

There is one universal truth,
applicable to all countries,
cultures and communities:
**violence against women
is never acceptable, never
excusable, never tolerable.**

United Nations Secretary-General, Ban Ki-Moon

DELIVERING **EQUALLY SAFE**

October 2021–September 2024

Information and Application Guidance Notes

Scotland's first National Action Plan for Human Rights explicitly recognises that taking action to address violence against women and girls is needed to ensure we realise the human rights of everyone in Scotland.

Equally Safe: Scotland's strategy for preventing and eradicating violence against women and girls

Contents

Section 1:

Fund introduction and policy context	04
Equally Safe	05
Covid-19.....	06
National context	06

Section 2:

Information for applicants	07
What is the purpose of the Delivering Equally Safe Fund?	07
What are the intended outcomes?	09
Who can apply?	10
How long is the funding for?	11
How much funding is available?	11
What types of activity will be funded?	11
What will funding pay for?	12
What areas of development are a priority?	13
What should applications demonstrate?	14
Support for Partnership proposals	14
Developing Partnership work:	14

Section 3:

Application and assessment process	15
How to apply	15
What to submit with your application	16
Process of allocating the Fund.....	16
Expectations of successful applicants	17
Application questions guidance.....	18

Until we end violence against women, we cannot have true gender equality, either here in Scotland, or elsewhere around the world.

Nicola Sturgeon, First Minister of Scotland



1 in 3 girls
report some form of sexual violence in intimate partner relationships



1 in 5 children
in the UK will have experienced domestic abuse by the time they reach 18



8% of adults experienced
at least one type of other sexual assault (including indecent exposure, sexual threats and sexually touching when it was not wanted) since the age of 16



Violence against women and girls
has no place in a safe, strong, successful Scotland



Equally Safe
is the Scottish Government and COSLA's strategy to prevent and eradicate all forms of violence against women and girls



Delivering Equally Safe Fund will support
third sector and public bodies contributing to Equally Safe priorities and outcomes



Every part of society has a part to play
and the third sector provide crucial support to people at risk and who experience gender-based violence



Up to £13m per year*
It is a 3-year Fund running from October 2021–September 2024

* Funding for future years (2022–23 and 2023–24) is dependent upon the Annual Spending Review and Scottish Budget.

Our vision is of a strong and flourishing Scotland where all individuals are equally safe and respected ...

Equally Safe: Scotland's strategy for preventing and eradicating violence against women and girls

SECTION 01 | Fund introduction and policy context

Equally Safe is Scotland's strategy to prevent and eradicate violence against women and girls.

Developed by the Scottish Government and COSLA, in association with a wide range of partners, Equally Safe sets out a vision of a strong and flourishing Scotland where all individuals are equally safe and respected, and where women and girls live free from all forms of violence and abuse – and the attitudes that help perpetuate it.

Delivering Equally Safe is the name of the Scottish Government funding programme to support third sector organisations and public bodies contribute to the objectives, priorities, and outcomes of the Equally Safe strategy. It combines various funding streams, including the Equally Safe (Violence Against Women and Girls) and Rape Crisis Specific fund.

The Delivering Equally Safe (DES) Fund application process was paused due to the impact of the Coronavirus (Covid-19) pandemic. The Delivering Equally Safe Fund was developed following a review of the funding from the Equality and Human Rights Division. The aim is to create a simpler and

cohesive method for organisations to access funding. The review enabled future funding to be more closely aligned to the commitments of Equally Safe and the refreshed National Performance Framework. We have strengthened the support for partnership working and the trialling and testing of new approaches. Organisations are now able to submit an additional application for a partnership proposal.

Following the pause due to the impact of Coronavirus pandemic, the fund will now open to applications from 7 December 2020 and **all applications are due by midday on 31 March 2021.**

Funding is available for up to three years for work delivered from October 2021 through to September 2024.

The Delivering Equally Safe Fund is managed by Inspiring Scotland.

Equally Safe

Aim: To work collaboratively with key partners in the public, private and third sectors to prevent and eradicate all forms of violence against women and girls.

No woman or girl in Scotland should be subjected to violence or abuse of any kind (physical, emotional, sexual or psychological) and no child or young person should experience gender-based violence or have to live with the impact of it.

The Scottish Government's aim is to work collaboratively with key partners across all sectors to prevent and eradicate all forms of violence against women and girls. We are clear that there are no quick fixes to this deep-rooted problem. It requires significant economic, social, and cultural change over the long term, that calls for the sustained commitment not just from partners but from individuals and communities too.

Equally Safe's definition of violence against women and girls encompasses (but is not limited to):

- physical, sexual, and psychological violence occurring in the family (including children and young people), within the general community or in institutions, including domestic abuse, rape, and incest
- sexual harassment, bullying and intimidation in any public or private space, including work
- commercial sexual exploitation, including prostitution, lap dancing, stripping, pornography and trafficking
- child sexual abuse, including familial sexual abuse, child sexual exploitation and online abuse
- so called 'honour based' violence, including dowry related violence, female genital mutilation, forced and child marriages, and 'honour' crimes

Our approach is rooted in the United Nation's understanding of violence against women and girls which provides a gendered analysis of the issue.¹ Tackling violence against women helps to support the Scottish Government's ambitions to advance equality and protect and uphold fundamental human rights, as defined in domestic law and international treaties.

