**Equality and Human Rights Fund 2021 – 2024**

**APPLICATION FOR FUNDING FROM A SINGLE ORGANISATION**

This form is a guide which has all questions required to apply for the Equality and Human Rights 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/4878847> and submit by **midday on Friday 14 May 2021.**

Please note applications received after this point will not be considered.

If applying online is a barrier to you, please contact Inspiring Scotland in advance of the due date, as alternative application methods are available.

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| **Before completing this application, we strongly recommend you read the Equality and Human Rights Fund information and guidance notes.**  **Please also visit** [**https://www.inspiringscotland.org.uk/what-we-do/our-funds/equality-and-human-rights/applying-to-equality-and-human-rights**](https://www.inspiringscotland.org.uk/what-we-do/our-funds/equality-and-human-rights/applying-to-equality-and-human-rights) **for detail of the documents you need to complete and submit with your application.**  **These include:**   1. **A budget detailing costs of the application proposal** 2. **A copy of your Memorandum and Articles, or Constitution, signed and dated** 3. **Most recently independently examined or audited accounts or verified statement of income and expenditure for your organisation. If you are a new organisation, please submit your most recent bank statement.** 4. **A copy of your Equality and Diversity Policy** 5. **Your signed Declaration Form** |

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# **Application details**

|  |  |  |
| --- | --- | --- |
| **Name of organisation applying** |  | |
| **Title of proposed work** |  | |
| **Are you applying for new or existing work?** | Check box [select one] | |
| Existing |  |
| New |  |
| Both |  |
| **[If new selected]**  **Please tell us when the funded work will start and finish (if relevant)** | 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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **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 |  | | | |
| Correspondence address (if different from above) |  | | | |
| 1.4 | **Legal form of your organisation** | | | | |
| Legal form | [Check box, Select one] | | | |
| Scottish Incorporated Charitable Organisation (SCIO) | | | Limited Liability Partnership |
| Company Limited by Guarantee | | | Co-operative Society |
| Community Interest Company | | | Other |
| Public body | | |  |
| Community Benefit Society | | |  |
| Charity Number | [if applicable] | | | |
| Company Number | [if applicable] | | | |
| Year 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** | | | | |
| What areas of Scotland do you currently operate in? | [Check boxes for 32 local authority areas] | | | |
| 1.6 | **Guiding documents** | | | | |
| Which of these do you have in place to guide your work?  Tick all that apply: | ☐Safeguarding policy (for children and young people and/or vulnerable adults)  ☐Data protection (GDPR)  ☐Equality and diversity policy (attach with your application)  ☐Health and safety policy  ☐Risk management policy & procedures  ☐Financial procedures (conduct)  ☐ Disciplinary and grievance policy & procedures  ☐Complaints policy & procedures  ☐Conflict of Interest protocol  ☐Whistle blowing policy & procedures  ☐ Pay all employed staff the Living Wage or above | | | |
| 1.7 | **Separation of duties** | Please confirm, by ticking the box, that you have procedures that ensure one person cannot authorise, make, and record payments  ☐ | | | |
| 1.8 | What are the main aims and activities of your organisation how do they relate to the strategic framework of the Equality and Human Rights Fund?  Word limit 500 words | | | | |
|  | | | | |
| 1.9 | How does your organisation take a human rights-based approach to your work? You may wish to use the 5 PANEL principles in the guidance notes to frame your answer. Word limit 500 words | | | | |
|  | | | | |
| 1.10 | **Governance** | | | | |
| How many people are on your board | | | [number field] | |
| Tell us about governance, management and lived experience representation in your organisation.  Word limit 500 words | | | | |
|  | | | | |
| 1.11 | **Financial Position** | | | | |
| What was your financial position at the 31 December 2020 (if the accounts submitted with this application are not made up to 31 December 2020 or a later date) | | | | |
| Fixed assets | | [currency field] | | |
| Current assets | | [currency field] | | |
| Current liabilities | | [currency field] | | |
| Other liabilities | | [currency field] | | |
| Net current assets | | [auto-filled] | | |
| Net assets | | [auto-filled] | | |
| 1.12 | Please provide details of your financial position, as set out in the guidance notes.  Word limit 500 words | | | | |
|  | | | | |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Question** | | | | | |
| 2.1 | Please give us a brief overview of the work you propose to carry out with this funding  Word limit 100 words | | | | | |
|  | | | | | |
| 2.2 | **Location 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 | **Proposed activities** | | | | | |
| Please detail the activity you will deliver  Word limit 750 words | | | | | |
|  | | | | | |
| 2.4 | How do you know this work is needed?  Word limit 500 words | | | | | |
|  | | | | | |
| 2.5 | What impact has COVID-19 had on the needs of the people and communities you work with and how has that informed proposed activity?  Word limit 500 words | | | | | |
|  | | | | | |
| 2.6 | **Contribution to Equality and Human Rights Fund objectives** | | | | | |
| Which fund outputs will your proposed activities deliver?  Select all that apply | | | | [check boxes for 4 Fund outputs} | |
| 2.7 | **Contribution to Equality and Human Rights outcomes** | | | | | |
| Which of the Scottish Government outcomes for the Equality & Human Rights Fund will your funded work contribute to? (check boxes below) | | | | | |
| check box | 1. People have greater awareness and understanding of their human rights, and how to access them | [If selected] How will your funded work contribute to this outcome? [100 words maximum] | | | | |
| check box | 1. People with protected characteristics have increased access to remedy where their rights have not been upheld | [If selected] How will your funded work contribute to this outcome? [100 words maximum] | | | | |
| check box | 1. People with protected characteristics have increased participation in public life | [If selected] How will your funded work contribute to this outcome? [100 words maximum] | | | | |
| check box | 1. People with protected characteristics have increased influence in decisions that affect them | [If selected] How will your funded work contribute to this outcome? [100 words maximum] | | | | |
| check box | 1. The Scottish Government has better access to data and depth of information about the experiences of people with protected characteristics | [If selected] How will your funded work contribute to this outcome? [100 words maximum] | | | | |
| check box | 1. Actors in civil society increasingly use Scotland’s domestic and international equality and human rights framework to influence and effect change | [If selected] How will your funded work contribute to this outcome? [100 words maximum] | | | | |
| check box | 1. The experience of people with protected characteristics is increasingly used to inform the policy and practice of public bodies | [If selected] How will your funded work contribute to this outcome? [100 words maximum] | | | | |
| check box | 1. Public services increasingly embed equality and human rights in their strategic planning and their day-to-day functions | [If selected] How will your funded work contribute to this outcome? [100 words maximum] | | | | |
| **People and communities who will benefit from your activity** | | | | | | | |
| 2.8 | Describe the people and communities who will benefit from the work you plan to do, and how you will engage with them  Word limit 250 words | | | | | |
|  | | | | | |
| 2.9 | Is your proposed activity specifically focussed on supporting people with protected characteristics?  Select all that apply: | [check boxes for 6 protected characteristics + extra box for ‘no specific protected characteristic’]  (a) age,  (b) sex,  (c) sexual orientation,  (d) gender reassignment,  (e) disability  (f) race  (g) other  (h) no specific protected characteristics | | | | |
| 2.10 | Will your funded work ensure access for, or specifically address needs of, people who hold more than one protected characteristic or have other barriers to equality? If so, how?  Word limit 250 words | | | | | |
|  | | | | | |
| 2.11 | Please give an estimate of the number of people and organisations you will work with over 3 years | People | | | | [number field] |
| Organisations | | | | [number field] |
| 2.12 | How will you monitor and evaluate the ongoing impact of your work?  Word limit 500 words | | | | | |
|  | | | | | |
| 2.13 | How do you plan to sustain your impact when this funding ends?  Word limit 250 words | | | | | |
|  | | | | | |

