Promoting Equality and Cohesion Fund 2017-20

Application Guidance

How to complete the Word Application Form and Excel Budget

Applications to the Promoting Equality and Cohesion Fund (PECF) should be submitted on the accompanying Word application form along with the Excel budget form to the Voluntary Action Fund (VAF). Please do not copy and paste information from websites because this will corrupt the electronic application form.

A copy of your completed Word application form and Excel budget form should be submitted electronically to pecfapplications@vaf.org.uk with your organisation's name in the subject line of the email. **Please note that the application and budget forms will not be accepted in pdf format.**

Please include your organisation's name (and project name if different, or making more than one application), in the file name.

Please attach the documents requested in the checklist (Section 8 of the application form) to your email.

Please note that you must use the following format when writing dates on the application form - dd/mm/yyyy.

All application forms must have a signed declaration (Section 7). A scanned signature is permitted on forms submitted electronically. If you are unable to scan a signature, you can submit a typed signature electronically then print, sign and send a hard copy of the signatory page in the post to us.

Incomplete applications will not be considered. We reserve the right to ask for further information from successful applicants.

The deadline for applications is **midnight on Friday 17 March 2017**. Any applications received after this time will not be considered.

For enquiries, please email pecfenquiries@vaf.org.uk stating **Promoting Equality and Cohesion Fund** in the subject heading.

How VAF can help

VAF can provide technical support via telephone or email to applicants. Please note that we cannot offer project specific advice or comment on draft applications.

If you require a larger format of any of the documents, or have additional support needs, please contact VAF at pecfenquiries@vaf.org.uk, stating Promoting Equality and Cohesion Fund in the subject heading, or telephone 01383 620780.

More information relating to outcomes and activities can be found on the Evaluation Support Scotland website (www.evaluationsupportscotland.org.uk).

Guidance on completing the application form

Prior to completing your application form, please read the accompanying Eligibility Criteria

Section 1: Tell us about your organisation

Section 1.1 Legal name of your organisation
This should be the name of the organisation applying for the grant that will be accountable to the Scottish Government, and by extension the Fund Manager, for its use.

Section 1.2 Registered address of your organisation
This should be the registered address of the applicant organisation where the main contact for the funding application can be contacted. Please also provide your organisation's website address if applicable.

Section 1.3 Main contact for this application
This is the person who is authorised by your organisation to make this application and who can be contacted should we need to discuss the application further.

Section 1.4 Bank account details
This should be an account in the name of the applicant organisation and into which any grant award would be paid. Payments from this account must be authorised by at least two people who are signatories on the account.

Section 1.5 The legal status
Using the drop down menu, choose one option that describes the legal status of your organisation. If your legal status is not listed, choose "Other" and describe the legal status in the next text box. If you are a registered charity or company, please provide your Scottish charity or company number.

The Scottish Government considers incorporation good working practice as it protects individuals from personal financial liability amongst other benefits, therefore incorporation is a requirement of funding.

Please tell us the year in which your organisation was established or was granted charitable status.

Is your organisation a branch of another charity? Answer 'yes' if your organisation has been set up under the constitution or rules of another organisation that can exercise authority over your organisation and supply the name of the parent body.

Section 1.6 Is your organisation a social enterprise?

For the purposes of this application we define a social enterprise as an organisation that fulfils all five criteria below. It:

- Has social and/or environmental purposes
- Aspires to obtain at least 50% of its income from trading activity
- Re-invests all surpluses to fulfil its social and/or environmental purposes
- Is not a subsidiary of a public sector body
- Is driven by positive social and ethical values that shape its purposes and business activities.

If your organisation considers itself to be a social enterprise, please check the relevant box provided.

Section 1.7 Annual income

Please ensure that you state your organisation's income in the last financial year, less any one-off income received for capital items. If your organisation is less than one year old, please tick the box instead.

Section 1.8 Geographical area

From the drop down box, please select the local authority where your organisation is based. This should be where your registered office is or if you don't have a base, where most of your activities take place.

Section 1.9 What are the main aims and activities of your organisation?

Please tell us about the main aims and activities of your organisation, not of the project you are proposing in this application, in no more than 250 words.