Equally Safe recognises that along with their gender, women and girls have other protected characteristics that increases their level of risk of experiencing violence and abuse. The drivers for this are often continuing prejudice and the structural barriers in society which cause inequality. Other factors include age, looked after status (current and former), financial dependence, experience of child abuse and neglect, poverty, disability, homelessness, insecure immigration status and ethnicity.

As well as adult women, girls and young women are at risk of violence and abuse precisely because they are female, and the definition we have adopted explicitly includes children of all genders as subject to harm through violence. A gendered analysis does not exclude men, but rather recognises that women and girls are disproportionately affected by violence that they experience because they are women and girls. Many men and boys are victims of violence and abuse.

Equally Safe prioritises primary prevention, which focuses on changing behaviour, building the knowledge and skills of individuals, and ultimately delivering a progressive shift in the structural, cultural, and societal contexts in which violence occurs. This is complemented by our ambitions in achieving gender equality and eradicating poverty, which will make a critical contribution to ultimately preventing and eradicating violence against women and girls for good.

We must also be realistic and recognise that women and girls are at risk of continuing to experience gender-based violence in all its forms for some time to come. Children and young people will also continue to be affected by violence and the consequences of witnessing and experiencing violence. Early intervention and the provision of effective mainstream and specialist services remain fundamentally important. The provision of high-quality services for those at risk continue to be essential – we must ensure that women and girls are kept safe and that victims and survivors have the support they need to recover. However, we are clear that, by working towards ultimately eradicating the problem altogether we can deliver better outcomes. This is better for the individuals and communities we help keep safe from harm, and for society as women and men enjoy greater equality.

1. This analysis firmly places different forms of violence against women within the gendered reality of men's and women's lives, what it means to be a man and women in our society and the status and privileges afforded.

Covid-19

The pandemic, and the economic and social shocks it has generated, has increased the risk to victims and survivors and generated significant challenges for organisations working in this field. Women and children may be at greater risk of harm during periods of restriction through being constrained in their ability to leave their homes and/or seek new accommodation, and children experiencing domestic abuse may be constrained in terms of the 'safe spaces' (usually school or early years settings) they can access, and they may therefore suffer increased trauma. Frontline services have faced challenges in supporting women and children who have been experiencing domestic abuse, and anyone experiencing gender-based violence (including sexual violence), due to restrictions and the need to work remotely. There are also greater challenges in holding perpetrators to account due to increased reluctance to report incidents, changes in court business and pressures upon services.

National context

Preventing and eradicating violence against women and girls is essential to achieving the Scottish Government's overarching purpose as set out in the [National Performance Framework](#).

National Performance Framework Purpose

We aim to:

- create a more successful country
- give opportunities to all people living in Scotland
- increase the wellbeing of people living in Scotland
- create sustainable and inclusive growth
- reduce inequalities and give equal importance to economic, environmental and social progress

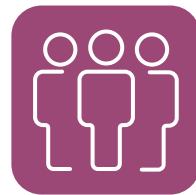
Equally Safe and the work supported through the Delivering Equally Safe Fund will also contribute to national outcomes:



We respect, protect and fulfil human rights and live free from discrimination



We grow up loved, safe and respected so that we realise our full potential



We live in communities that are inclusive, empowered, resilient and safe



We tackle poverty by sharing opportunities, wealth and power more equally



We are healthy and active

This is further underpinned by the values underpinning the National Performance Framework, namely:

“We are a society which treats all our people with kindness, dignity and compassion, respects the rule of law and acts in an open and transparent way.”

**Whatever form it takes,
violence against women
and girls can have both an
immediate and long-lasting
impact on the women,
children and young people
directly involved ...**

Equally Safe: Scotland's strategy for preventing and eradicating violence against women and girls

SECTION **02** | **Information for applicants**

What is the purpose of the Delivering Equally Safe Fund?

The purpose of the Fund is to support delivery of the objectives of the Equally Safe strategy. Applicants will need to demonstrate how the work they are doing, or propose to do, contributes to Equally Safe objectives and priorities.

Equally Safe: priorities and objectives



Priority 1

Scottish society embraces equality and mutual respect, and rejects all forms of violence against women and girls

Objectives:

- Positive gender roles are promoted
- People enjoy healthy, positive relationships and children develop an understanding of safe, healthy, and positive relationships from an early age
- Individuals and communities recognise and challenge violent and abusive behaviour



Priority 2

Women and girls thrive as equal citizens – socially, culturally, economically, and politically

Objectives:

- Women and girls are safe, respected, and equal in our communities
- Women and men have equal access to power and resources
- Women, children, and young people's voices are heard, and their rights respected



Priority 3

Interventions are early and effective, preventing violence and maximising the safety and wellbeing of women, children, and young people

Objectives

- Justice responses are robust, swift, consistent, and coordinated
- Women, children, and young people access relevant, effective and integrated services
- Service providers competently identify violence against women and girls, and respond effectively to women, children and young people affected



Priority 4

Men desist from all forms of violence against women and girls, and perpetrators of such violence receive a robust and effective response

