

Equality and Human Rights Fund

Information and Application Guidance Notes
October 2021–September 2024



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Part 01:

Equality and

Human Rights

Fund

WE'RE

IN THIS

TOGETHER

Part 01: Equality and Human Rights Fund

Introduction

“We recognise the fundamental equality of all humans and strive to reflect this in our day to day functioning as a nation. We stand together to challenge unfairness and our equalities legislation, law and practice are world leading.”

Vision statement, Human Rights outcome, National Performance Framework



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Equality and human rights are fundamental to a happy and healthy society. We cannot make Scotland better for all if people are excluded from opportunities, services, and a chance for a better life.¹

The Scottish Government recognises the value of all people and of a society founded on fairness, dignity, equality, human rights, and respect.

Alongside local government, third sector organisations and people living in Scotland, the Scottish Government is committed to promoting equality, tackling discrimination, realising human rights, and ensuring that every person and every community in our country can achieve their full potential.

Public bodies have a duty to meet the Public Sector Equality Duty (as set out in the Equality Act 2010) and Scotland must uphold commitments set out in international human rights obligations.

We recognise however, that opportunities and life chances are not equally available to all in Scotland. The reasons for this can be

complex. Socio-economic background, housing, transport accessibility, caring responsibilities and education all having a bearing on life chances.

These factors can also be exacerbated depending on the range of protected characteristics² an individual has. We know that people who share multiple protected characteristics (such as being from a visible ethnic minority, being older, having long-term health conditions, and being female) are more likely to have more limited life opportunities.

The Equality and Human Rights Fund is a new funding programme to support organisations working to advance equality and realise human rights in Scotland. It will provide funding for three years from October 2021 to September 2024.

The programme is an evolution of previous Scottish Government funding streams including the 'Promoting Equality and Cohesion Fund' (PECF) and Scottish Government funding for national partners.

The Equality and Human Rights Fund is managed by Inspiring Scotland.

1: https://www.un.org/sustainabledevelopment/wp-content/uploads/2017/02/ENGLISH_Why_it_Matters_Goal_10_Equality.pdf

2: Protected characteristics are age, sex, sexual orientation, gender reassignment, disability, race, religion or belief, marriage and civil partnership and pregnancy and maternity.

For the purposes of this funding programme, when we refer to protected characteristics we are particularly interested in (a) age, (b) sex, (c) sexual orientation, (d) gender reassignment, (e) disability and (f) race. Other protected characteristics (i) religion and belief; (ii) marriage and civil partnership; and (iii) pregnancy and maternity are not included, as this work is led by other Government portfolios. This does not exclude organisations working in these areas from applying to deliver work related to protected characteristics (a) – (f).

National context for the Equality and Human Rights Fund

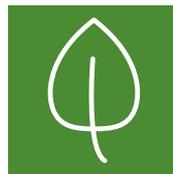
The **National Performance Framework** sets out the Scottish Government's purpose, values, and the type of Scotland it aims to create.

National outcomes have been set to reflect the values and aspirations of the people of Scotland and to help track progress in reducing inequality. The national outcomes are aligned with the United Nations Sustainable Development Goals.

These national outcomes are that people:



grow up loved, safe and respected so that they realise their full potential



value, enjoy, protect and enhance their environment



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



have thriving and innovative businesses, with quality jobs and fair work for everyone



are creative and their vibrant and diverse cultures are expressed and enjoyed widely



are healthy and active



have a globally competitive, entrepreneurial, inclusive and sustainable economy



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



are well educated, skilled and able to contribute to society



are open, connected and make a positive contribution internationally to tackle poverty by sharing opportunities, wealth and power more equally

Equality and human rights are core to making real progress towards all the national performance outcomes and are specifically highlighted in the outcome **‘we respect, protect and fulfil human rights and live free from discrimination.’**

Contributing to the National Performance Framework outcomes are a range of Scottish Government strategies, action plans and documents.