Section 1.10 Who are the people involved in your organisation?

To help us understand the size of your organisation, please provide details on the number of people currently involved in your organisation, including your Board and the number of volunteers who carry out another/different role (irrespective of the amount of time they devote to the organisation or the regularity of their involvement). The number of part-time staff should be given as the headcount, i.e. the actual number rather than a combined full-time equivalent. Provide the number of main service users benefiting from the work of your organisation over a period of 12 months.

Section 1.11 Describe the make up of your Board of Trustees

The Scottish Government encourages good working practice in terms of effective and accountable governance, management and financial systems and structures. Describe the decision-making structure of your organisation. How often does it meet? Are members elected or invited to be on the governing body and how long is their average

term of office? What office bearers are currently in place? What skills and experience do they have and how do they contribute to the work of the organisation? Are there any sub-committees with particular responsibilities, for example, for finance or staffing, and how often do they meet? Tell us also what induction, training and support is provided for new or existing members of the governing body.

Section 1.12 What active policies does your organisation have in place to guide your work?

The actual policies you have in place will, to some extent, depend on your activities and could include an equal opportunities policy, a health and safety policy, a child protection policy, a vulnerable adults policy, or policies that promote fair working practices. Please list the active policies that will guide the work of your proposed project. Include your approach to reviewing these policies and how often they are reviewed.

Section 1.13 Independent Referee

In this section you should provide details of an independent referee who is willing and available during the period March - April 2017 to discuss the proposed project and your organisation. This should be someone who is independent of your organisation and cannot be a past or present user of your services, board member, staff member, volunteer, or a member of your family. The person should know the work you do and be aware of the project for which you seek funding, for example, a member of staff in a local statutory body (such as the council or health service) or local third sector support agency (such as your local Third Sector Interface). Tell us also about their relationship to your organisation, i.e. how they know about your work.

Section 1.14 Where did you hear about this fund?

To help VAF improve how its funding programmes are promoted, please tell us how you heard about the fund.   For example, it could have been through word of mouth, your local Third Sector Interface, the press, an email from VAF or the Scottish Government website.

Section 2: Tell us about your project

Section 2.1 Name of project

Provide a short name for your project that can be used in correspondence with you or that you will use in publicity and promotional material.

Section 2.2 Project start and end dates

Please tell us the anticipated start and end dates of this project using the format dd/mm/yyyy.

Section 2.3 Brief description of your proposed project

Provide a brief summary of the project for which you are seeking funding. What will you do with the funding if you are successful and what will it achieve? Please describe an overview of your project using no more than 250 words.

Section 2.4 Describe the need or issue

Please describe the need or issue this project will address. Including evidence of need. Evidence of need may come from past project evaluations, pilot projects, consultations, waiting lists, surveys, research, national or local statistics.

Section 2.5 How do you know your project will address this need?

What makes your project best suited to address the need or issues identified in section 2.4 This could include information on current service users or partnership working of your organisation.

Section 2.6 Describe how you will work with/involve service users in shaping services

Describe what methods you will take to provide service users with an opportunity to comment on current services and be involved in shaping future services. How will you work with them and empower them to take on this important role?

Section 2.7 Will your project have a national or local remit?

If your project operates on a national basis, please provide details here. If it has a local remit, please list the main local authority areas where the people who will benefit from your project's work, live or are based.

Section 2.8 Will your project take place in an area of regeneration or high deprivation?

Will the project be developed primarily within an area of regeneration or high deprivation? If the majority of the work to be carried out through your project will take place in an area of regeneration or high deprivation, please provide details here. You should also provide evidence for how you identified it as such, e.g. if the area is listed by your local authority as a regeneration area or if it has a high rating in the Scottish Index of Multiple Deprivation (SIMD). Please follow this link for information on SIMD: http://www.gov.scot/Topics/Statistics/SIMD/SIMDPostcodeLookup

[NB: This question is for monitoring purposes only and will not form part of the assessment process.]

Section 3: The difference your project will make

Section 3.1 Promoting Equality and Cohesion Fund Outcomes

This section outlines the four fund outcomes. Please tick a minimum of one and a maximum of three outcomes that your project will work towards.

1. Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed so that barriers to participation are reduced.

2. People covered by hate crime legislation experience lower levels of hate crime.

3. People and communities are supported to participate in and engage with services and civic society; their contribution is recognised and community cohesion is increased.

4. Current imbalances in representation in all aspects and levels of public life, including education and employment, are addressed to better reflect our communities.

Section 3.2 Project outcomes and activities

In this section, we want to know about the impact that this funding will have on people's lives. Project outcomes should be one sentence in length and should be focused on explaining the change or difference that will be made as a result of this funding. Your project outcomes must clearly show how they contribute to the fund outcomes you have ticked in the application form. We recommend between one and three project outcomes, and these must clearly show how they contribute to the PECF outcomes.

Please also set out what you will do (activities or services) over the funding period (July 2017 – March 2020) to achieve these differences or outcomes, including numbers of people, events, etc. where possible.

The following is an example of a project outcome and the types of activities we are looking for, however, this should not simply be copied for your project.

Project Outcome 1: Older people with sensory and or physical impairments have increased access to services and can better influence service provision.	
Which fund outcome(s) will this contribute to? 1 ☐ 2 ☐ ☒ 4 ☐	
Project Activities/services	Timescales and frequency
• Weekly Drop-in sessions: Advice and Information service provided every Thursday 2 - 4pm targeting 10 older people. • Monthly awareness raising sessions inviting a range of agencies to present to older people on available services, one agency per month. • Weekly social club for older people aged 60+ on Tuesdays	July 2017- June 2018 - Weekly July 2017-June 2018- Monthly July 2017– June 2018 – Weekly

from 7- 9 pm targeting 8 older people, 40 sessions per year. • Monthly presentations to external agencies highlighting barriers experienced by older people with sensory/ physical impairments, targeting a minimum of 5 staff per month. • Recruit and train 5 volunteers to provide support at Drop-in sessions. • Direct support offered to 6 external agencies to ensure older people with sensory/physical impairments have improved access to services • Work in partnership with 2 organisations to deliver Drop –in sessions in new geographical areas on a monthly basis. • Review and evaluation of July 2017 – June 2018 activities in order to shape future activity for year July 2018 – June 2019. • Review and evaluation of July 2018 – June 2019 activities in order to shape future activity for year July 2019 – March 2020.	during term time July 2017-June 2018 – Monthly July 2017 – December 2017 July 2018 – December 2018 January 2019 – June 2019 June 2018 June 2019

The following information might be of use when completing this section:

An outcome sets out the intended effects or changes that will happen as a result of the project activities.

Together a good set of outcomes will:
- Describe the change you expect to see, for example, use words such as increase, improve, reduce, decrease, etc.
- Be expressed as a result that is easy to understand (simple, clear, short)
- Go beyond project activities to focus on the resulting changes to people's lives from the specified target groups
- Focus on one change, although they can describe both the final outcome and critical steps on the way
- Be SMART (i.e. specific, measurable, attainable, relevant and time-bound)
- Not provoke a 'so what?' question

You should list the services or activities you will provide to achieve the proposed outcomes. Activities could include the specific direct deliverables, such as the products, services or resources that are delivered through the work. Please provide timescales of when the activity will take place during the funded period and the frequency of them.

For guidance on how to write your project outcomes and activities, please follow the link to Evaluation Support Scotland's Support Guide: ESS Support Guide 1: Setting outcomes.

Section 3.3 Contribution of Promoting Equality and Cohesion Fund to wider work
If the work of your project is also contributing to the delivery of one of the Scottish Government's publications listed in 3.3, or if the listed consultations/review are relevant to the work of your project, please indicate this with a tick and mark all that apply. Please then set out the detail of the work proposed to take forward any ambitions, goals or specific actions of these publications/consultations/review in relation to the protected characteristics.

Please clearly identify the actions with which the work of your prosposed project aligns, and note the progress of your project will be monitored against your identified priorities post award.

The following is an example of the information we are looking for:

How will the work of the project contribute to the specific actions in the Scottish Government publication/consultation/review?
Action 8 in A Fairer Scotland for Disabled People We will support our service users to participate in the 'Our Voice' programme to facilitate their views on the way in which health and social care services could be improved through consultation groups held in various locations across Scotland.

