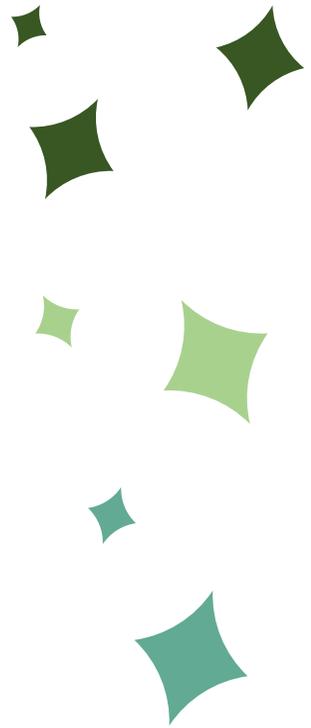


# Want to find out more about how your charity or group can 'Go Greener'?



**MVA have created this FREE resource and tips pack to support Medway's VCS to explore 'going greener' – read on to find out more...**

# 'Going Greener' & The Benefits To The Voluntary & Community Sector

*'Going Greener' and improving sustainability is about finding ways for your charity or community group to operate that does not harm the environment. It's about being mindful of how our actions affect the local area and communities and ensuring resources aren't wasted or destroyed and that they are used in the most effective ways - this in turn can help protect the environment and sustain its natural resources for current and future generations.*

**Besides the more obvious reasons, there are many other benefits for your Charity of Group to 'Go Greener'.**

- Having an Environmental Policy is a great place to start and it can provide significant benefits to your organisation including:
  - Helping you to stay within the law and keeping employees informed about their environmental responsibilities
  - Improving cost control
  - Reducing wastage
  - Improving the efficiency of your processes
- Another key benefit of having an environmental policy is that funders are more frequently asking if you have one as part of their funding application process – so you may need one at some point if you are seeking funding for your group or organisation.
- The benefits are not just restricted to internal operations. By demonstrating commitment to environmental management, you can develop positive relations with external stakeholders, such as investors, insurers, customers, suppliers, regulators and the local community.

## *Did you know...?*

An estimated **13 billion** plastic bottles are disposed of each year.

It takes **75% less energy** to make a plastic bottle from recycled plastic compared with using 'virgin' materials.

On average, each person in the UK **throws away their own body weight** in rubbish every 7 weeks.

**Up to 80%** of the contents of our dustbins could be easily recycled or composted.

**You don't have to start big – you can start small  
and build your way up from there**

# Tips For Writing An Environmental Policy



There is no standard content needed for an Environmental Policy, although a lot of policies normally contain similar themes. Your policy should be personal to your Charity or Group and it should reflect on your main activities, priorities and concerns.

## What Should Your Environmental Policy Contain?

The best place to start is to carry out an environmental review of your organisation which should help you to identify the key environmental issues that apply to your organisation and activities. In MVA's new 'Going Greener' resource area you will find information on how to do this (you can find the links at the end of this pack).

The content of your policy should then be based on the results of this detailing any actions you need to put in place. It should also contain brief statements on the following:

- Your mission and information about your operations.
- A commitment to continually improve your environmental performance.
- A commitment to prevent pollution and effectively manage your significant environmental impacts.
- The expectations that your organisation has in relation to external parties such as suppliers and contractors.
- Recognition that you will comply with relevant environmental legislation as a minimum level of performance.
- Education and training of employees in environmental issues and the environmental effects of their activities.
- How you will monitor progress and review environmental performance against targets and objectives on a regular basis (usually annually).
- A commitment to communicate your business' environmental aims and objectives to all staff, as well as to beneficiaries, investors and other external stakeholders.

**For inspiration and ideas to get you started you can take a look at MVA's Environmental Policy by clicking [HERE](#)**

# What Some Of Your VCS Peers Are Already Doing...

*"We try our very hardest to have very little waste in our foodbank system and we routinely recycle different rubbish that can be recycled. We are about to change our waste contract to be able to help us do this better. We're also in the process of investigating the use of electric vans where possible."*

**Lorraine Schulze - Project Manager – Medway Foodbank**



*"We try to do our bit. We recycle all the large cardboard and plastic items where we can. We're also holding a recycle surgery once a month in collaboration with Medway Council. As part of this anyone can bring small electrical items in to us to be recycled or taken away to the tip. We're also looking at linking up with local litter pickers and the possibility of supporting them by running a 'Green Drinks' afternoons"*

**Jaye Nolan – Manager - The Net Community Hub**

*"The Friends are trying to be greener across all aspects of our operations. Examples of this include:*

**Events** – At all of our events we ensure that we tidy as we go and recycle all rubbish left by our supporters at our events. In addition, we are reducing our reliance on single use plastics when offering refreshments to our runners/riders/walkers.

**Friends' Offices** – We have lighting motion sensors that switch off lights when an office is unoccupied.

**Friends Shops** – Our ultimate impact here is the recycling and upcycling elements in our charity shops. We re-sell pre-loved donated items given to us by our supporters. This avoids these items being thrown away giving them new lives with their new owners while raising much needed funds for the Hospice. We will also be branching out with further up-cycling options in the future. We also use LED lighting in all of our Shops and all of our bags are re-cycled shopping bags rather than new plastic bags.