These include:

- **Work and upcoming recommendations (due March 2021) of the National Taskforce for Human Rights Leadership**

The National Taskforce for Human Rights was established in early 2019 to prioritise actions that address the human rights and equality impacts of the EU exit in Scotland. The Taskforce will establish a statutory framework for human rights that can bring internationally recognised human rights into domestic law and protect the human rights of every member of Scottish society.

- **A Fairer Scotland for Older People: framework for action**

This framework published in April 2019 has been developed to challenge the inequalities older people face as they age and to celebrate older people in Scotland.

- **A Fairer Scotland for Disabled People: delivery plan**

A Fairer Scotland for Disabled People is the Scottish Government’s delivery plan to 2021 for the United Nations Convention on the Rights of Persons with Disabilities.

- **Race equality framework for Scotland 2016 to 2030**

This framework sets out the Scottish Government approach to promoting race equality and tackling racism and inequality between 2016 and 2030.

- **A fairer Scotland for all: race equality action plan and highlight report 2017-2021**

The race equality action plan sets out the key actions for the Scottish Government to drive positive change for minority ethnic communities.

- **Improving the lives of Gypsy/Travellers: 2019-2021**

This joint plan with COSLA sets out the work local and national government will do in partnership to deliver better outcomes for, and with, Gypsy/Traveller communities.

- **British Sign Language (BSL): National Plan 2017 to 2023**

The BSL National Plan sets out actions to help ensure deaf and deaf/blind BSL users are fully involved in all aspects of daily and public life.

- **National Advisory Council on Women and Girls 2018 Report and Recommendations | One Scotland (SG response)**

The NACWG was established to advise the First Minister on what needs to change to tackle gender inequality in Scotland. The report makes 11 key recommendations covering everything from education to the legal system and childcare.

- **National Advisory Council on Women and Girls 2019 Report and Recommendations | One Scotland (SG response)**

The report makes three key recommendations to enact systemic change for Scotland now and for future generations, in line with three pillars: Leadership, Accountability and Creating Conditions.

- **Universal periodic review of human rights in the United Kingdom 2017: update on five thematic areas, 2019 (SG response)**

This is the Scottish Government’s update on progress in implementing UN Human Rights Council recommendations in five thematic areas following the third Universal Periodic Review of human rights in the UK in May 2017.

- **The Keys to Life**

The Scottish Government’s strategy for improving quality of life for people with learning disabilities.

These plans are at different stages of development and delivery. Funding from the Equality and Human Rights Fund will support civil society partners to contribute to the ambitions and objectives within them and any subsequent plans that are developed over the period of the Fund. The list given is not exhaustive, and the Fund could also support work in areas where there isn’t currently an overarching plan or strategy.

Impact of COVID-19 and EU Exit

The importance of embedding equality and human rights in public services is increasing recognised. The Scottish Government acknowledges that COVID-19 has disproportionately impacted on groups already experiencing inequality and has magnified pre-existing structural inequalities in society.

Equality and rights advocacy groups have been active in challenging the Scottish Government to recognise deep and long-standing inequality and 'build back better' as Scotland continues to manage and recover from the pandemic. A Social Renewal Advisory Board was set up by Ministers in 2020 to explore ways to renew Scotland once we start to emerge from the pandemic. Their report **If not now, when?** includes 20 'Calls to Action', of which ten relate directly to 'People, Rights and Advancing Equality'.

As Scotland continues to live with COVID-19 and the ongoing impact it is important that organisations supporting communities consider long-term changes to how they work and adapt approaches in the of the rapidly changing circumstances of COVID-19 and beyond.

The uncertainties and changes arising from the UK's exit from the EU is another factor which organisations will be acutely mindful of when considering their work over the next three years and beyond. Ensuring that there is no regression from equality and human rights standards through this time is critical.

