

*We're a small NPO commissioning 5 exhibitions per year. I'm mindful of our capacity and would you recommend creating a 'Production' for each?*

Creating a “Production” footprint report for each exhibition would likely be the tidiest way to report your emissions. Having each exhibition in a separate report means that you will be able to easily track data when looking back at your account in the future and give you the ability to compare emissions from different exhibitions. However, if you feel it is more appropriate for your organisation, combining all data into one “Production” footprint report is possible and should not affect your emissions results.

You may also find it useful to create a venue report (“Venue/Cultural Building” or “Indoor Event” footprints) to complement your “Production” footprints. This additional footprint will give your organisation the opportunity to input additional data regarding business and audience travel related to the exhibitions. However, please check your reporting requirements from ACE.

*Will the Creative Green certification be brought back?*

At this time, there are no plans to bring this certification back. Users which previously registered can still view their past certifications using the Creative Green Certification page in the left hand navigation panel.

*What are the other tools out there that you mentioned that would help with calculating a digital footprint?*

<https://thenetworkedcondition.com/> - for creation and delivery of works using digital technology

*Our venue rents out carpark to another organisation to be used as a work bus pick up point. Do we need to include this car travel if it's unrelated to our venue*

If this is something that is out of your control and not officially run by your organisation, then you do not need to include this in your organisation’s reporting.

*Just wondering if there is a type of project that is for making an artwork? The tool looks great but I am not sure how you could include this or calculate cost?*

The “Production” footprint report is the most suitable report to use for making an artwork. Currently the Creative Climate Tools do not include a function for calculating cost of a project.

*In the tour footprint production section I missed how to get into the detailed lights, sound etc power breakdown page, can you remind me how to do this please?*

To access lights and sound footprinting, you need to make a separate footprint (not the “Tour” footprint) under projects titled ‘Production’. Here you can find the “Lighting, Sound and Effects” tab with these fields.

*Are NPOs required to submit specific data (i.e. the energy , waste , audience travel etc) or just the action/plan policy? (other than to inform our practices)*

Each NPO has specific requirements from ACE about what to report on. If you’re not sure about your requirements, please get in touch with your ACE relationship manager.

*As an SSO for 22-23, should we be submitting our full organisational data, or just data for the projects that were funded by ACE?*

As with the above question, this depends on your specific requirements from ACE.

*How much detail should we give for audience attendance for events happening outside of the UK?*

The Audience Travel conversion factors used in the Creative Climate Tools are based on UK figures. However, these factors should nonetheless provide an indicative value in other countries. If the data is available, we would encourage organisations to continue collecting the data in a similar manner to how they would for audience attendance/travel in the UK.

*We do not receive an itemised bill by our landlord. Is there a way we can use units used to report on rather than Kwh as we don't have this information?*

For electricity, we are only able to calculate emissions with the Creative Climate Tools using kWh. If the alternative units being referred to are convertible to kWh then please convert this figure before entering the data into the calculator or contact the Support Helpdesk for further assistance.

For gas, users have the ability to select either kWh, GJ or m3 for the units using the dropdown at the end of the field.

*Does submitting the report submit it directly to ACE or do we need to download and email this separately?*

Submitting your organisation's carbon footprint report on the CCTools is sufficient. There is no need to download your organisation's report and email this separately to ACE.

*Where would you like us to input staff commuting data if not business travel?*

Staff commuting is not part of the ACE requirements so there isn't currently a specific tab on the tools for this data to be reported. However, for organisations who are keen to understand their staff travel impacts, we would recommend that you enter this data on the Business Travel tab and clearly label the row of data as "Staff Commuting" to differentiate between the different types of travel.

*Can we amend last year's report to change the data?*

You can edit a report at any time, no matter how old it is, though anything edited after the submission deadline for that year will not impact your submission to ACE.

*If our team travels during a tour using our own van. Do we add this to personnel travel as a bus or not include this information?*

We are in the process of improving the travel options on the Tour travel tabs. The best thing to do is to make note of your mileage and details about your van in the notes section of the Personnel Travel tab, so that once we do add the Van option, this can be inputted and calculated properly in the future. In the meantime, we would recommend users use the "Minibus" option as the closest alternative to Van.

*All of our team work from home and then travel to locations as needed. Do we just add homeworking data in the building section?*

Yes, you can add your Home Office Equipment and Home Heating energy consumption from homeworking in the Energy Use tab of the "Office" or "Venue/Cultural Building" footprints. Users can then include travel to these locations as part of the Business Travel tab.

*How to you find out the mileage of a train journey please? Google maps doesn't seem to show this*

<https://my.railmiles.me/mileage-engine/> is a good tool for calculating this.

