, your application will be given a project ID, e.g. TP0042. We will send this to you on receipt of your application. It is very important that you quote this ID number in all future correspondence with us regarding your project.

If you have any queries at all please contact us at info@ticos.co.uk, it is easier for us to answer your questions before you submit the application.

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## Part 1 – Project and Proposer Details

1.1 Please fill in the name and contact details of the individual who is nominating the project. The nominator should be the main contact for the project throughout its lifetime.

1.2 We need the full details of the company and a nominated contact for whom the project is submitted. Please fill these details in even if they are the same as the project nominators.

1.3 The project title needs to be a brief description of the nature of the project and what it aims to do. For example use 'Developing Solar Energy for Tourist Accommodation in a National Reserve' rather than 'Solar Power Project'.

1.4 For project location, please give us the region or province and the country. Where applicable, also give us the commonly known tourism destination name, for example, 'The Alps' for a project occurring in the Swiss alpine mountains.

1.5 For type of project we need to know what is the most important carbon reduction aspect of your project. Please choose from energy efficiency, renewable energy or forestry. If your project falls into more than one of these categories please choose the most important one.

1.6 We will need a brief summary of the project that sets out what the project hopes to achieve and how it will contribute to both offsetting carbon and have wider social and environmental benefits. Please see our proposed projects page at [www.ticos.co.uk/projects/project\\_status/projects\\_proposed.htm](http://www.ticos.co.uk/projects/project_status/projects_proposed.htm) for examples.

1.7a Please give us the total estimated project cost.

1.7b Please give us the total amount requested for funding from TICOS. TICOS can part fund projects that have already received funding from other sources, or provide match funding.

1.7c Please breakdown the cost sought from TICOS as follows:

- Management and expenses fees for the running of the project, this includes salaries and expenses for employees, new IT equipment needed or office and workshop space, etc.
- Capital (initial cost) per unit, by unit we mean for example, the purchase of one solar unit, one solar cooker, one tree, etc.
- The ongoing maintenance cost is the cost of, for example, maintaining one solar cooker or looking after one tree. This should be an annual cost, i.e. the total cost over one year.

1.8 Please give the name and address of all other funding partners and indicate what percentage they are contributing to the overall project cost.

1.9 Please give us an estimate of the time that the project will take from receipt of funding to completion. Please give in months for shorter projects or years for longer ones.

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## **Part 2 – Economic Benefits**

Part 2 of the application form asks you to set out the economic benefits for the local community for your proposed project.

2.1 Please tell us the net number of jobs that you expect to be created by the project. To do this you also need to take into account the number of jobs that may be lost. For example, your project may create 6 new jobs for people making solar panels for tourist accommodation, but you may lose 2 jobs from the delivery drivers who used to bring the oil for the oil tanks that is no longer needed. In this case the net number of jobs will be 4.

2.2 Please tell us how long you expect the project will last if no additional funding is obtained after receiving TICOS funding.

2.3 Please tell us what the annual (yearly) maintenance costs will be over the first 10 years. For example, the annual salaries of the three workers who look after the trees that have been planted.

2.4 Please estimate what additional investment your project may need over the first 10 years, for example, replacing damaged solar panels or replanting dead trees.

2.5 Please indicate the anticipated changes in the number of tourists to your project destination, for example, the building of a new sustainable field centre may result in a significant rise in the number of visitors to the area.

2.6 Tell us how fuel costs at the site of your project will change, for example, making a building completely self sufficient in energy may result in fuel costs dropping to zero.

2.7 Tell us about any additional jobs that may be created as part of your project. For example, the planting of fruit trees may produce fruit that local people can use to make food or nuts to sell from nut trees.

2.8 What other economic benefits are there for the local community, for example, can the people use a building that is made self sufficient in power for night workshops when they can make things to sell.

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## **Part 3 - Social and Health Benefits**

Part 3 of the application form asks you to set out the social and health benefits for the local community for your proposed project.

3.1 Potential health benefits, these include aspects such as the provision of clean drinking water, better air quality due to reduced smoke from fire, or potentially less disease due to better waste management.

3.2 Potential community benefits are those such as the provision of power or water for local people or buildings being made available for community use.

3.3 Potential educational benefits, are those such as greater education opportunities for both adults and children due to buildings being used as classrooms at night due to renewable power being made available, or time for people to study due to reduced domestic chores or increased income.