Vision, aim and objectives

VISION: A Scotland which is inclusive, free from discrimination, where the human rights of everyone are respected, protected, and fulfilled.

AIM: The aim of the funding programme is to: **Support civil society organisations and partners to develop, embed and mainstream equality and human rights within policy and practice in Scotland in line with the ambitions of relevant Scottish Government strategies³ and the National Performance Framework.**

3. See page 06 for the relevant strategies and action plans.

OBJECTIVE: To fund, support, develop and learn from civil society organisations and partnerships that:



1. Develop and deliver work that is grounded in the progression, protection and realisation of human rights.



2. Deliver support to address the needs of people facing structural inequality and develop and deliver work to increase participation and empowerment.



3. Support delivery of commitments within relevant Scottish Government equality and human right strategies, action plans and documents.



4. Generate data, learning and insight into the experience of people to support analysis and challenge on equality and human rights issues, across a wide range of policy areas.

Strategic framework for funding

The work that the fund will support is vital and immediate but also contributes to longer-term impact as communities and public agencies work together to mainstream equality and human rights into policy and practice so that it reaches every part of Scottish society.

The diagram on the following page shows the link between funded activity and the equality and human rights outcomes and impact the Scottish Government is working towards. This links to and complements broader national outcomes including the Equality Outcomes set through the Public Sector Equality Duty which will be refreshed in 2021.

This strategic framework will be used by Inspiring Scotland and the Scottish Government to learn about the delivery and impact of funded organisations and partnerships. Applicants to the Fund will therefore be asked to show how their activity or proposed activity contributes to intermediate and longer-term outcomes.

Equality and Human Rights – strategic framework for funding

Inputs



Three year funding



Relationships with peer organisations and network



Non-financial technical support for organisations

Outputs



Civil society develops and delivers work that is grounded in the progression, protection and realisation of **human rights**



Civil society partners contribute to delivery of commitments within relevant Scottish Government **equality and human rights strategies, action plans and documents**



Civil society delivers support to address the needs of people facing structural **inequality** and develops and delivers work to increase participation and empowerment



Civil society engages with data, learning and insight into the experience of people to support analysis and challenge on equality and human rights issues, across a wide range of policy areas

Intermediate Outcomes



People have **greater awareness** of their human rights and how to access them



People with protected characteristics⁶ have **increased influence** in decisions that affect them



People with protected characteristics⁵ have **increased participation** in public life



People with protected characteristics⁴ have **increased access to remedy** where their rights have not been upheld



The Scottish Government has **better access to data** and depth of information about the experiences of people with protected characteristics

Longer-term Outcomes



Actors in civil society increasingly use Scotland's domestic and international **equality and human rights framework to influence and effect change**



The **experience** of people with protected characteristics is increasingly used to inform the policy and practice of public bodies



Public services increasingly **embed equality and human rights** in their strategic planning and their day-to-day functions

Impact



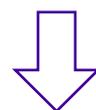
Those with protected characteristics experience **less discrimination in their day to day lives**



Those with protected characteristics increasingly have their **needs met by public services and are treated with dignity and respect**



PTO IMPACT



4, 5, 6. For the purposes of the funding programme, protected characteristics include (a) age, (b) sex, (c) sexual orientation, (d) gender reassignment, (e) disability and (f) race.

Impact

National Performance Indicators

- Access to Justice
- Influence over local decisions
- Quality of public services
- Public services treat people with dignity and respect

National Performance Framework Outcome

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

UN Sustainable Development Goals



“ All human beings are born free and equal in dignity and rights”

Article 1 of the International Declaration of Human Rights



Part 02:

Information for

Applicants

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Part 02: Information for Applicants

Fund criteria – Who can apply

The Equality and Human Rights Fund will invest in a range of civil society organisations that deliver work focussed on tackling inequality and discrimination, furthering equality, and advancing the realisation of human rights in Scotland.