Objectives

- Men who carry out violence against women and girls are identified early and held to account by the justice system
- Men who carry out violence against women and girls change their behaviour, and are supported to do so
- Relevant links are made between the experience of women, children, and young people in the criminal and civil justice systems

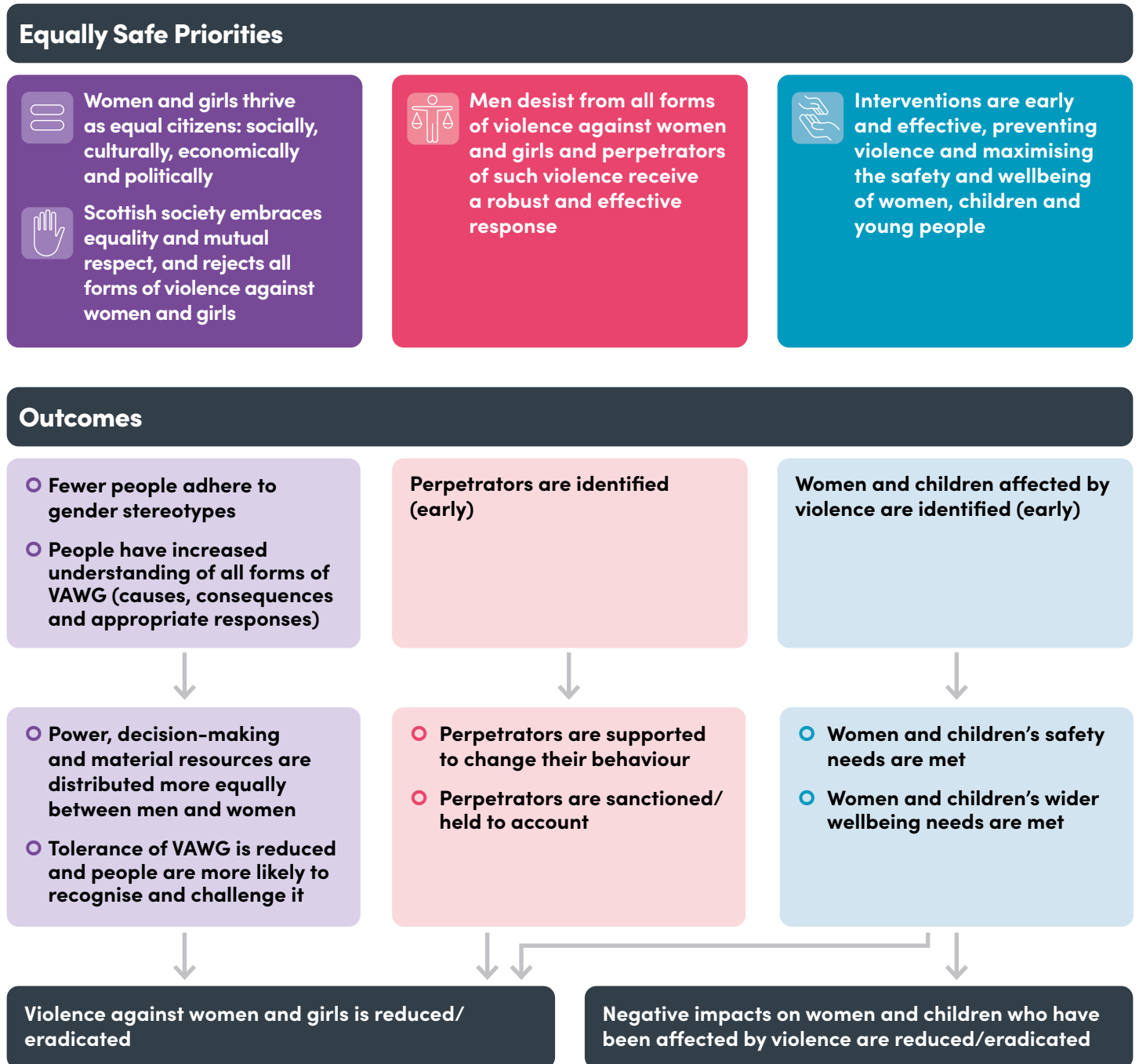
What are the intended outcomes?

Equally Safe is a highly ambitious strategy. It has priorities for women, girls and children affected by violence, perpetrators of violence against women, and society as a whole.

The logic model below is adapted from the **Equally Safe Quality Standards and Performance Framework**. It is a diagram of the change or difference that needs to happen (outcomes) to deliver Equally Safe priorities.

As key partners, organisations supported through Delivering Equally Safe will also contribute to these **outcomes**.

Applicants will need to demonstrate how the activity they are doing, or propose doing, results in outcomes for individuals and community at large that link to Equally Safe outcomes as well as the outcomes and values expressed in the National Performance Framework (see page 6).



The activity carried out by the organisations funded through the Equally Safe Fund will be a key contributor towards the delivery of these outcomes.

Who can apply?

Applications are welcomed from organisations that have a focus on **tackling violence against women and girls in Scotland**.

All applicants should be able to articulate the work of their organisation in the context of the **objectives, priorities, and outcomes of the Equally Safe strategy** and the National Performance Framework.

To be eligible for funding, applicant organisations will also need to demonstrate that they have **good governance and a commitment to equality and diversity**.