**Christmas Merchandise** – All our Christmas cards are now packaged in recycled packaging avoiding plastic wrapping.

*Our customers and supporters are certainly environmentally aware appreciating the steps we are taking together. Across all of our operations we think of our environmental impact first. Yes this has meant that some of our costs have gone up, but there have been no barriers to our environmental policies as we all agree that, collectively, The Friends must do their bit to support our environment".*

**Martyn Reeves – CEO – Friends Of Wisdom Hospice**



**The most important step in integrating your Environmental Policy into your organisation is to put its contents into practice. Keep on reading for top tips on how to do this...**

# Top 10 Tips On How Your Charity Can 'Go Greener'

There are some simple changes you can make as a Charity or Community Group that will help you to get involved. Keep reading to find out more about some of the things you can do...

1

## Calculate Your Carbon Footprint

Saving the environment may not be your charity or groups primary goal, but a more sustainable planet will provide a better future for your service users. Taking a look at how you operate is beneficial for everyone.

You can measure you workplace emissions footprint to identify opportunities to get involved and measure the progress of any changes. Try the Carbon Trust's [Footprint Calculator](#) which is designed specifically for small organisations and groups.



2

## Support Responsible Suppliers

Recently, Scottish Power announced it will become the first major UK energy supplier to generate electricity from 100% wind power following the sale of its final gas and hydro stations. With the energy you do use, your organisation can choose a provider who is conscious of their own environmental impact. [This list ranks UK energy suppliers by their CO2 emissions](#) to help you make an informed choice.

Think more broadly about what kinds of suppliers you use – where can you use your purchasing power to support businesses that are also limiting their carbon footprint?



# Top 10 Tips On How Your Charity Can 'Go Greener'

## 3 Educate Yourself

If you're feeling inspired and want to develop your skills in leading carbon reduction, an organisation called Colbea offer free online webinars which explain the jargon behind climate science and help small and medium sized organisations to get started on measuring and reducing their environmental impact. To visit their online Eventbrite page click [HERE](#).



## 4 Reduce Travel Emissions

We all know that travel is a big contributor to carbon emissions so look at minimising work-related trips where you can. Meet virtually when possible and make use of public transport for face-to-face meetings. Drivers can use satnav apps to plan more efficient routes, saving on energy and fuel use.

In the office, try walking to work and stay healthy in the process. Better Medway's Healthy Workplace Program has many ideas on better health for your employees. Read more [HERE](#) and information on setting up Walking Buses [HERE](#).

Depending on the size of your organisation you could also look at setting up a 'Cycling To Work' Scheme. Click [HERE](#) for the Governments Information Guide on how employers can do this.



# Top 10 Tips On How Your Charity Can 'Go Greener'

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## Save Energy

The Carbon Trust says that even low or no-cost actions normally reduce an organisation's energy costs by 10% so make sure you're making maximum savings – in emissions and in money.

An easy and effective way to get started is to switch to LED lighting which use approximately 15 times less electricity than halogen lighting. Another is to use rechargeable batteries in place of disposable ones – they ultimately contribute less waste to landfill and have 28 times less impact than disposables on global warming overall. For more ways to save on energy, download the [Carbon Trust's guide](#) to getting started in business energy saving.



6

## Cater Conscientiously

When organising outside catering, choose suppliers who source their food locally to reduce food air miles. Go one step further and pick vegetarian or vegan options to maximise the reduction in carbon emissions by eliminating those that come with meat production.

In the office, maybe you could introduce a meat-free day to bring everyone together in your organisation's efforts to be eco-friendly.



# Top 10 Tips On How Your Charity Can 'Go Greener'

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## Recycle More

Make sure your office has the appropriate recycling bins, including food waste, to allow employees to sort day-to-day waste. This will ensure that materials go to the correct recycling unit to minimise your organisation's contribution to landfill.

Watch [Resource Efficient Scotland's](#) webinar on motivating staff to recycle better and ensure you're doing all you can.

In the longer term, make sure that office furniture and computer equipment is recycled appropriately when they need disposed of.



8

## Go Paperless

Giving up paper is an obvious first step in becoming more environmentally friendly. There are many ways to maximise your organisation's reduction in paper use.

Consider turning external communications like newsletters and leaflets into PDFs and share them digitally instead, also saving in mailing costs. Swap paper bills and statements for digital ones – not only will it reduce the mail your organisation receives but your records can't get lost or misplaced. You can also sign documents electronically to eliminate the need to print for a physical signature.



# Top 10 Tips On How Your Charity Can 'Go Greener'

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## Maximise Energy Efficiency

As winter approaches, block up drafts and close windows to ensure the building heating operates at its most efficient. Have a sustainable strategy in place for the long term too – the Carbon Trust can conduct energy audits where they examine your office to assess your resource efficiency and identify where the best carbon savings can be made.

The Carbon Trust operates the [Green Business Fund](#) to support assessments, training and equipment purchase and the [Energy Saving Trust has lots of information](#) on the financial support available for implementing various energy saving changes.