Single applications are welcome from:

- civil society organisations including incorporated⁷ third sector organisations that are registered with the Scottish Charity Regulator (OSCR), and Community Interest Companies (CICs)

Partnership applications are welcome from:

- civil society organisations including incorporated⁸ third sector organisations that are registered with the Scottish Charity Regulator (OSCR), Community Interest Companies (CICs), and public sector organisations where the third sector body is the lead partner

All applicants should be able to demonstrate how their work supports the Equality and Human Rights Fund **vision, aim and objectives**, and how it will contribute to **intermediate and longer-term outcomes**.

Applicants will also need to evidence that they have **good governance and a commitment to equality and diversity**.

Working in partnership

Sharing expertise, vision, experience, and relationships can help create a Scotland where all voices are heard equally and where opportunities and life chances are shared equitably.

The Equality and Human Rights Fund will support partnership working where:

- partnership brings together organisations for the first time; or
- work is at a more significant scale than organisations have previously undertaken; or
- the approach being delivered through the partnership is new or innovative

The lead organisation for a partnership application must be a third sector organisation.

We recognise that successful partnership working takes time and investment on all sides and we will therefore **support up to 6–9 months of partnership development time** (including

staff costs) prior to direct delivery of the work taking place.

Partnership development time can 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.

Number of applications

Organisations can submit:

- **One application for funding as a single organisation.** This can include core, existing, new and development work.

AND/OR:

- **An application for funding as a partnership.** All partners must be eligible, and the partnership proposal should focus on delivery of a project or programme of work. Core staffing costs to support partnership development can also be included.

Organisations can only submit one partnership application where they are the lead in addition to one application as a single organisation.

How long is the funding for?

Funding is available 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**

Once funding is committed in 2021, it is not anticipated the Equality and Human Rights Fund will re-open before 2024.

To support forward planning, organisations can submit applications for work that does not commence until year two or year three of the funding round. If the application is successful, capacity building support will be offered to ensure that any adjustments can be made to the work delivered if circumstances change between funding approval and the time the work starts.

7. 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 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.

8. 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 much funding is available?

Up to £7m is available in 2021/22. Funding for future years will be dependent upon the Annual Spending Review and Scottish Budget.

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

However, there is a limited amount of funding available, and you should take this into account when you are developing your application. In previous funding rounds the maximum annual grants have been in the region of £700,000 per annum. You are encouraged to be realistic in developing your application.

You should also be prepared for the possibility that (i) you may not be offered the full amount you apply for; and (ii) your application may not be successful.

Please note that funding for years two and three is dependent upon the Scottish Budget.

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

What types of activity will be funded?

The criteria for the Equality and Human Rights Fund are broad and there is not a set list of activities which will realise the vision and aims of the programme. Applicants will need to show how the work they propose delivers the outputs and contributes to the outcomes listed in the Strategic Framework on page 8/9.

Previous funding programmes and knowledge of relevant equality and human rights action plans, strategies and documents does however give us some idea of the types of work that may be funded. Potential activity we are particularly interested in includes community programmes and infrastructure support and development.

Community programmes

This includes activity by a range of organisations from grassroots to national bodies that addresses endemic inequality and supports people and communities to address and overcome barriers to participation and access.

Types of activities that may deliver the Equality and Human Rights Fund outputs include:

- Information provision, awareness raising (rights), education, training
- Advocacy/legal representation
- Support to access public services
- Support to participate in public life including supporting connections, confidence, and personal development that enables people to flourish
- Support to organise and collectively assert rights, address issues, create social change
- Research and consultation

Infrastructure support and development

This includes activity by organisations which operate as independent partners to the Scottish Government. As partners they respond to requests for input and provide strategic advice, support, analysis and challenge on equality and human right issues across a range of policy areas.