Section 3.4 Contribution to Scottish Government Equality Outcomes

If relevant, applicants should also demonstrate how their project would help contribute to one or more of the Scottish Government Equality Outcomes and National Performance Framework Outcomes set out in the PECF criteria. (Please note that the Equality Outcomes for 2017-21 are currently under development and will be published in April 2017.)

Section 3.5 How will you know you are making a difference?

Monitoring and evaluation are about measuring what you have achieved and comparing this with what you hoped to achieve, or the outcomes you had planned. It is essential for you to monitor your project throughout the funding period and not only when the funding ends. To evidence the difference your project is making, the way in which you collect information and keep track of your project outcomes should be set out in addition to the lessons you have learned from the project.

It is useful to include in this section what systems you have in place to record this information or any evaluation tools you use or plan to use. For example, "We will use the Rickter IMS scale (http://www.rickterscale.com) to monitor progress made by young people." There is some very useful information on monitoring and evaluation on Evaluation Support Scotland's website at http://www.evaluationsupportscotland.org.uk.

Section 3.6 How will your organisation work with individuals and communities to develop social networks and relationships to strengthen communities?

Describe how your organisation will work with individuals and communities to be more connected, strengthen trust and shared understanding, build skills, knowledge and confidence, reduce isolation and increase community cohesion. This might help support these individuals and communities more in future or enable them to better share resources.

Section 3.7 How will your organisation tackle the root causes of problems in communities and prevent negative outcomes?

Describe how your organisation will help to tackle issues and root causes of problems in communities and bring about positive change through its work. Communities may be geographical and/or communities of interest.

Section 3.8 How will your organisation work in partnership?

In this section you should demonstrate any partnership working that is relevant to the project, e.g. how you work in collaboration with other equality organisations, agencies and structures; other third sector organisations; SCVO; Volunteer Scotland; Social Enterprise Scotland; links with the community safety sector; etc. Collaborative working with statutory bodies, such as local authorities and Police Scotland, should also be listed.

Section 4: Staffing

Section 4.1 Number of staff employed on this project

Please list all the posts of paid staff who will work on the project including their job title, hours and whether it is an existing or a new post. Please provide details of salary, employers NI contribution and pension contribution for paid staff. (Any additional explanation to support the way in which these figures were calculated can be provided in section 5.2.) Please ensure the information provided here accurately reflects the information provided in the Excel budget form accompanying your application. Successful applicants should be advised that the organisation may be subject to an audit by the funder to verify the figures provided in this section.

Section 4.2 Key duties, relevant skills and experience of staff

Please provide details of the key duties, relevant experience and skills of each staff member and volunteers detailed in section 4.1.

Section 5: Budget

Please complete the separate Excel budget form accompanying this Word form.

Include the costs of everything you will need for your project, even if you are not asking us to fund it. Use the Other Funder's Contribution column to indicate costs to be paid from other funding sources.

Only include VAT if you cannot recover it from HM Revenue and Customs.

Please note:
- The budget form has been protected to avoid changes to the formula totals.
- If additional rows are required for Income, Direct Staff Costs and Direct Project Costs, please contact VAF for an amended spreadsheet.
- The funding applied for should only be for the direct costs for delivering the project, the associated staff time and a reasonable contribution (up to a maximum of 20%) to overheads. Please do not inflate budgets with costs that are not essential to the delivery of the proposed project.
- The total income and expenditure balances should equal.

Examples of costs covered in each of the headings are as follows.

Direct staff costs
- Each post must be listed individually: Job Title and Number of Hours   - Each post's cost must be a total of their Salary + Employer NI contribution + Employer Pension Contribution

• All staff working to support the project should be listed under Direct Staff Costs, including individuals directly working on the project, administration, finance, HR, payroll and management time.