The legal structure of applicant organisations may be

- incorporated² third sector organisations
- community interest companies or
- public bodies (including local authorities)

Third sector organisations should be registered with the Scottish Charity Regulator (OSCR).

Community Interest Companies should have a strong Board of at least three Directors, with regular review of membership and clear processes for managing any potential conflict between the personal interests of the directors and the interest of the CIC.

All applicants are asked to submit:

1. A copy of their Memorandum and Articles or Constitution, signed and dated
2. Most recent independently examined or audited accounts, or verified statement of income and expenditure (if a new organisation, most recent bank statement)
3. A copy of their Equality and Diversity Policy
4. A copy of their Child Protection/Vulnerable Adult Policy if the application involves working with children, young people, or vulnerable adults
5. A copy of their LGBTI Inclusion Plan

The documents and application will be reviewed to ensure eligibility by:

Criteria	Good governance
Demonstrated by:	<ul style="list-style-type: none">○ Effective and accountable governance, management and financial systems and structures○ How service users can input into service development
Through a review of:	<ul style="list-style-type: none">○ Submitted Memorandum and Articles or Constitution○ Submitted independently examined or audited accounts, or verified statement of income and expenditure○ Submitted Child Protection/Vulnerable Adult Policy (if applicable)○ Application questions
Criteria	Commitment to equality and diversity
Demonstrated by:	<ul style="list-style-type: none">○ A demonstrable commitment to equality and diversity
Through a review of:	<ul style="list-style-type: none">○ Submitted Equality and Diversity Policy○ Submitted LGBTI Inclusion Plan○ Application questions

2. Incorporation refers to the legal structure of your organisation and is quite separate from charitable status. Voluntary organisations can either be incorporated or unincorporated. To be eligible for the DESF you must be incorporated which means the legal status of the organisation is either a Scottish Charitable Incorporated Organisation (SCIO) or a Company Limited by Guarantee, or other incorporated bodies.

See this fact-sheet from the Scottish Charity Regulator and the SCVO guidance - <https://www.oscr.org.uk/media/2506/legal-forms-factsheet.pdf> and <https://scvo.org.uk/support/setting-up-a-charity/decide-on-structure>

How long is the funding for?

This round of Delivering Equally Safe will run for three years until the end of September 2024.

Year 1: October 2021–September 2022

Year 2: October 2022–September 2023

Year 3: October 2023–September 2024

To allow for forward planning, organisations can submit applications now for work that does not commence until Year two or Year three of this funding round. If an application for funding from Year two or three is successful, capacity building support will be offered in year one and/or year two to ensure that any adjustments can be made to the work delivered if circumstances change between funding approval and the start date for work to commence.

How much funding is available?

The Delivering Equally Safe Fund will distribute up to £13 million pounds per year.³ Once funding is committed in 2021, it is not anticipated that the overall budget for this fund will increase.

There is no minimum or maximum level of funding for which applicants can apply.

However, there is a finite amount of funding available, and applicants should take this into account when they are developing their application. It is not anticipated that the fund will re-open again until 2024.

It is anticipated that annual grants will range between £10,000 and over £1million per annum. Applicants are encouraged to be realistic in developing their application.

You should also be prepared for the possibility that (i) you may not receive the full amount you are seeking; and (ii) your application may not be successful, and plan accordingly.

Please note, all funding is subject to the Annual Spending Review and any grant offers will be indicative until the Annual Budget has been passed by the Scottish Parliament.

Funding will also be subject to satisfactory delivery and governance and may be reviewed if any concerns are raised by the Scottish Government Policy Officers, Inspiring Scotland, or organisations themselves.

What types of activity will be funded?

The Delivering Equally Safe Fund will resource organisations working nationally, locally and across Scotland to contribute to the priorities and objectives of Equally Safe.

Funded activity could focus on:

- primary, secondary, and tertiary prevention of violence
- early intervention for victim-survivors
- front-line service support
- driving attitudinal or behaviour change
- supporting policy development and practice
- any combination of these

We welcome **innovative proposals** that both build on areas of existing practice and suggest bold new avenues for exploration or develop the evidence base in relation to tackling violence against women and girls. (Further information on the priority areas of development we are interested in supporting is given on page 13).

We recognise that delivering systemic change takes time. We expect applications to build on existing good practice. We also welcome innovative approaches, where we would expect to see a clear rationale with supporting evidence for why this approach has been developed and/or should be tested.

³ Funding for future years (2022-23 and 2023-24) is dependent upon the Annual Spending Review and Scottish Budget.

What will funding pay for?

Organisations can submit either:

- **One application which is specific to that organisation**, covering core costs⁴, project costs or both.

And/or:

- **One application in partnership with another eligible organisation** (or eligible organisations), primarily focused on delivery of a project or programme of work, though core staffing costs to support partnership development are also eligible.

Organisations cannot submit multiple single applications, or multiple partnership applications with the same organisation as the lead.

Organisations can apply for core, project or both core and project costs⁵ within an application.

Core: You can apply for the true costs of maintaining and strengthening delivery or services, as they relate to the Equally Safe strategy. We want to understand the full cost as well as move away from organisations having to repackage existing work as different projects.