Types of activities that may deliver the Equality and Human Rights Fund outputs include:

- Research and consultation to make evidence-based contributions, shape action plans, inform national and local policy and service development and contribute to a robust evidence base
- Meaningful engagement with community groups to gain evidence of lived experience
- Advocacy for and representation of different groups
- Challenging and raising awareness of inequality and discrimination
- Capacity building and partnership support for public bodies, community based and member organisations
- Capacity building that supports organisations and civil society to engage internationally and domestically on human rights obligations

Fund priorities – What does the programme want to support?

A range of activity with different groups will be considered for funding through the Equality and Human Rights Fund. There are themes of work that we would like to see included to help support equity of provision and contribute to the learning required as we work towards the intended impact of the programme.

These include:

1. Proposals that support individuals and groups of people with protected characteristics, particularly where they face barriers to equality or to realising their human rights.
2. Proposals that demonstrate how different protected characteristics and other factors (such as socio-economic deprivation and geographical location) interact and impact on the realisation of equality and human rights and that take an intersectional/ holistic view of the needs, challenges and barriers for these people.
3. Proposals that address or inform responses to the unequal impacts and magnified inequality that has resulted from the COVID-19 pandemic.
4. Proposals that develop our learning and understanding about ways to support individuals and communities realise their human rights.

For the purposes of the funding programme, protected characteristics are (a) age, (b) sex, (c) sexual orientation, (d) gender reassignment, (e) disability and (f) race.

Other protected characteristics (i) religion and belief; (ii) marriage and civil partnership; and (iii) pregnancy and maternity are not included, as this work is led by other Scottish Government portfolios.

This does not exclude organisations working in these areas from applying to deliver work related to protected characteristics (a) – (f).

Expectations of successful applicants

Reporting and contributing to learning

Successful applicants will be expected to take an active approach to monitoring and evaluating the impact of their funded work. This is a development programme with a long-term vision and sharing learning and experience is vital.

Across the portfolio of organisations funded through the Equality and Human Rights Fund we aim to jointly develop shared indicators and data we can gather so that we can understand the impact of funding in total, as well as in relation to individual projects, programmes, or organisations.

Organisations funded to deliver infrastructure support and development will also be expected to support emerging requests for information and learning which can help policy development across Scottish Government portfolios. Inspiring Scotland will work with organisations to prioritise requests and co-ordinate input where this is relevant and helpful.

Multi-agency working, peer support and sector development

We expect all funded organisations to be open to connecting with, supporting and learning from each other. We are interested in how organisations already work together enabling a holistic approach to support, and how they ensure their work does not duplicate existing work being carried out at either a national or local level.

Through the Equality and Human Rights Fund, the Scottish Government and Inspiring Scotland will link funded organisations and partnerships to local and national statutory services and partnerships. There will also be opportunities to work together as a portfolio, to share challenges, develop solutions, amplify learning, and develop together. Inspiring Scotland will continue to facilitate cluster groups developed through the Promoting Equality and Cohesion Fund and provide regular support through training, learning events and tailored organisational support.



Part 03:

Application and

Assessment

Process

© Generations Working Together

Part 03: Application and Assessment Process

- The deadline for application submission is midday 14 May 2021. Applications received after this point will not be considered
- Applications are via an online application form that will be sent to you once you have registered interest
- Alternative application methods are available. Please contact EHRenquiries@inspiringscotland.org.uk for details

Information on how to apply and what needs to be submitted is also on the Equality and Human Rights fund pages of the Inspiring Scotland website.

How to apply

First, please register your interest in applying by submitting a register your interest form on the Inspiring Scotland website.

Once you have done this you will be sent the application form (s) and a list of other documents you need to submit with the online application form.

There are different forms for single and partnership applications.

We will provide you with a link to a downloadable application form template to see questions and plan your answers in advance.

We strongly recommend that you prepare your application in advance using this template to plan your answers, ensure they are within the word limit, and then copy and paste the answers into the online form when you are ready to submit.

