

Business / internal project Template Survey

Page 1: Project profile and background

This section asks for some basic background information about the project, and for the names of people who are completing this survey.

1. Name of project: * Required

2. Name of main / lead contributor for completing this survey: * Required

2.a. Position/role in the project * Required

2.b. Please include the names and role/position of any other people who have completed parts of this survey on behalf of the project:

3. How is your project legally constituted? * Required

Please select between 1 and 4 answers.

- ☐ Ltd Company
- ☐ Community Benefit Society
- ☐ Community Interest Company
- ☐ Co-operative
- ☐ Charity
- ☐ Trust
- ☐ Other

3.a. If you selected Other, please specify:

4. Year (and month if known) when the project was created: * *Required*

5. Please indicate the financial year that your project aligns with: * *Required*

- ☐ Calendar Year (1st Jan-31st Dec)
- ☐ Financial Year (1st Apr-31st March)
- ☐ Tax / Fiscal Year (6th Apr-5th Apr)
- ☐ Other

5.a. If you selected Other, please specify:

Page 2: Land management

6. Area of land being farmed (in hectares) * Required

7. From when has your project been managing the site agroecologically (in years and months)

8. If known, please outline what the land / project site was used for BEFORE the project was created / established?

9. Please describe the land ownership status / agreements upon which your project is located (e.g. owned, renting, tenancy)

10. If the land is tenanted, please indicate how long your tenancy is for * Required

11. Is the food grown/produced on your project certified by any of the following schemes? * Required

- ☐ Soil Association (organic)
- ☐ Demeter
- ☐ Pasture for Life
- ☐ Wholesome Food Association
- ☐ We farm organically but are not certified
- ☐ We farm biodynamically but are not certified
- ☐ We follow permaculture principles but are not certified under any scheme
- ☐ Other

11.a. If you selected Other, please specify:

Page 3: Volunteering

12. Number of hours undertaken by unpaid volunteers as part of your project

	Number of volunteers	Number of volunteer hours	Activity undertaken by volunteers eg growing, retail, admin, other (please specify)
Jan	Please select ▼	Please select ▼	
Feb	Please select ▼	Please select ▼	
Mar	Please select ▼	Please select ▼	
Apr	Please select ▼	Please select ▼	
May	Please select ▼	Please select ▼	
June	Please select ▼	Please select ▼	
Jul	Please select ▼	Please select ▼	
Aug	Please select ▼	Please select ▼	
Sept	Please select ▼	Please select ▼	
Oct	Please select ▼	Please select ▼	
Nov	Please select ▼	Please select ▼	
Dec	Please select ▼	Please select ▼	

Page 4: Job creation and employment

Number of jobs created.

The number of people employed directly by your project (i.e. employees) including full-time, part-time, casual/seasonal.

The number of jobs created or retained locally as a direct result of your project's operations/activities.

****Full-time employees are those who worked on average 30 hours or more a week for more than 120 days in a year - or the number of employees you expect to work these hours.*

13.

	Seasonal	Permanent	Full-time	Part-time	Apprentice	How many hours does the employee work per week?	Average salary per week (£)
Employee 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Employee 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Employee 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Employee 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Employee 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Employee 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Employee 7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Employee 8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Employee 9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Employee 10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Employee 11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Employee 12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>

Employee 13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Employee 14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Employee 15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Employee 16	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Employee 17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Employee 18	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Employee 19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Employee 20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>

Page 5: Amount of money invested / spent locally

This question looks at

The amount of money invested by your project into other community projects in your locality / region.

The amount of money invested IN your project by others.

The economic impact your project has had / is having on the locality / region (definition of locality and region flexible)

14. Please give the amount of money (£) received / invested in your project from the following sources:

	Last complete financial year (£) <i>Optional</i>	From the end of the last complete financial year to the present <i>Optional</i>	Any comments or additional information
Total amount from crowdfunding (£)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total amount from community shares (£)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other sources of community finance (£) if relevant	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total amount from grant funding (£)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Loans (£)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Donations (other than through crowdfunding) (£)	<input type="text"/>	<input type="text"/>	<input type="text"/>

14.a. Please give any details or examples of other donations / gifts (non-monetary) for the previous and current financial year. For example, any equipment, loan of tools, materials etc.

14.b. If you received grant funding, what activities did the grant support/subsidise?