*Does your definition of attendances include participants for workshops/classes, or is it just audiences for performances?*

Attendance can include any sort of visitor/participant/audience member attending your venue or event.

*If we tour our set in our own van, do we add this as freight?*

We are in the process of improving the travel options on the Tour travel tabs.

For Van Personnel Travel: The best thing to do is to make note of your mileage and details about your van in the notes section of the Personnel Travel tab, so that once we do add the Van option, this can be inputted and calculated properly in the future. In the meantime, we would recommend users use the "Minibus" option as the closest alternative to Van.

For Van Freight Travel: The best thing to do is to make note of your mileage, weight of the set being transported and details about your van in the notes section of the Freight Travel tab, so that once we do add the Van option, this can be inputted and calculated properly in the future. For tips on calculating your Van Freight separately and entering the data in the "Custom emissions" section, please contact our Support Helpdesk.

*For a tour where it's 3 people and set in one vehicle (eg. a transit van) can I put this travel all in personnel travel - minibus?*

Please see the response to the question above.

*Would you suggest entering a new footprint for every tour location? E.g if we travel from UK > France > Germany should France & Germany be separate footprints?*

For the European leg of the tour, you would need to create a new footprint (choosing 'Europe' as the tour territory in the General tab), but you don't need to do this for each country as we don't have specific fields for each country within Europe.

*We have a production that was taken to the US. All travel/accommodation was arranged and paid for by the US venue. Should we be including this data?*

Yes - currently the only accommodation data required in the tools is the number of total nights in accommodation. Travel should also be filled in if you have access to this data (even an estimate).

*We have a multi use building, work space on the 1st floor, venue and community cafe downstairs (same space, different use day and night). How do we set this up?*

The best thing to do for this would be to use the floor space of the workspace only to create an office footprint, using data from the workspace in this area, and then create a separate building for the venue space. If you only have access to one set of data for the building (e.g. one energy bill for the whole space without metering) you can divide this between the floor area for each space.

*If we don't have data do we estimate/guess or do we leave blank?*

An estimate is better than nothing, but if you're really not sure and don't have any data available there are options for noting that you're not able to submit this data at this time. Please remember that not all fields need to be filled out - focus on your reporting requirements and make sure any mandatory fields are completed.

*Does Green energy included electricity from our main electricity supplier or onsite generated electricity?*

If you are referring to green tariffs that still use grid electricity (e.g. bulb/octopus) you should enter this data as normal as it is not guaranteed where your electricity is coming from when it comes off the grid, no matter who your provider is. If you have off grid sources e.g. solar panels, there is a separate field to enter how much energy you used from these sources

*If all colleagues work from home and then go to different venues for work, do we aggregate this for the building data or just input homeworking data?*

This can all be entered as homeworking data, with the number of total homeworking hours for the year across all employees in the total homeworking equipment hours field and a rough estimate for home heating hours.

*Should we be reporting on temporary events in host venues that aren't other NPOs? Or even offices in other people's buildings*

Yes, if this is part of your agreement with ACE. For office spaces, we would recommend that you enter the floor area of the space that you use within the building. The landlord may be able to give you specific energy use data for your space or you can calculate an estimate of your energy use by apportioning the total energy use of the building to the percentage of the building space you use. For other venues, you may need to get in touch with them for specific details about resource use.

*What if your electricity is from renewable sources only?*

If you are referring to green tariffs that still use grid electricity (e.g. bulb/octopus) you should enter this data as normal as it is not guaranteed where your electricity is coming from when it comes off the grid. If you have off grid sources e.g. solar panels, there is a separate field to enter how much energy you used from these sources.

*Our agreement with ace is only to record our personnel travel for touring - do we still have to enter the known attendance?*

No, no need to enter anything other than travel!

*what do new NPOs need to be doing now?*

Best thing to do is to make note of what ACE requires you to report on as part of your agreement, and then from there begin tracking these areas to make it easier for yourself in future, e.g. if you are required to report on business travel, you may want to keep a running file of any business travel journeys. You may also want to read the user guides and other resources to get familiar with how to use the tools.

*As an organisation who produces a wide variety of events how much breadth and depth are we to give in our answers - are we to report an example of each category*

The more reporting the better - but you are only required to report on areas that ACE has set out for you. If you are required to report on one specific impact area e.g. energy for example, you will be required to do this for all energy-emitting projects.

*How would data for a website be submitted?*

We don't currently calculate digital emissions in the tools, however other sources exist for this, such as <https://thenetworkedcondition.com/>. If you are able to get your digital footprint and would like to include it in your CCTools footprint, you can then use the "Custom emissions" section at the bottom of most tabs to enter the figure from the 3rd party source.

