**Delivering Equally Safe Fund (DESF) 2021 – 2023**

**APPLICATION FOR FUNDING FROM A SINGLE ORGANISATION**

This form is a guide which has all questions required to apply for the Delivering Equally Safe Fund as a single organisation. It can be used to plan and draft your answers.

Some questions have word limits so please take account of this when drafting your answers.

To apply, copy your answers to the online application form at <https://www.tfaforms.com/4866598> and submit by **midday on Friday 28 May 2021.** Please note applications received after this point will not be considered.

If you have difficulty applying online, please contact Inspiring Scotland in advance of the due date.

**Before completing this application form, we strongly recommend you read the Delivering Equally Safe Fund Information and Guidance notes.**

**Please also visit** [**www.inspiringscotland.org.uk/DESfund**](http://www.inspiringscotland.org.uk/DESfund)

**if you have any questions and to register interest in pre-application webinars and surgery sessions that will be taking place between February and early May 2021.**

**As part of your application you will be required to submit via upload:**

1. **A budget detailing costs of the work subject of the application** *(A budget template form has been provided)*
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 LBTI Inclusion Plan**
7. **Your signed Declaration Form (Section 5) (template provided separately) –** *refer to Application Guidance Document page 20 for details*

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**Please Note:**

**Section 5: The declaration form is available separately for completion and will need to be uploaded when you submit your application.**

# **Application details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of organisation applying** |  | | |
| **Are you applying for core or project costs?** | [Check box] select one | | |
|  | Core only | |
|  | Project only | |
|  | Core and project | |
| **[If project selected]**  **Please tell us the name of your project** |  | | |
| **[If project selected]**  **Please tell us when the project element of your proposal will start and finish** | Work start date (dd/mm/yyyy) | | Work end date (dd/mm/yyyy) |
|  | |  |
| **Where did you hear about this fund?** |  | | |

# **Section 1: Tell us about your organisation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Question** | | | | | |
| 1.1 | **Legal name of your organisation** | | | | | |
|  | | | | | |
| **(Other) Known name of your organisation if applicable** | | | | | |
|  | | | | | |
| 1.2 | **Registered address for your organisation** | | | | | |
| Address 1 |  | | | | |
| Address 2 |  | | | | |
| Address 3 |  | | | | |
| Town/ City |  | | | | |
| Postcode |  | | | | |
| Scottish local authority area | [Check boxes with 32 Scottish local authority areas] | | | | |
| Website address |  | | | | |
| Social media addresses | [Twitter / Facebook] | | | | |
| 1.3 | **Main contact for this application** | | | | | |
| Name |  | | | | |
| Position |  | | | | |
| Telephone / [Mobile] |  | | | | |
| Email |  | | | | |
| 1.4 | **Legal status of your organisation** | | | | | |
| Legal form | [Check box, Select one] | | | | |
|  | | Scottish Incorporated Charitable Organisation (SCIO) | | |
|  | | Company Limited by Guarantee | | |
|  | | Community Interest Company | | |
|  | | Public body | | |
|  | | Other | | |
| Charity Number | [if applicable] | | | | |
| Company Number | [if applicable] | | | | |
| Year your organisation was established |  | | | | |
| Is your organisation a branch of another organisation? | Yes  No  [If yes selected] What is the name of your parent company or body? | | | | |
| 1.5 | **Current areas of operation in Scotland** | | | | | |
| In what areas of Scotland do you currently operate in? | [Check boxes for 32 local authority areas] | | | | |
| 1.6 | **People involved in your organisation** | | | | | |
| How many Board members do you have? | [if applicable] | | | | |
| How many staff are employed? (please include FTE equivalent) |  | | | | |
| How many other volunteers are involved? |  | | | | |
| In the last year, how many people have benefitted from the work of your organisation? (where applicable) |  | | | | |
| 1.7 | **Protocols and policies** | | | | | |
| What active protocols or policies do have in place that guide your work.  Tick all that apply: | Safeguarding (for children and young people and/or vulnerable adults)  Data protection (GDPR)  Equality and diversity policy  Health and safety  Risk management  Financial procedures (conduct)  Disciplinary and grievance  Complaints  Conflict of Interest  Whistle blowing | | | | |
| 1.8 | **Financial signatories** | Please confirm by ticking the box that you have separation of financial duties so that one person cannot authorise, make, and record payments | | | | |
| 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.  Word limit 500 words | | | | | |
|  | | | | | |
| 1.10 | Tell us about your governance, leadership, and management arrangements  Word limit 500 words | | | | | |
|  | | | | | |
| 1.11 | Annual income and expenditure | | | | | |
| What was the income and expenditure of your organisation for the last three financial years | |  | | Income | Expenditure | |
| Last financial year | |  |  | |
| Previous financial year | |  |  | |
| Prior Year | |  |  | |
| 1.12 | Tell us about your financial and reserves position, outlining any changes in your finanical situation over the last three years, how you generate income including any major contracts or funders and how you manage costs.  Word limit 500 words | | | | | | |
|  | | | | | | |
| 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.  Word limit 300 words | | | | | | |
|  | | | | | | |