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	Tick as many as apply
To directly subsidise production	<input type="radio"/>
To fund your overheads eg admin costs, IT, marketing	<input type="radio"/>
To fund outreach and education work	<input type="radio"/>
To support volunteers	<input type="radio"/>
To support trainees and apprentices	<input type="radio"/>

Other



14.b.i. If you ticked Other then please explain what the grant funding was used for

15. What is your project's own understanding / working definition of 'local' and 'regional'? Please explain your answer

Page 6: Inputs purchased from local / regional suppliers

16. Please indicate the TYPES of inputs related to growing that your project (e.g. seed) typically purchases / has purchased in the last 2 years. (Do not include tools or equipment)

17. What percentage of your inputs were purchased in the following categories:

	Percentage for last complete financial year	Percentage since the end of your last complete financial year
Inputs purchased locally / regionally (organic) (£)		
Inputs purchased nationally / internationally (organic) (£)		
Inputs purchased locally / regionally (NON-organic)		
Inputs purchased nationally / internationally (NON-organic) (£)		

Page 7: Value of food produced or sold

18. Please give the total AMOUNT (in £) of food sold in each of the following categories:

	Last complete financial year	From the end of the last complete financial year
Fruit and Veg	<input type="text"/>	<input type="text"/>
Meat	<input type="text"/>	<input type="text"/>
Dairy	<input type="text"/>	<input type="text"/>
Bakery / baked goods	<input type="text"/>	<input type="text"/>
Eggs	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>

18.a. Please state what percentage of the food sold in each of the categories was produced AGROECOLOGICALLY? (ie in accordance with organic or biodynamic standards)

	Percentage sold in the last financial year	Percentage sold since the end of the last financial year
Fruit and Veg	<input type="text"/>	<input type="text"/>
Meat	<input type="text"/>	<input type="text"/>
Dairy	<input type="text"/>	<input type="text"/>
Bakery/Baked Goods	<input type="text"/>	<input type="text"/>
Eggs	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>

19. If you grow or produce food, what proportion/ percentage (in %) of total project sales are sold to the following sectors / in the following types of supply chains?

	Last complete financial year	From the end of the last complete financial year
Retailers (independent smaller scale retailers, shops)	<input type="text"/>	<input type="text"/>
Wholesalers (larger businesses selling on to retail)	<input type="text"/>	<input type="text"/>
Consumers (households, box scheme/share recipients)	<input type="text"/>	<input type="text"/>
Cafes/Restaurants	<input type="text"/>	<input type="text"/>
Schools/hospitals/care homes	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>

19.a. Please use this space to detail any information relating to the 'other' category, and for any other comments about types of supply chains and customers

Page 8: Your customers

20. If you grow or produce food, what percentage of your total sales of food that you produce AGROECOLOGICALLY do you sell to the following markets?

	Percentage
Direct to customers eg through box scheme	<input type="text"/>
Direct to local shops	<input type="text"/>
Direct to cafes/restaurants	<input type="text"/>
Direct to schools/hospitals/care homes	<input type="text"/>
Wholesale	<input type="text"/>
Other	<input type="text"/>

20.a. If you selected other than please give more information about the type of outlet

21. What would you say is the average distance for each of the following customers from your project?

Please don't select more than 1 answer(s) per row.

	0-10 miles	10-20 miles	20-50 miles	Over 50 miles
Individual customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cafes/Restaurants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools/Hospitals/Care Homes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wholesalers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

21.a. If you selected Other, please give more information

22. If you run a box scheme, how many boxes do you distribute on average per week?

22.a. How many people do you estimate are fed from your boxes per week?

22.b. How do your customers receive their boxes?

- ☐ We deliver door to door
- ☐ We deliver to collection points

- ☐ Customers collect from our site/shop
- ☐ Other

22.b.i. If you selected other, please give more information

23. Any other comments or information relating to members and / or households subscribing to your project (e.g. whether you are at capacity, meeting your target of members or would like more?)

Page 9: Number of different ways of engaging with community / people

24. Please indicate the number of followers / views / reads your social media and online platforms have received: *Data can be taken on any day between XXXXX and XXXX

	Number of followers / views / reads	Date when information recorded:	Any other comments / detail (e.g your target number)
Facebook (e.g. the project Facebook page / group) Followers	<input type="text"/>	<input type="text"/>	<input type="text"/>
Twitter (Followers)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Instagram (Follower)	<input type="text"/>	<input type="text"/>	<input type="text"/>
YouTube (Views)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Blog / WordPress (Reads)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Website (Reads)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Newsletter (Reads)	<input type="text"/>	<input type="text"/>	<input type="text"/>

24.a. Please use this space to describe any other social media platforms that your project engages with, and supporting details (e.g. followers on Flickr)

24.b. Please also briefly describe any regular / one-off marketing or promotional events your project has run in the last two years to engage people (for example, leaflet drop campaigns, expos, community festivals etc)

25. Please list any relevant networks / organisations / social movements / groups connected with agroecology and/or food sovereignty that your project are currently members of (or contributors to)

Page 10: Number of social / community engagement events and events where support, expertise and knowledge is provided

26. Please indicate the number of social, educational and community engagement events that your project has hosted / organised.