Project: We are also interested in new, innovative ideas that may include expansion of current work, or pilot new approaches. New pieces of work that are time-bound or are testing a different way of working will be considered for project funding.

Project: All applicants can apply for project support

This can include any costs to deliver time-bound, specific pieces of new work. For the purposes of this fund, any new work that is to be developed or new staff engaged should be considered as project costs.

When planning your project budget please be realistic about the time it will take to recruit any new staff or develop new ideas. Your budget should be phased accordingly.

In addition to the costs to deliver the service or project, applicants are encouraged to include (where relevant) wider costs of delivering work effectively. This may include, for example:

- costs for translators or translation materials
- access/IT and travel costs
- cost of living increments for staff members over the funding period
- volunteer expenses (travel, subsistence, publicity)
- costs associated with involving survivors in service or project design and evaluation

Core: Only third sector organisations can apply for core support

Different people mean different things by core funding. For this Fund we mean operating and essential running costs for maintaining a service that delivers to the Equally Safe strategy on an on-going basis.

This means we will consider costs such as:

- Existing management, administration, and delivery staff
- staff costs such as travel and training
- office costs (accommodation and supplies)
- overheads (heating, lighting, cleaning, insurance)
- communication and IT costs

Please do not include core costs that are already being met by existing income streams – e.g. through another grant or via membership income.

4. For third sector organisations only

5. We will provide support to you to help you confirm what is core and project costs. Follow @DESfund or register your interest via desenquiries@inspiringscotland.org to get details of application surgeries and webinars.

What areas of development are a priority?

Within the bid, applicants should recognise and have cognisance of the impacts and risks in relation to Covid-19 and indicate how this will be factored into forward planning over the lifetime of the fund.

We recognise that there is a wealth of experience and expertise from many different disciplines and backgrounds, and that this has been developed through many years and decades of effective hard work and collaboration by

feminist workers and experts and through the voices and perspectives of survivors.

With this in mind, we are keen to see proposals (and particularly partnership proposals) that develop work, research, or practice on any of the topics within the following themes:

Theme	What
Developing holistic pathways	<ul style="list-style-type: none">○ Developing joined-up, person-centred, holistic pathways which recognise that an individual may experience multiple different types of gendered violence○ Developing holistic approaches/pathways to better meet the needs of individuals with complex needs
Deepening understanding of patterns of needs	<ul style="list-style-type: none">○ Conducting a needs-based assessment within an individual locality or cluster of targeted localities to inform a national approach
Broadening access	<ul style="list-style-type: none">○ Developing work focusing on how to meet the specific circumstances of remote/island communities○ Develop approaches which better support disabled women and/or children and address the specific barriers they may experience
Workforce wellbeing, capacity-building, and development	<ul style="list-style-type: none">○ Collaborative, multi-agency capability and capacity work, through training, guidance, awareness raising and/or other approaches○ Developing approaches to prevention work/interventions through the lens of public health○ Developing support systems to improve workforce capability and wellbeing, particularly around managing emotional demanding work which carries risks of vicarious trauma over sustained periods
Issue specific	<ul style="list-style-type: none">○ Supporting the effective implementation of the Female Genital Mutilation (Protection and Guidance) (Scotland) Act○ Work related to challenging or ending commercial sexual exploitation

What should applications demonstrate?

Successful applicants will demonstrate:

- **Appropriate ethos and values:** The proposed work is underpinned by a gendered analysis of violence against women and girls.
- **Effective multi-agency working:** The applicant organisation(s) is a member of their local multi-agency VAW Partnership, or actively engaged with the National Violence Against Women Network if not a local organisation. We do not want to fund duplicate work so it should be clear how your activity complements existing work being carried out at either national or local level by other agencies.
- **Accessibility, Equality and Diversity:** The application should clearly articulate how proposed work will reduce barriers to services and/or seek to address the needs of specific groups of women and children (e.g. those with other protected characteristics, those with complex needs, etc.).

The application should show applicants will support, engage, or advocate for women in a variety of circumstances, looking at protected characteristics and socio-economic disadvantage.

The proposed work must be demonstrably inclusive of lesbian, bisexual, trans and intersex (LBTI) women⁶.

Support for Partnership proposals

The success of realising the vision of Equally Safe is dependent upon organisations being able to work collaboratively to bring expertise, experience, relationships and trust in order to deliver better outcomes for women and girls, and for Scottish society as a whole.

We welcome joint applications for partnership work which have a separate application form. We are particularly interested in partnership projects which do one or more of the following:

- bring together organisations for the first time (or which formalises previously informal ways of working)
- where work is at a more significant scale than organisations have previously undertaken
- or the approach being delivered through the work is new or innovative

The lead organisation for a partnership application must be a third sector organisation, and a lead organisation can only submit one partnership bid.

Supporting partners can be listed on multiple applications if they are not the lead. We would however encourage any potential partners to think about their capacity to deliver across multiple bids and to combine bids where possible to avoid duplication.

Developing Partnership work

We recognise that successful partnership working takes time and investment on all sides, and whilst individuals are often key to making this happen, with the right frameworks in place, successful partnerships can endure even as individuals move on. Delivering Equally Safe therefore will support partnership approaches to projects or service delivery, **which include up to 6–9 months of partnership development time** (including supporting staffing costs) prior to direct delivery of the work taking place.