# **Section 2: About the work you would like funded**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number** | **Question** | | | |
| 2.1 | Please give us a summary of what you would like funded and the difference it will make  Word limit 100 words | | | |
|  | | | |
| 2.2 | **Remit of work you are applying for** | | | |
| Does your proposed work have a national or local remit? | | [Check box, Select one] | |
|  | National |
|  | Local |
| [If national selected] Please provide details of where the work will be based and how it has a national reach | | | |
| [If local selected]  Please list the main Scottish local authority areas where the people who will benefit from your work live | | [Check boxes for 32 local authority areas] | |
| 2.3 | Please tell us about the activity you would like funded and how it will contribute to Equally Safe.  Please clearly distinguish between what is core and project (time-limited) where relevant.  Word limit 750 words. | | | |
|  | | | |
| 2.4 | Please tell us how you know this work is needed and will be effective  Word limit 750 words | | | |
|  | | | |
| 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  Word limit 750 words | | | |
|  | | | |
| 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. (see appendix 1)  If applying for core and project funding, please clarify which outcomes refer to core funding and which to project funding.  We expect you to have between two and six relevant outcomes.  **Please only complete for as many outcomes as is appropriate for your proposal.** | | | |
| Outcome 1 | Your Outcome 1 |  | | |
| Equally Safe outcome (s) | [Check box, Select all that apply] | | |
| NPF Outcome (s) | [Check box, Select all that apply] | | |
| Your supporting activity | [word limit 100 words] | | |
| Outcome 2 | Your Outcome 2 |  | | |
| Equally Safe outcome | [Check box, Select all that apply] | | |
| NPF Outcome | [Check box, Select all that apply] | | |
| Your supporting activity | [word limit 100 words] | | |
| Outcome 3 | Your Outcome 3 |  | | |
| Equally Safe outcome | [Check box, Select all that apply] | | |
| NPF Outcome | [Check box, Select all that apply] | | |
| Your supporting activity | [word limit 100 words] | | |
| Outcome 4 | Your Outcome 4 |  | | |
| Equally Safe outcome | [Check box, Select all that apply] | | |
| NPF Outcome | [Check box, Select all that apply] | | |
| Your supporting activity | [word limit 100 words] | | |
| Outcome 5 | Your Outcome 5 |  | | |
| Equally Safe outcome | [Check box, Select all that apply] | | |
| NPF Outcome | [Check box, Select all that apply] | | |
| Your supporting activity | [word limit 100 words] | | |
| Outcome 6 | Your Outcome 6 |  | | |
| Equally Safe outcome | [Check box, Select all that apply] | | |
| NPF Outcome | [Check box, Select all that apply] | | |
| Your supporting activity | [word limit 100 words] | | |
| 2.7 | Describe how you will track and assess the ongoing impact of your work  Word limit 500 words | | | |
|  | | | |
| 2.8 | Describe how you will involve people with lived experience in shaping delivery of your work  Word limit 500 words | | | |
|  | | | |
| 2.9 | Please describe your plan for delivery of the proposed activity. Please distinguish between core and project delivery in this answer.  Word limit 500 words | | | |
|  | | | |
| 2.10 | Please outline how you will work with other organisations in the third, public or private sectors to support and enhance your outcomes  Word limit 500 words | | | |
|  | | | |
| 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.  Word limit 500 words | | | |
|  | | | |
| 2.12 | Describe what steps you will take to ensure your services are inclusive and accessible to all (please also complete and return your LBTI inclusion plan)[[1]](#footnote-1)  Word limit 500 words | | | |
|  | | | |
| 2.13 | Where applicable, how many people do you anticipate reaching each year through this work? Please distinguish between core and project work. | | | |
|  | | | |

# **Section 3: Staff and volunteers delivering the proposed work**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Question** | | | | | | | |
| 3.1 | Key duties, relevant skills and experience of staff | | | | | | | |
| 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.  Please also tell us which of the staff are core and/or project and if they are in post or need to be recruited | | | | | | | |
| Role | Key duties | FTE salary | | Percentage or weekly hours requested from DES Fund. | Core | Project | In post or to be recruited |
|  |  |  | |  |  |  |  |
|  |  |  | |  |  |  |  |
|  |  |  | |  |  |  |  |
|  |  |  | |  |  |  |  |
|  |  |  | |  |  |  |  |
| 3.2 | Please describe your training, accreditation and supervision arrangements for all staff and volunteers  Word limit 500 words | | | | | | | |
|  | | | | | | | |
| 3.3 | Counselling and psychological support | | | | | | | |
| Are you requesting funds to provide any counselling and therapeutic support? | | [Check box, select one] | | | | | |
|  | Yes | | | | |
|  | No | | | | |
| 3.4 | [If yes selected]  What specific therapies will be engaged in your counselling/ psychological support service? (250 words max) | | | | | | | |
|  | | | | | | | |

