

Arts Council England Environmental Reporting Requirements 2018-22 Portfolio

Julie's Bicycle recognises that creative organisations come in different shapes and sizes and, as a result, will have different environmental impacts – from energy and water, to business travel and touring.

The reporting requirements are intended to be tailored to your organisation's size, scope and activities and, when confirmed, will be clearly documented in your Funding Agreement Conditions section 2.6.1. The deadline for this is the **20th February 2018**.

If the tables below don't resolve all your questions, please do [get in touch with Julie's Bicycle](#) for further guidance.

You can report on all the environmental impacts using the [IG Tools](#) (our free online carbon and environmental calculator) and start reporting this year if you wish (check our [FAQ](#) page for further advice on how to do this), however if you're a **new NPO** (not involved in the 2015-18 programme) you're not contractually required to do so until April 2019. Please check the 2018-22 reporting related deadlines at the bottom of this document.

Table 1 will support you in identifying which environmental impacts are most relevant to your organisation and which you should consider reporting on. You aren't required to report against every environmental impact under your activity area, so start with the impacts you have the greatest influence to improve.

Table 2 lists the available data fields for each environmental impact respectively, including the units for measurement. This information translates to the IG Tools data fields directly. If you do not have access to data relating to a particular environmental impact (e.g. water), you can disregard it from your reporting requirements and add an explanatory note into your IG Tools account.

Questionnaire: This set of questions will help you select the reporting requirements that are most relevant to you.

Deadlines relating to the Environmental Reporting Programme

- **20th February 2018** – All NPOs need to decide with their RMs on the environmental impacts they will report on.
- **31st May 2018** – All NPOs need to have signed up to the [IG Tools](#)
- **31st May 2018** – NPOs need to have produced an environmental policy and an action plan.
- **1st April - 31st May 2019/20/21/22** – These are the upcoming reporting periods for the 2018-22 cohort.

Table 1: Environmental impacts per cultural activity

Activity	Venue / Cultural Building	Office	Outdoor Event	Indoor Event	Tour	Production
Energy	x	x	x	x		
Water & Sewage	x	x	x	x		
Waste	x	x	x	x		
Business Travel	x	x		x		
Fleet Travel	x	x		x		
Audience Travel	x		x	x		
Show Power					x	
Accommodation					x	
Personnel Travel					x	
Freight Travel					x	
Light and Sound						x
Materials						x

Table 2: Data fields per environmental impact

Environmental impact	Available data fields	Units
Energy (Indoor events / Outdoor events)	Gas	kWh
	Electricity	kWh
	Diesel (& Concession diesel)	litres
	Biodiesel (& Concession biodiesel)	litres
	Onsite renewables	kWh
	Oil	litres
	Bottled gas	litres
Energy (Venues / Buildings / Offices)	Gas	kWh
	Electricity	kWh
	Onsite renewables	kWh
	Oil	litres
	Bottled gas	litres
Water & Sewage	Water	m ³
	Sewage	m ³
Waste	Landfill	Tonnes / weekly bin bags / Number of monthly skip collections / Number of monthly wheeled bin collections / Skip
	Incineration (Energy-from-waste)	
	Recycling	
	Composting	Tonnes
	Walking	Distance travelled – Kilometres/Miles
	Cycling	

Business Travel	Car	Distance travelled – Kilometres/Miles OR Total fuel used - litres
	Motorcycle	
	Taxi	
	Minibus	
	People carriers	
	Train	
	Ferry	
	Domestic flights	
	Shorthaul flights	
	Longhaul flights	Distance travelled – Kilometres/Miles OR Total fuel used - litres
Car		
Motorcycle		
Minibus		
People carriers		
Vans	Distance travelled – Kilometres/Miles % of audience travelling per mode	
Walking		
Cycling		
Coach		
Car		
Bus		
Train		
Taxi		
Tube		% of audience travelling per mode
Domestic Flight		
Shorthaul Flights		
Longhaul Flights		
Ferry	kWh	
Show Power	Show power	

Accommodation	Number of hotel room nights, Nights and rooms spent with friends/in rented accommodation	Number of people
Personnel Travel	Car	Distance travelled – Kilometres/Miles OR Total fuel used - litres
	Motorcycle	
	Bus	
	Minibus	
	People carriers	
	Train	Distance travelled – Kilometres/Miles
	Domestic Flight	
	Shorthaul Flights	
	Longhaul Flights	
	Ferry	
Freight Travel (Production)	Trucking freight	Vehicle type, distance travelled - Kilometres/Miles
	Air freight	
	Sea freight	
	Rail freight	
Light, Sound and Effects	Rehearsal rig status, Show rig status, Maintenance rig status (working lights)	Hours on per day, average dimming
	Automation	Wattage (in use, energised) - watts
	Sound system	
	Projection equipment	
Materials (set design)	Timber (Plywood, MDF, Hardboard, Softwood)	Source (virgin/recycled), Size, Quantity
	Steel	Weight - kgs

Questionnaire: Helping you identify the areas you need to report on

As part of the 2018-22 NPO funding round all NPOs are required to report on their environmental impacts. These environmental impacts include:

- Energy
- Water
- Waste
- Business travel
- Audience travel
- Festival/events
- Touring
- Production

All NPOs must agree their reporting agreements with their Regional Managers by the 20th February. This guide will help you select the reporting requirements that are most relevant to you. Please answer each question to help you select your reporting requirements:

1. Are you based in a venue or office?		
Yes		No
Do you have access to your energy, water and waste bills?		See Q2
Yes	No	
Report on: energy, water & waste	See Q2	

2. Do you or your colleagues regularly travel for work (not commuter travel)?		
Yes		No
Do you keep a record of passenger miles travelled by your organisation?		See Q3
Yes	No	
Report on: business travel	Consider collecting this data	

3. Do you run events/festivals?		
Yes		No
Do you have access to energy, water and waste bills and/or do you have access to business travel and audience travel data associated with those events?		See Q4
Yes	No	
Report on: any of the above impacts that you have accessible data on	See Q4	

4. Are you a touring theatre/organisation?		
Yes		No
Do you have access to the following information: no. of performances, no. of nights accommodation, business travel, freight travel,		Contact Julies Bicycle
Yes	No	
Report on: Touring, Production Travel	Contact Julies Bicycle	