Partnership development time may allow organisations the opportunity to put in place memoranda of understanding or equivalent governance systems to ensure that the partnership can be sustained effectively once delivery commences. The duration of partnership development time will be dependent upon factors such as the strength of pre-existing working relationships, alignment between organisational strategies and priorities and the level of commitment invested by the senior leadership of each organisation. Additional factors, such as the locations of organisations (particularly in rural and/or island communities), may also be relevant.

Partnership proposals should include a rationale for the duration of partnership development time applied for (which can be revised if circumstances change). If successful in receiving funding, partners will work with Inspiring Scotland to confirm milestones within the partnership development time to ensure that project delivery timescales are feasible.

Guidance on responding to the partnership application form is included in Section 3 Application questions guidance.

⁶ The LBTI plan does not impact on the ability of organisations to utilise the single sex exceptions in the Equality Act where that is a proportionate approach to achieving a legitimate aim.

I believe changes can be made to end violence but it must go back to the roots of education and gender conditioning.

Service user, Kingdom Abuse Survivors Project

SECTION 03

Application and assessment process

- **The deadline for submissions is midday on 31 March 2021**
- **Applications received after this point will not be considered**
- **All applications should be submitted online***

How to apply

Information on the application process and all related materials is available via the Inspiring Scotland website from Monday 7th December 2020. **Please first register your interest in applying using the form on our website.** You will then be sent the application form(s) and other documents required to apply. This includes:

- Link to the Equally Safe strategy
- LGBTI Inclusion Plan
- Link to online application forms [single and joint applications]
- Fund Information and Guidance notes
- Application form templates [single and joint applications]
- A budget template [Excel format]
- From January 2021 this will also include a Frequently Asked Questions summary

We strongly recommend that you prepare your application in advance of applying by using the [downloadable application form](#) template then copy and paste into the online form when you are ready to submit.

You can use the template to plan your answer and ensure it is within the word limits set. There are different application forms for single or partnership applications. They ask similar questions, but partnership applicants will need to add additional detail for some questions.

To assist you complete the financial information required for your application, we have created a downloadable budget template. You are free to use this or complete your own budget.

We will be delivering application surgery sessions and webinars on the Fund between January and mid-March 2021. Follow [@DEScfund](#) and register your interest for a surgery session [using the online form](#).

* If submitting online is a problem please contact DEScquiries@inspiringscotland.org.uk to discuss.

What to submit with your application?

Along with your application, you will need to submit the following:

1. A budget for your proposal
2. A copy of your Memorandum and Articles or Constitution, signed and dated
3. Most recent independently examined or audited accounts, or verified statement of income and expenditure (if a new organisation, most recent bank statement)
4. A copy of your Equality and Diversity Policy
5. A copy of your Child Protection/Vulnerable Adult Policy if your application involves working with children, young people, or vulnerable adults
6. A copy of your LGBTI Inclusion Plan
7. A signed declaration form (section 5 of application form)

You will be able to upload these documents as part of your online application.

Process of allocating the Fund

Final allocations will be determined by the range and breadth of applications received and the overall amount of funding available, recognising that some work may deliver against multiple Equally Safe priorities and/or objectives, as well as the need to balance investment across the different priorities.

Scottish Ministers will make all final decisions on what proposals to fund. To help them with their decisions, Inspiring Scotland will support the Scottish Government through an assessment process which includes scoring of all applications and a review of long and short-listed applications by an expert(s) by experience advisory group.

The process is as follows:

Application

- The application will provide information on main activities, governance, and financial position of applicant organisation, with information on how proposed work fits the priorities and outcomes of Equally Safe

Assessment

- All applications will be assessed by at least two Assessors independently
- All applications will be scored, and an average score taken. Scored questions are detailed from page 18 with Section B questions having the highest weighting

Clinical overview

- All shortlisted applicants delivering counselling or psychological support [only] will have a clinical overview of question 3.4

Experts by experience advisory forum

- Section B of all long-listed applicants will be scored and discussed by an advisory forum of people with experience of delivering or being a recipient of violence against women and girls services. They will provide feedback to be considered by the recommendations panel

Ministerial Approval

- The final decision will rest with the Ministers responsible for this policy area

At any time during the process, Inspiring Scotland may support applicant(s) to refine their proposal – e.g. confirming key milestones in partnership applications

Our aim is to work collaboratively with key partners across all sectors to prevent and eradicate all forms of violence against women and girls.

Equally Safe: Scotland's strategy for preventing and eradicating violence against women and girls

Expectations of successful applicants

Organisations who are successful in gaining funding will be required to report on progress towards their outcomes every six months. The template for reporting will be made available when the grant letters are issued.

Inspiring Scotland will work with organisations who are successful in gaining funding to agree key indicators against stated outcomes and to measure impact.

Available support

Please contact desenquiries@inspiringscotland.org.uk with any queries you may have after reading this guidance.

Key dates

Date	Activity
7 December 2020	Delivering Equally Safe Fund opens for applications
Midday 31 March 2021	Deadline for applications
April - May 2021	Inspiring Scotland may support applicant(s) to refine their proposal – e.g. confirming key milestones in partnership applications
June 2021	Applicants notified about funding decision
01 October 2021	Funding commences (up to 3 years – ending 30 September 2024)

Application questions guidance

Below is some additional guidance for responding to questions that we will score as part of the assessment process.