Additional staff costs

List all additional staffing costs as follows:
- Sessional staff
- Volunteer Costs (Travel, Subsistence and Training)
- Staff Expenses (Travel, Subsistence)
- Staff Training and Development
- Recruitment
- Other (e.g. External/Clinical Supervision)

Direct project costs

Direct project costs are all the costs that are clearly and directly incurred as a result of the project. Here are some examples:
- External facilitators and consultants (not on payroll) - counsellors or groupwork facilitators
- Telephone/mobile phone costs - used specifically for the project, e.g. helpline, mobile phones for work purposes
- Activity costs - feasibility studies, purchasing resources, entrance fees for activities, travel, crèche costs for service users, venue hire for group work
- Publicity and promotion - resources to advertise the project, e.g. leaflets, promotional merchandise, etc; website (if project specific); cost of having a stall at an event
- Events - venue hire, refreshment and speaker costs
- Inclusive communication - translation and interpretation costs, purchasing hearing loops, large print resources, etc.
- Monitoring and evaluation - external evaluation costs for specific project; costs of a database for monitoring and evaluation of specific project

Contributions to Overheads

A contribution to overheads of up to a maximum of 20% of the total value of the project can be claimed. Costs covered here might include:
- Rent and rates
- Utilities (heat and light)
- Office consumables, e.g. stationery (letterheads, postage, printer ink, etc.) that is shared across the organisation
- Telephone, internet and IT support
- Cleaning, maintenance and repairs – e.g. salary for office cleaner, cleaning products, maintenance costs, plumbing, etc.
- Professional fees – e.g. accountancy and legal fees (not including subscriptions)
- Other, e.g. equipment hire, leasing of photocopier, insurance, etc.

Section 5.1 Total amount requested from this grant fund

Include the total amount of grant that you will need for your project. This should match the "Total expenditure" cell in the Excel budget form less other funders.

Section 5.2 Anything we should know about the figures in the budget

Use this space to explain how you worked out your budget including costings (quotes, estimates, tenders), the cost of any external support including daily pay rates, and how the contribution to overheads was calculated. Explain what assumptions you have made when working out your budget and include a breakdown or explanation to show how the costs have been calculated.

Section 5.3 If the application is part of a bigger project and supported by other funders

We understand that this proposal might only be one component of a larger service or project supported by other funders. If so, please describe the overall service or project, where this proposal fits in and what added value it will provide. You should include the names of other funder(s) approached, how much has been secured or requested and when you expect to hear of the funding outcome. If you have requested funding from a statutory body or department, please specify.

Section 5.4 Do you currently receive funding from another Scottish Government fund?

Please provide details of any additional funding you receive from the Scottish Government. You should include the name of the fund, amount received and main contact for the funding, and provide a short summary of what the funding is for.

Section 5.5 How do you intend to diversify your funding sources during this funding period?

The Scottish Government is encouraging funded projects to diversify their funding sources to support longer term financial sustainability. Please outline any proposed ideas or actions you may be considering in relation to diversifying your funding sources from 1 July 2017 to 31 March 2020. The following information should be considered in relation to diversification over the funding period:

- Building on links with local organisations and delivering work in partnership demonstrates the impact of the organisation locally and provides an indication of the value local partners – and intended beneficiaries – will have in respect of the proposed project.

- Although statutory bodies cannot be the lead contact in any PECF application, this does not prohibit any partnership work with statutory bodies: in fact, such collaborative bids would be welcomed.

- Operating in this way is also likely to support intersectional working, an approach encouraged by the Scottish Government to work across the equality sector in a move away from a 'sector-specific' approach.

- Another way in which longer term financial sustainability could be improved may be through social enterprise work. Social enterprises trade for the common good by addressing social needs, strengthening communities, improving people's life chances or protecting the environment. It should be emphasised that a move to a social enterprise should not be taken lightly and would require careful consideration in the context of the organisation's expertise and mission.

- In diversifying the sources of income, there is potential for organisations to reduce their dependency on a single source of funding. There is the opportunity in the course of this funding period for organisations to consider combining the work of their individual projects and to operate on a more collaborative basis. By sharing some functions, partnership working may offer future savings in respect of individual project budgets by making more efficient use of the resources available. If it is realistic to do so, when applying for funding, projects are encouraged to submit applications for collaborative resources in years 2 and 3. If opportunities to make savings are identified in the course of this funding period, funded projects should notify the Scottish Government of them.