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

|  |  |  |
| --- | --- | --- |
| **Question** | | |
| 3.1 | **Key duties, relevant skills and experience of staff** | |
| Please provide details below of the roles of the staff who will support delivery. | |
| Job title | Key duties (50 words maximum) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| 3.2 | Describe training, accreditation and supervision arrangements for all staff and volunteers  Word limit 500 words | |
|  |  | |
| 3.3 | **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 | |  |

# **Section 4: Proposal budget**

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Question** | | | | | | | | |
| 4.1 | How much funding do you require each year? | | | | | | | | |
|  | | | Year 1 | | Year 2 | Year 3 | | Total |
| A. Total cost of proposed work (if part funded from other streams) | | | £ | | £ | £ | | £ |
| B. Requested from EHR Fund | | | £ | | £ | £ | | £ |
| C. Additional Funding Required (A minus B) | | | £ | | £ | £ | | £ |
| 4.2 | Please give details of how you arrived at the figures given in the Equality and Human Rights Fund Budget Form  Word limit 500 words | | | | | | | | |
|  | | | | | | | | |
| 4.3 | If this work is part funded from other funding streams (see total of 4.1 row C) please detail below how the additional funding required will be sourced. Please tell us: | | | | | | | | |
| Name of Fund | Funder | Amount secured | | (if applicable) Scottish Government: | | | | |
| Department | | | Contact name | |
|  |  | £ | |  | | |  | |
|  |  | £ | |  | | |  | |
|  |  | £ | |  | | |  | |
|  |  | £ | |  | | |  | |
|  |  | £ | |  | | |  | |
|  |  | £ | |  | | |  | |
|  |  | £ | |  | | |  | |
| Total Secured | | £ | |  | | | | |
| 4.4 | If the total amount secured is less than the total additional funding required please tell us how you intend to develop funding or income from other sources during the period for this activity. Word limit 250 words | | | | | | | | |
|  | | | | | | | | |

# **Section 5: Declaration**

When you are ready to submit your application you must include the signed declaration.

The declaration can be found at <https://www.inspiringscotland.org.uk/what-we-do/our-funds/equality-and-human-rights/applying-to-equality-and-human-rights> and you will need to download and provide details including a virtual signature, and then upload as part of your online application submission.

We ask for two signatories for the application **plus details of an independent referee.** The declaration should be signed by authorised signatories. These include a Treasurer, Trustee, Chair, Secretary, Director, Company Secretary, Financial Controller or Chief Executive.

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