Section 1 – About your organisation

Partnership applicants: All partners are required to complete the questions in this section.

Question 1.9: What are the main aims and activities of your organisation and how do they relate to Equally Safe and the National Performance Framework?

Please tell us how your organisation focusses on tackling violence against women and girls. Please tell us how you see your organisational aims and activities contributing to the Equally Safe priorities and outcomes and to the National Performance Framework.

Word limit is 500 words.

Question 1.10: Tell us about your governance, leadership, and management arrangements.

Please tell us about your Board or Management Committee, how often they meet and what skills they have. You could also include information about:

- any lived experience representation on the Board
- key stats about Board membership e.g. board membership turnover
- any designated responsibilities or sub-committees and how often they meet
- what financial oversight your Board has
- how activity and impact is reported or overseen by the Board; and what your senior management structure is and how this feed into the Board

Word limit is 500 words.

Question 1.11: Annual income and expenditure.

Tell us what your income and expenditure was for the last financial year and two years before.

For example, if your financial year ends in March, please tell us about the financial years ending 03/2020, 03/2019 and 03/2018. The application is due in March 2021, so we will not expect information for the year ending 03/2021 as this may not be ready at the time of applying.

If your financial year end is December please tell us about the years ending 12/2020, 12/2019, 12/2018.

Question 1.12: Tell us about your financial and reserves position, outlining any changes in your financial situation over the last three years, how you generate income, including any major contracts or funders, and how you manage costs.

Please describe your annual turnover, reserves policy and level of reserves. You could also include information about:

- how you generate income (who funds you and for how long)

- if you have any contracts with Local Authorities, HSCP's or Health Boards
- how many months operational running costs your unrestricted reserves cover
- the percentage of your annual income a full year of your DES Fund request represents

If you have any unsecured or secured loans? Please provide details.

Word limit is 500 words.

Question 1.13: Tell us how your organisation engages with the National Violence Against Women Network and/or your local multi agency partnerships e.g. MAPs, MARACs etc.

Please tell us about the national and local partnerships you engage with, how you engage with them, and how you ensure your work compliments other provision. For local partnerships, please tell us how you engage with other public bodies such as the Police.

Word limit is 300 words.

For partnership applicants only – Each partner is required to complete .

Question 1.14 How much of the total application amount are you requesting?

Please tell us the approximate amount, or provide a percentage of the amount being applied for, that your organisation (as a partner) will be spending of the proposed budget.

Section 2 – What you would like funded

Question 2.1: Please give us a summary of what you would like funded and the difference it will make.

This is a short overview of what you want funded. Tell us what you what funding for, in terms of numbers of staff and roles, (or other costs) what you will do, and what difference this will make to people. [not scored]

Word limit is 100 words.

Question 2.3: Please tell us about the activity you would like funded and how it will contribute to Equally Safe.

Please tell us what Equally Safe objectives and priorities your work will contribute to. Be explicit as the assessors will not be able to make assumptions. You should also take note of the types of work the Fund wishes to see developed (page 13). Please make it clear if your proposed activity will do the following:

- Develops holistic pathways
- Deepens understanding of patterns of need
- Broadens access
- Develops the workforce
- Supports implementation of Female and Genital Mutilation Act or work towards ending commercial sexual exploitation

Word limit is 750 words.

Partnership applicants: In addition, please clearly distinguish which partners are leading or delivering different activity. Your questions numbers change here as we ask an additional question at this point. We ask you to tell us about why you have chosen to work together and strengths each organisation brings.

Question 2.4: Please tell us how you know this work is needed and will be effective.

Please tell us what evidence there is, either from your own research, evaluation, and experience, or from others research that your work is needed. Please also tell us:

- what evidence you have that demonstrates the effectiveness of proposed activity
- how have those with lived experience contributed to the design of your work

Word limit is 750 words.

Question 2.5: The Scottish Government has adopted a gendered analysis of violence against women and girls. Please explain how your work takes a gendered approach.

Please tell us about:

- your track record and experience
- how the work you want funded takes a gendered approach

Word limit is 750 words.

Question 2.6: Proposed activities and outcomes: Describe the intended impact of your work in terms of outcomes for people and/or society. Please link your outcomes to the relevant Equally Safe and National Performance Framework outcomes.

Please describe the change that will happen and for whom when confirming your outcomes. Refer to **Evaluation Support Scotland** if you need help with outcomes or speak to Inspiring Scotland prior to applying.

- Please link each of your outcomes to an Equally Safe or NPF outcome (page 6 and 9)
- We expect you to have between two and six outcomes, however there is no expectation to have a full six outcomes. Please include as many as is relevant depending on the breadth of your proposed work
- Please list the supporting activity for each outcome. Bullet points or lists are fine as you have a word limit of 100 words for each outcome
- Please tell us at the beginning of each outcome if it is your core or project work if relevant. [single applicants only]

For example:

Your Outcome 1: Project outcome 'Increase the number of young people who have a good understanding of the causes and consequences of violence against women and girls.'

Question 2.7: Describe how you will track and assess the ongoing impact of your work.