# **Section 4: Proposal budget**

Please complete the a budget and upload when completing your application online.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Question** | | | | | | | |
| 4.1 | What is the total amount you are requesting from the DES fund over the three years? | | | | £ | | | |
| 4.2 | **Core and project costs** | | | | | | | |
| How much is for project work? | | | | | | | |
| How much is for core? | | | | | | | |
| 4.3 | How much funding are you requesting for each year | | | | | | | |
| Year 1 (October 2021 – September 2022) | | | | £ | | | |
| Year 2 (October 2022 – September 2023) | | | | £ | | | |
| Year 3 (October 2023 – September 2024) | | | | £ | | | |
| TOTAL | | | | £ | | | |
| 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.  Please also tell us here if this application is part of a wider project supported by other funders | | | | | | | |
|  | | | | | | | |
| 4.5 | Other Scottish Government Funding | | | | | | | |
| Do you currently receive other Scottish Government funding? | | | | | [Check box, select one] | | |
|  | | Yes |
|  | | No |
|  | |  |
| [If yes selected] Please tell us | | | | | | | |
| Name of Fund | Amount received in total | SG Department | Contact name at SG | | | 50 word summary of work | |
|  |  |  |  | | |  | |
|  |  |  |  | | |  | |
|  |  |  |  | | |  | |
|  |  |  |  | | |  | |
| 4.6 | How do you intend to develop funding or income from other sources during the period?  Word limit 250 words | | | | | | | |
|  | | | | | | | |
| 4.7 | How will your outcomes be sustained when the funding for this work ends?  Word limit 250 words | | | | | | | |
|  | | | | | | | |
| 4.8 | Is the organisation an Accredited Living Wage Employer? | | | | | | | |
| [Check box, select one] | | | | |  | | Yes |
|  | | No |
| 4.9 | Does the organisation pay all staff employed using Scottish Government funding the Living Wage or above? If the organisation does not do so currently but is working towards this, please provide an indication of this plan here. | | | | | | | |
|  | | | | | | | |
| 4.10 | Fair Working Practices | | | | | | | |
|  | The Scottish Government has set out its aspiration to create lasting economic success by building on sustainable growth that also achieves fairness, equality, opportunity and innovation. Examples of this approach are set out in the [Scottish Business Pledge](https://scottishbusinesspledge.scot/) and in the [procurement guidance on fair work practices](http://www.gov.scot/Publications/2015/10/2086). You might also wish to visit the Fair Work Framework [website](http://www.fairworkconvention.scot/the-fair-work-framework/)  The Scottish Government is keen to promote fair working practices and would encourage funded organisations to have in place policies, practices and procedures which are consistent with promoting fair working practices, including payment of the Living Wage.  Please select from the list below all the practices that are in place or which apply to your organisation. Successful applicants will be expected to provide a copy of the policies that evidence the Fair Working Practices they have identified. | | | | | | | |
| A fair and equal pay policy including, for example, ensuring no gender discrimination or the monitoring of pay ratios within the organisation (for example paying the real Living Wage) see link to [information sheet](http://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2018/07/fair-work-practices-in-procurement-toolkit/documents/information-sheets/0e815d45-79e2-4a26-a983-f3514a1351b7/0e815d45-79e2-4a26-a983-f3514a1351b7/govscot%3Adocument/2.%2BFair%2BWork%2B-%2BTookit%2B-%2BInformation%2BSheet%2B-%2BWhat%2Bis%2BFair%2BWork.pdf) | | | | |  | | |
| Investment in skills and training | | | | |  | | |
| Stability of employment and hours of work, and avoiding exploitative employment practices including, for example, no inappropriate use of zero-hours contracts (eg using zero hours contracts when people are working regular hours; exclusive contracts that stop flexible workers working for other people) | | | | |  | | |
| Support progressive workforce engagement, for example, Trade Union or employee association recognition | | | | |  | | |

**Appendix 1**

Question 2.6

**Equally Safe Outcome(s) Check box list**

|  |  |
| --- | --- |
|  | Women and children affected by violence are identified (early) |
|  | Women and children’s safety needs are met |
|  | Women and children’s wider wellbeing needs are met |
|  | Fewer people adhere to gender stereotypes |
|  | People have increased understanding of all forms of VAWG (causes, consequences and appropriate responses) |
|  | Power, decision-making and material resources are distributed more equally between men and women. |
|  | Tolerance of VAWG is reduced and people are more likely to recognise and challenge it |
|  | Perpetrators are identified early |
|  | Perpetrators are supported to change their behaviour |
|  | Perpetrators are sanctioned / held to account |
|  | Violence against women and girls is reduced / eradicated |
|  | Negative impacts on women and children who have been affected by violence are reduced / eradicated |

**NPF Outcome(s) Check box list**

|  |  |
| --- | --- |
|  | 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 |

1. The LBTI plan does not impact on the ability of organisations to utilise the single sex exceptions in the Equality Act 2010 where that is a proportionate approach to achieving a legitimate aim. [↑](#footnote-ref-1)