	Date of event	In the last complete financial year	Since the end of the last financial
Onsite events (eg open day)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Offsite events (eg taking part in a festival, running a stall at an event organised by another organisation)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Policy/advocacy meeting	<input type="text"/>	<input type="text"/>	<input type="text"/>

27. Please use this space to provide further information relating to social and educational events (e.g. any stories, case studies or 'highlights')

Page 11: Publicly available plan with steps to address / improve carbon budget / footprint

28. Does your project have a publicly available plan outlining the steps taken / that will be taken to reduce carbon emissions?

- ☐ Yes
- ☐ No
- ☐ Other

28.a. If you selected Other, please specify:

28.b. Please provide details of this plan (e.g. web link or reference to report)

28.c. If not, please describe any possible reasons or barriers you have encountered - or expect to encounter - when creating this type of plan (e.g. time, resources).

29. Please input the score(s) or outcome(s) from any online carbon calculator your project may have used. For example, Farm Carbon Cutting Toolkit available free <http://www.farmcarbontoolkit.org.uk/carbon-calculator> Similar online too 'Fieldprint Calculator' <https://fieldtomarket.org/> Cool Farm Alliance GHG tool (free) <https://coolfarmtool.org/coolfarmtool/greenhouse-gases/>

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Page 12: Number of people participating in co-operative decision making

30. List the types of spaces where members of the project community and wider community can participate in strategic decision making activities:

- ☐ Committee meetings (e.g. weekly, monthly)
- ☐ AGM (Annual General Meetings)
- ☐ Report / document consultations
- ☐ Social media platforms (including your website)
- ☐ Annual Member Meeting
- ☐ Other

30.a. If you selected Other, please specify:

30.b. How many people attended your last AGM/Member meeting?

Page 13: Publicly available governance structure and plan

31. Does your project have a published / publicly available governance structure?

- ☐ Yes
- ☐ No
- ☐ Unsure
- ☐ Other

31.a. If you selected Other, please specify:

31.b. If yes, please indicate where this information can be found (e.g. web link, reference to report)

31.c. If no, please indicate any reasons why this is - including any barriers or issues that you have encounter or can foresee.

Page 14: Consent

32. I understand my participation is voluntary and I can withdraw at any time, without giving a reason, up to XXXXX (when the study period has concluded). * Required

☐ I agree to these terms

33. I understand that the information given in this survey will be used by our project for business development, and by the Centre for Agroecology Water and Resilience, Coventry University (CAWR), the Real Farming Trust and FUNDERS?? for possible publication and presentations. * Required

☐ I agree to these terms

34. I understand that any of the project data that is used by CAWR for publication or presentation will be checked with me BEFORE submission for accuracy and use (e.g. growing data, grant dependency, sales etc.) * Required

☐ I agree to these terms

35. Any data provided will be kept securely and used for the reporting of this project. **The name of your enterprise/business will be made known** in project reports and a final project report. Your individual, personal details will remain confidential. * Required

☐ I agree to these terms

PLEASE CLICK 'FINISH' AT THE BOTTOM OF THIS PAGE TO SUBMIT YOUR SURVEY

Thank you for completing the survey.

This research will help the Centre for Agroecology, Water and Resilience (CAWR) Coventry University, and partners to develop an evidence base about the social impact organisations like yours are having on the community.

The data will be analysed and made available later in the year (November 2017).

If you have any further questions please contact:

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Key for selection options

12.1.a - Number of volunteers

Number

12.1.b - Number of volunteer hours

Number

12.2.a - Number of volunteers

Number

12.2.b - Number of volunteer hours

Number

12.3.a - Number of volunteers

Number

12.3.b - Number of volunteer hours

Number

12.4.a - Number of volunteers

Number

12.4.b - Number of volunteer hours

Number

12.5.a - Number of volunteers

Number

12.5.b - Number of volunteer hours

Number

12.6.a - Number of volunteers

Number

12.6.b - Number of volunteer hours

Number

12.7.a - Number of volunteers

Number

12.7.b - Number of volunteer hours

Number

12.8.a - Number of volunteers

Number

12.8.b - Number of volunteer hours

Number

12.9.a - Number of volunteers

Number

12.9.b - Number of volunteer hours

Number

12.10.a - Number of volunteers

Number

12.10.b - Number of volunteer hours

Number

12.11.a - Number of volunteers

Number

12.11.b - Number of volunteer hours

Number

12.12.a - Number of volunteers

Number

12.12.b - Number of volunteer hours

Number