*Is Creative Climate Tools the same as Creative Green Tools ? If we have previously used CGT do we need to set up a new account with CCT or is the account information the same?*

Creative Climate Tools is the same platform as the Creative Green Tools - just with a new name. There is no need to create a new account.

*As an SSO for 22-23, should we be submitting our full organisational data, or just data for the projects that were funded by ACE?*

This is something you should ask your ACE relationship manager as each organisation is likely to have differing requirements.

*We're a touring company, how do we find all the venue data such as floor space, energy use?  
We use numerous venues*

We don't require floor space data for touring. You can ask the venues themselves for energy data, but for this sort of data we don't expect you to be able to give a completely accurate figure.

*Any recommendations on how to quickly calculate return distances between postcodes? (we collect the postcode data but don't ask our 'audiences' themselves how far they've travelled)*

<https://www.freemaptools.com/distance-between-uk-postcodes.htm> this is a good site for this, using the number calculated for 'distance by land transport'.

*I didn't understand the sections in 'Waste' that weren't 'waste to landfill' - i.e. what is waste to energy (etc)?*

Waste to landfill – Users should enter the amount of waste going to a landfill site.

Waste to energy – Users should enter the amount of waste going to be incinerated with subsequent generation of electricity from this process.

Waste to recycling – Users should enter the amount of waste being recycled.

Waste to composting – Users should enter the amount of waste being composted.

*As a touring company how do we know what venue data is required?*

Data such as show power for your production, as well as attendance figures are generally required.

*Would freelance artist/performer travel to your venue/event be recorded under business travel?*



Yes, if you have access to this data.

*Can non-NPO organisations use these tools? What happens to the reports?*

Yes, the tools are free for anyone to use! If you state that your funding is 'other' instead of 'ACE funded' then your data will not be included in any ACE-related reports.

*Does it matter if things get duplicated. For example if we do a generic report for our building for the year but then we want to look at a particular activity that happens within the building. We'll end up duplicating in our total. Does that matter, should we subtract the specific activities we do separate footprints for?*

Double counting can be tricky and we obviously try to avoid this as much as possible. If you're looking at a particular activity within a building you've already entered energy data on for example, then it would be advisable to not collect energy on that activity to avoid double counting.

*Can we also include buildings that don't come under the NPO portfolio funding? We are renting out a number of offices, studios ect and would like the footprint of our tenants.*

Yes, if the building contributes to your businesses carbon footprint then you can definitely include them.

*Does JB provide templates for an Environmental Policy and Action Plan to help out smaller organisations/new NPOs?*

We have a detailed resource on creating these listed [here](#).

*How do we calculate the distance our audiences travel? It will be a lot of work to do this from the post code.*

This can be a rough estimate and definitely not necessary to do this by individual postcode. The general recommendation is to create a survey for audience members to

fill out voluntarily. Various information can be found on the best way to do this, but one that we recommend can be found [here](#).

*We produce events in partnership with other organisations e.g Commonwealth Games in Birmingham last year - can we use these outdoor events as part of our footprint?*

You can, and we would encourage you to calculate this to understand your impacts with this event. If you are worried about double counting with other NPOs, you can get in touch with anyone you partnered with who may be an NPO to check if they are already reporting on this.

*We share an office with another company, how do we accurately log our footprint?*

You can get an idea of your portion of the office's footprint by measuring the amount of the office's floorspace that you use and calculating the percentage of the entire floorspace, and then calculate that same percentage of the energy bill's kWh.

Alternatively, you can divide this using the number of staff members, e.g. if there are 10 staff members in the office and only 5 work for your organisation, you can divide the bill's kWh usage by 50%. Please note these will just be estimates but will still provide a good indication of these emissions compared to other impacts.

*If we have a period of rehearsals that takes place in different venues week to week, what sort of report would that be? Should we enter the whole rehearsal period in one report, or would we need to section it into a new rehearsal report for each different location?*

When measuring rehearsal impacts, our tools don't tend to get too granular and you don't have to worry about the actual space you used. The "Production" footprint has fields to input the number of rehearsal days which then impacts the calculation of emissions from the lighting, sound and effects section, where you can put in a rough estimate of your rehearsals' power (and include the actual show in this footprint if it's similar to your rehearsals, or otherwise create a separate footprint for the show itself).

*Working on an artist support/partnership basis where we support/produce freelance projects, we have about 20 things going on per financial year across categories - tours, indoor, outdoor, productions etc - do we report on all these projects individually? Or is it better/more efficient for us to munch them together i.e. total number of public travel hours purchased for all tours?*

While you would have to create more individual footprints, it may make the most sense to report each project individually. This is primarily because impacts such as energy use are likely to vary between these events.