3.4 Does the project contribute to social cohesion such as helping to integrate local people and visitors or create new or supplementary livelihoods for those who may be currently disadvantaged or marginalised.

3.5 We need to know how easy it may be for people to visit the project, is transport available? What is the local road and rail network like? Can local guides organise field trips to the project?

3.6 Please list any other benefits not set out in the points above.

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## Part 4 – Environmental Benefits

Part 4 looks at the potential environmental benefits of the project, but does not include climate change. Climate change benefits are set out in part 5.

4.1 We need to know how the project might benefit the natural environment, for example conserving local resources such as firewood, creating new or extending existing habitats or improving the water quality of local streams and rivers.

4.2 Please tell us if your project is located in a protected area such as a national park, conservation area or RAMSAR site and state how your project hopes to help conserve the landscapes/habitats/species for which that area is protected.

4.3 Can your project enhance other conservation measures that are already in place, for example, planting trees to join fragmented habitats or improving water quality of a lake that is protected for waterbirds.

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## Part 5 – Climate Change Benefits

The final part of the application is intended to determine the climate change benefits of the project proposal. We may have additional questions to ask you as part of the TICOS validation process but please provide as much carbon savings information as you can at this stage. Do not worry if you cannot give specific figures, simply give any information you can and we will help to provide accurate forecasts.

If any reports have been prepared by you or by others on the benefits of the project in terms of climate impact, please send to TICOS either electronically or post a hard copy (address on bottom of the application form).

5.1 and 5.2, We need to know what the energy mix for your project will be at the start and finish. For example, it might be 100% wood for traditional stoves at the start of the project changing to 100% renewable energy (solar power) at the finish. By renewables we mean energy such as wind, tide, geothermal and solar power.

5.3 Please estimate how much energy will be needed to set up the project, this should include the transport of materials and goods to the place where they will be used and the energy costs of building new facilities or infrastructure. For example, if you were buying a new electric boat we will need to know how much diesel it will take to transport it from the factory to its mooring.

5.4 Please tell us how much energy you expect your project to use each year, for example, the lighting and heating bill for a building or the diesel consumed in planting and transporting tree seedlings.

5.5 Please list equipment such as solar heating panels, energy efficient lightbulbs, solar or biomass cookers and energy saving measures such as natural ventilation or improved insulation.

5.6 By refurbishment we mean the extension or renovation of an existing building. For multiple buildings please tell us what percentage is new build and what percentage is refurbishment.

5.7 By 'certified sustainable source' we mean wood that has been independently verified by an organisation such as the Forest Stewardship Council. This body certifies that forests are managed to ensure long term timber supplies while protecting the environment and the lives of forest-dependent peoples.

5.8 Please tell us how you intend to transport new materials required for your project to the place where you need it and how far this distance will be.

5.9 How long do you expect your solar cooker, or solar panels, etc, to last before they need renewing. You should be able to get this information from the manufacturer's guarantee.

5.10 Please give us any formal energy rating for equipment such as that found in the mandatory EU energy labelling scheme.

5.11 If this information is available for your country you should be able to source it from the website of the national government department that deals with energy matters.

5.12 Will you have to do any site clearance as part of your project if so please specify what will be cleared and how much land. For biomass projects, please detail what crop you will be harvesting, the estimated time between each harvest and if any land will be cleared to farm the crop.

5.13 Please tell us whether you will be planting new trees as part of your project or if your project will help to conserve existing trees and forests.

5.14 Please tell us of any other factors that you think may affect carbon emissions, this could be for example, greater number of tourists visiting an area due to improved infrastructure leading to more traffic hence more carbon emissions.

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## **Part 6 - Local Community Involvement**

Part 6 asks about who you have discussed your project with within the local community where it will take place and their opinions.

6.1 Please list all the local businesses or business associations or community groups that may have an interest in your project.

6.2 Please tell us how your project may benefit the local community, for example, by enabling them to use a building for evening classes or supplying hot solar generated water to a local clinic.

6.3 Please tell us what the local community think of your project and whether they support what you are trying to achieve.

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## **7. Supplementary Information**

We need to know whether you are sending us any additional information with your application form. Please ensure that any separate documents sent have your name and the title of the project on it. Please ensure images are labelled clearly and refer to our web page about how to send and label images see - [www.ticos.co.uk/projects/project\\_application/technical\\_specification.htm](http://www.ticos.co.uk/projects/project_application/technical_specification.htm).

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