Section 5.6 How will your project outcomes be sustained when the funding for this project ends?
As this funding is time-limited, describe how your project will continue to make a difference after the project funding ends. You should also explain what plans you have to continue to fund this work when this grant programme comes to an end. You may wish to refer to your strategy plan and/or funding strategy when answering this question. Will there be a legacy from your project? Will it deliver long term change to individuals and communities that will be sustained beyond the funding period?   Are there ways in which you could diversify funding for this project to support longer term financial sustainability?

Section 5.7 Living Wage employer
As part of its commitment to tackle pay inequality, the Scottish Government is keen to know whether the organisations in receipt of its funding pay the Living Wage. Please provide a 'yes' or 'no' answer as to whether the organisation is an Accredited Living Wage Employer. Please note that an organisation does not need to be accredited to pay the Living Wage.

Please also answer if the organisation pays 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.

5.8 Fair Working Practices
The Scottish Government is keen to promote fair working practices and would encourage funded organisations to have in place policies, practices and procedures that are consistent with promoting fair working practices, including payment of the Living Wage. Please select from the list provided any of 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.

Section 6: Beneficiary Monitoring

Sections 6.1 - 6.7

Please answer the relevant questions in relation to your targeted beneficiaries.

Section 6.8   Will your project work intersectionally, i.e. with people with a combination of protected characteristics?

The Scottish Government is encouraging collaborative working not only within specific equality sectors, but also across equality sectors. This approach recognises the combination of protected characteristics of each person which impacts on individual experiences. A siloed 'sector-specific' approach is unlikely to address a number of issues people who share multiple protected characteristics experience, but an intersectional approach will offer more comprehensive provision. Please outline the combination of protected characteristics of the people your organisation supports, and name the organisations outwith your sector with which you are working to address the intersectional issues these people face.

Section 6.9 Describe what steps you take to ensure your services are inclusive and accessible to all?

Tell us how you ensure your services are available to everyone protected under the Equality Act 2010, including what steps you take to reach different communities.

Section 7: Declaration

Please read the declaration page carefully to ensure you agree with the terms under which you are applying for funding. It must be completed by the main contact for this application that has authorisation to do so. This section should be signed and dated by the primary contact person detailed in section 1.3.

Your application form must have a signed declaration. Scanned signatures will be permitted on forms submitted electronically. If you are unable to scan signatures, you can submit typed signatures electronically then print, sign and send a hard copy of the signatory page to us by post.

Signatory two should be the senior person in your organisation who is authorised to sign on behalf of the organisation i.e. Chair, Vice Chair, Director, or the Chief Executive.

Section 8: Submitting your application

Please ensure that you send us all of the documents on the checklist, along with the completed Word application form and Excel budget form. **Please note that the application and budget forms will not be accepted in pdf format.**

The required documents should be emailed to pecfapplications@vaf.org.uk with your organisation's name in the subject line of the email. Please include your organisation's name (and project name if different) in the file name. The mailbox has an automated

response acknowledging the receipt of your application. Please contact Louise Heathcote on 01383 620780 if you do not receive an automated response.

For any applicant unable to sign the application form electronically, please send a signed Section 7: Declaration to Suite 3, Forth House, Burnside Business Court, North Road, Inverkeithing, Fife, KY11 1NZ.

Incomplete applications will not be considered. The deadline for applications is **midnight on Friday 17 March 2017**. Any applications received after this date will not be considered.

For enquiries please call 01383 620780 or email pecfenquiries@vaf.org.uk stating Promoting Equality and Cohesion Fund in the subject heading.

FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

In accordance with the Freedom of Information (Scotland) Act 2002 that came into force on 1 January 2005, the Scottish Government may be required to make any application for grant available for public scrutiny. In submitting a grant application, please let us know if there are any elements of it which would prejudice substantially your commercial or other interests if they were made public. Please note there may still be a public interest in publishing the material submitted.

Feedback

We aim to improve our procedures continuously. If you have any comments on this form or on our process generally, we would be glad to hear from you. Please provide feedback by email at pecfenquiries@vaf.org.uk or write to VAF at Suite 3, Forth House, Burnside Business Court, North Road, Inverkeithing, Fife, KY11 1NZ.