Please tell us:

- who is responsible for overseeing evaluation of delivery
- at what points you will collect information from people using the service to inform your evaluation (pre, post and at what time after they finish with the service)
- how you have determined what to measure (indicators to your listed outcomes)
- what measurement techniques you will use
- who else you may ask for information on progress towards outcomes?

Word limit is 500 words.

Question 2.8: Describe how you will involve people with lived experience in shaping delivery of your work.

Please tell us about user involvement in your organisation etc.

Word limit is 500 words.

Question 2.9: Please describe your plan for delivery of the proposed activity. Please distinguish between core and project delivery in this answer. [single applicants only]

Please tell us:

- about timescales for delivery and managing existing work e.g. weekly, monthly, yearly activities
- milestones for developing new work
- how you will oversee and manage delivering of your work
- how you will adjust or make account for the need to adjust plans because of Covid-19

Word limit is 500 words.

Partnership applicants: Please also include timescales for partnership development prior to direct delivery commencing. Please include a rationale for the time it will take and anticipated milestones during the partnership development phase.

Question 2.10: Please outline how you will work with other organisations in the third, public or private sectors to support and enhance your outcomes.

Please tell us:

- about any formal networks or partnerships, relevant local or groups, collaborations, or membership bodies you are part of and what strategic groups you contribute to
- any relationships you intend to develop through this work
- how you work jointly with others
- how you know you are not duplicate existing work being carried out at either national or local level
- how you appropriately signpost and refer to other local organisations

Word limit is 500 words.

Question 2.11: Please describe who will benefit from your work.

If your work will support people from particular backgrounds (e.g. specific ethnic groups, disabled people, people who have a combination of intersecting protected characteristics, etc.) please include that information. Please also include information on where you will be accepting referrals from.

Word limit is 500 words.

Question 2.12: Describe what steps you will take to ensure your services are inclusive and accessible to all.

Please tell us how people will know about your service, how you will remove barriers to people accessing your service, and how you proactively monitor how you know your service is accessible? Where would you refer those to who you cannot support? **OR** If your service is targeting a particular protected characteristic, where would you refer those that you do not work with?

Word limit is 500 words.

Question 2.13 How many people do you anticipate reaching each year through this work?

Please tell us how people will know about your service, how you will remove barriers to people accessing your service, and how you proactively monitor how you know your service is accessible? Where would you refer those to who you cannot support? **OR** If your service is targeting a particular protected characteristic, where would you refer those that you do not work with?

Section 3 – Staff and Volunteers

Question 3.1 Please provide details below of the roles (including job titles and key duties and FTE salary) of the staff and volunteers who will support delivery. If you have multiple volunteers performing the same type of role please just state how many volunteers FTE fulfil this role, you don't need to list each one

For staff please include the job title (not name of the person), and 1-2 bullet points about their key duties, their full-time equivalent salary and how many hours or percentage of time per week you are requesting from the Delivering Equally Safe Fund.

For volunteers please include the role and key duties only.

For the purposes of this question 35 hours per week is considered full-time (0.5FTE =17.5hours).

Partnership applicants: In addition to telling us about the role, please tell us which partner will employ the staff member or volunteer.

Question 3.3: Please describe your training, accreditation and supervision arrangements for all staff and volunteers

Please let us know about any standard training you provide for staff and volunteers and where relevant what accreditation you look for when appointing staff or volunteers.

Please tell us about relevant supervision provided for staff and volunteers.

Question 3.4 and 3.5: Are you requesting funds to provide any Counselling and Psychological support? [not scored]

If you are providing counselling or psychological support and select Yes, you will be asked to answer an additional question.

"What specific therapies will be engaged in your counselling/psychological support service?"

Please tell us about the therapies you engage, the evidence base for the specific population you will be working with, your rationale for use and how you consider and mitigate risk.

All answers to this question for short-listed applications will have clinical feedback as part of the decision making process.

Section 4 – Budget

Question 4.4: Please tell us if there is anything we should know about the figures in the budget, include an explanation or breakdown to show how main costs were calculated.

Use this as a commentary to what is in your budget. We would expect any budget line of over £5,000 per year to have some explanation of how it is calculated. It is probably helpful to split your budget into core and project if relevant.

Question 4.6: How do you intend to develop funding or income from other sources during the period?

Please tell us what funders you may be able to apply to (and when) or the key elements in your fundraising plan.

Question 4.7 How will your outcomes be sustained when the funding for this work ends?

Please tell us how you will show the value and learning of your work and who you anticipate involving when thinking about sustainability.

Section 5: Declaration

In Section 5 we ask for two signatories for the application **plus details of an independent referee**. The Declaration should be signed by authorised signatories. These include Treasurer, Trustee, Chair, Secretary, Director, Company Secretary, Financial Controller, Chief Executive.

To complete, you will need to download the Section 5 declaration document, provide details including a virtual signature, and then upload it as part of your online application submission. **Guidance on how to do this is available as a link from our website.**

If funding is offered we will ask for real signatures when you return a grant acceptance.

Partnership applications: Please use the Declaration form for Partnership applicants. The lead applicant should provide two signatories and an independent referee and all partners should provide two signatories. You can include all the details of partner signatures in the one declaration document.

DELIVERING EQUALLY SAFE

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