Process for allocating funding

● Application

The application will provide information on the main activities, governance and financial position of the applicant organisation(s) with information on how proposed work delivers the Equality and Human Rights Fund outputs and contributes to outcomes and intended impact.

● Assessment

All eligible applications will be assessed and scored. Details of what information is required from applicants to help with scoring is in Part 4.

● Review

A review of the assessed applications will look at the balance of proposals across Scotland, how the breadth of proposed work delivers the aim and vision of the programme and how the needs of specific groups are being met.

● Final decision

Scottish Ministers will make the final decisions on which proposals to offer funding.

What to submit with your application

You will need to complete all the questions on the application form. You will also need to complete and upload:

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

Pre-application support

Support sessions will take place virtually in March and April. Inspiring Scotland will promote these sessions on their website and on social media, and will notify all organisations who register their interest in the fund.

Key dates

● 22 February 2021

The Equality and Human Rights Fund opens for groups to register interest and receive an application form

● February – April 2021

FAQ and pre-application information available through Inspiring Scotland

Follow [@IS_EqualityHR](#) for details of support available, and contact EHenquiries@inspiringscotland.org.uk with any queries after reading this guidance

● Midday 14 May 2021

Deadline for submission of applications

● End of June 2021

Applicants are notified of funding decision

● October 2021

Funding commences (up to 3 years ending September 2024)



Part 04:

Application

Question

Guidance

Part 04: Application Question Guidance

The following guidance provides detail of what we are looking for in the application questions.

Please answer all questions in the application form.

Please note that the word limits on some questions are a guide and there is no expectation you will fill the maximum limit.



Partnership proposals: This symbol indicates where there is additional information for applicants submitting partnership proposals.

Section 1 – About your organisation



Separate answers to section 1 should be completed by all partners as part of the overall submission. Please complete all questions.

1.4 Legal form – Please tell us what your legal form is.

Please be aware that to be eligible for this fund you will need to be an incorporated organisation, and all charities should be registered with the Scottish Charity Regulator (OSCR).

1.5 Current areas of operation in Scotland

Please select all the local authority areas in Scotland where you currently work. National organisations please select the areas where you have an active presence.

1.8 What are the main aims and activities of your organisation and how do they relate to the strategic framework of the Equality and Human Rights Fund? (limit 500 words)

Please tell us how the aims and activities of your organisation contribute to developing equality and human rights policy and practice in Scotland. Please specify how your work contributes to relevant Scottish Government equality and human rights action plans and strategies.

These include, but are not limited to:

- Work and upcoming recommendations (due March 2021) of the National Taskforce for Human Rights Leadership
- A Fairer Scotland for Older People: framework for action
- A Fairer Scotland for Disabled People: delivery plan
- Race equality framework for Scotland 2016 to 2030
- A fairer Scotland for all: race equality action plan and highlight report 2017-2021
- Improving the lives of Gypsy/Travellers: 2019-2021
- British Sign Language (BSL): National Plan 2017 to 2023
- National Advisory Council on Women and Girls 2018 Report and Recommendations | One Scotland (SG response)
- National Advisory Council on Women and Girls 2019 Report and Recommendations | One Scotland (SG response)
- Universal periodic review of human rights in the United Kingdom 2017: update on five thematic areas, 2019 (SG response)
- The Keys to Life

1.9 How does your organisation take a human rights based approach to your work? For this question, you may wish to use the 5 PANEL principles below to frame your answer. (limit 500 words)

The PANEL Principles

Participation – Everyone has the right to participate in decisions which affect their human rights. Participation must be active, free, meaningful and give attention to accessibility, including access to information in a form and a language which can be understood.

Accountability – Accountability means effective monitoring of human rights standards along with effective remedies for human rights breaches. To be effective there must be appropriate laws, policies, institutions, administrative procedures and mechanisms of redress in order to secure human rights.