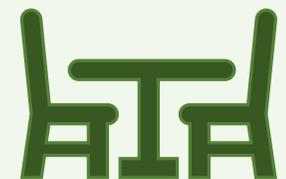


10

## Source Quality Second-Hand Goods/Upcycle

Don't forget about bigger or longer term items in your efforts to reduce carbon emissions. When your organisation is expanding or moving premises, consider sourcing second-hand furniture which will be cheaper as well as better for the environment.

There are many organisation such as Collecteco who partner with organisation to collect office furniture donations and connect them with charities needing it. You can visit their website by clicking [HERE](#).



# Already Gone Green or Want To Get More Involved?



*The topic of sustainability is gaining momentum in the Voluntary & Community Sector (VCS) – do you want to join your peers with this?*

Hopefully you can see there are many ways in which you can get involved - remember every journey begins with small steps and you don't have to start with something big! Starting small and building your way up can often help to embed and make your changes more maintainable.

With this in mind, and to support the launch of this new 'Go Greener' Guide, we have created a new dedicated space on our website that is full of resources and includes lots of quick and easy ideas to help promote environmental sustainability. You can access the new area by clicking [HERE](#).

If you're serious about ensuring your organisation is committed to the environment, then a good place to start is by developing an environmental policy and uploading it to your website so that it is a public commitment.

To further help raise the profile of your sustainability commitments, think about also joining MVA's digital 'Our Going Green' pledge - where you can share your commitment with your VCS peers and make your commitments public on MVA's website. It's really easy to do; simply download a copy of 'Our Going Green' Pledge (you'll find it on the next page), fill it out, return it to us and we will display it on our website for you.

**You can download a copy of our digital 'Going Greener' pledge  
on the next page**

# Our 'Going Green' Pledge



To help protect our environment & communities in Medway:



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

Pledge to:

Click [HERE](#) to access a copy of this digital 'Going Greener' pledge template so you can share your plans with the rest of Medway's VCS.

Date: \_\_\_\_\_

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

Position: \_\_\_\_\_

## Other Ways To Get Involved

The Great Big Green Week is a national celebration of community action to tackle climate change and protect nature and invites people and organisations across the UK to host events and activities in their local area from 24th September to 2nd October.

# THE GREAT BIG GREEN WEEK 2022

Find out more about how you can get  
involved at:

[www.greatbiggreenweek.com](http://www.greatbiggreenweek.com)



# Further Reading & Resources



Follow this link to visit MVA's new website section on 'Going Greener' by clicking [HERE](#). Here you will find an array of useful resources and links:

## Downloads

- MVA's Environmental Policy
- Government Information On Charities Environmental Responsibilities
- The Carbon Trust Better Business Guide To Energy Saving
- A-Z Of Event Ideas For The Great Big Green Week
- MVA's Our Going Green Digital Pledge Template

## Supporting Organisation Website Links

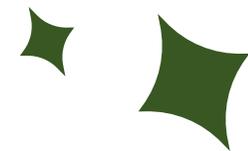
- Medway Council Climate Change Website: <https://www.medway.gov.uk/climatechange>
- Medway Council Recycling Point Info: [https://www.medway.gov.uk/directory/10/find\\_a\\_waste\\_and\\_recycling\\_centre\\_or\\_point](https://www.medway.gov.uk/directory/10/find_a_waste_and_recycling_centre_or_point)
- Making Medway Green Local Business Directory: <https://medway.greenparty.org.uk/making-medway-green.html>
- Every Action Counts: [www.everyactioncounts.org.uk](http://www.everyactioncounts.org.uk)
- The Great Big Green Week Website: <https://greatbiggreenweek.com/>
- A Good Thing (Organisation which matchmakes local businesses with local charities): [www.agoodthing.org.uk](http://www.agoodthing.org.uk)

## Useful Articles/Resources

- The Carbon Trust - Free Carbon Footprint Calculator: [SME Carbon Footprint Calculator | The Carbon Trust](https://www.carbontrust.com/client-services/programmes/green-business-fund/)
- Urban Environmental Management Online FAQ Sheet On Conducting An Effective Environmental Assessment: <https://www.gdrc.org/uem/iso14001/info-25.html>
- NI Business Info's Article On How to Carry Out An Environmental Review Of Your Business: <https://www.nibusinessinfo.co.uk/content/carry-out-environmental-review-your-business>
- Charity Digital Article On How Working In The Cloud Is Affecting The Environment: <https://charitydigital.org.uk/topics/is-working-in-the-cloud-destroying-the-environment-9411>

## Useful Funding Links

- The Carbon Trust – Green Business Fund Information: <https://www.carbontrust.com/client-services/programmes/green-business-fund/>
- Energy Saving Trust – Grants & Loans Information: <https://energysavingtrust.org.uk/listing/grants-and-loans/>
- Grants Online – Energy, Environment & Transport: <https://www.grantsonline.org.uk/news/energy-environment-and-transport/>



Interested in finding out more? MVA can help: Get in touch with us today:



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