Non-discrimination and equality – A human rights based approach means that all forms of discrimination in the realisation of rights must be prohibited, prevented and eliminated. It also requires the prioritisation of those in the most marginalised situations who face the biggest barriers to realising their rights.

Empowerment – A human rights based approach means that individuals and communities should know their rights and be fully supported to participate in the development of policy and practices which affect their lives and to claim rights where necessary.

Legality – A human rights based approach requires the recognition of rights as legally enforceable entitlements and is linked to national and international human rights law.

1.10 Tell us about governance, management and lived experience representation in your organisation. (limit 500 Words)

Your reply should include:

- how often your Board meets
- the key skills of Board members
- any lived experience representation on the Board.
- key statistics 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
- what your senior management structure is and how this feeds into the Board

1.11 What is your current financial position?

To help us assess the financial stability of your organisation please provide the requested information on your total assets and liabilities at 31 December 2020. You may need help from your finance staff or accountant to provide this information.

1.12 Please provide details of your financial position. (limit 500 words)

- For the last 3 years please describe your annual turnover, reserves policy and level of reserves.

You could also include information about:

- how you generate income
- do you have 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 EHRF request represents
- if you have any unsecured or secured loans
- new organisations – please give us an idea of your projected financial position over the next one – three years



Partnership applicants only

1.13 How much of the total being applied for are you requesting?

Please provide the percentage of the total funding request that your organisation as a partner will be spending.

Section 2 – About the work you would like funded



Partnership applicants

Please complete this section once with details of the whole partnership proposal.

2.1 Please give us a brief overview of the work you will carry out with this funding (limit 100 words)

Tell us what you want the funding for, including staff numbers and roles (or other costs), what you will do, and what difference this will make to people.

2.2 Location of work you are applying for

Please tell us if the work you are applying for has a national or local remit. If you select 'National', please provide details of where the work is based and how it has a national reach.

If you select 'local', please select the local authority areas where the people who will benefit from your work live.

2.3 Please detail the activity you will deliver (limit 750 words).

Please describe your plan for delivery of the proposed activity including:

- the activities and timescales and any milestones for delivery
- how you will oversee and manage delivery of the work
- how you may adjust plans because of COVID-19
- any formal networks or partnerships, relevant local groups, collaborations, or membership bodies you are part of and what strategic groups you contribute to
- how you appropriately signpost and refer to other local organisations

2.4 How do you know this work is needed?

Please explain the research or other information collected that demonstrates the need for this work including:

- what evidence there is that your proposed activity is needed
- how people with lived experience contribute to and shape planned activity
- what data or other information was used to inform the design of activity
- what evidence you have that demonstrates the effectiveness of proposed activity
- how you know you are not duplicating existing work being carried out at either national or local level

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? (limit 500 words)

Tell us:

- are you monitoring these changes, if so how?
- how your proposed activity responds to the identified impacts of the COVID-19 pandemic

2.6 Which fund outputs will your proposed activities deliver?

Please refer to the strategic framework diagram and guidance notes and select which of the Equality and Human Rights Fund outputs you will deliver with the activity described in 2.3.

2.7 Which of the Scottish Government outcomes for the Equality & Human Rights Fund will your funded work contribute to?

Please select which of the outcomes listed in the 'strategic framework for funding' diagram on page 8 and 9 that your work contributes to. You can select as many as are relevant.

We do not expect proposals to be contributing to all 8.

For each outcome that you select, an additional question will appear. It will ask you: 'How will your funded work contribute to this outcome' (100 words maximum)

Please outline the impact for the people and communities you work with and what contribution this will make to the fund outcomes.

2.8 Describe the people and communities who will benefit from the work you plan to do and how you will engage with them.

Please tell us if your activity supports:

- specific groups or communities, tell us who and where,
- other third sector or civil society organisations tell us who and how
- public bodies and Scottish government, tell us who and how

2.9 Is your proposed activity specifically focussed on supporting people with protected characteristics? Select all that apply.

Please only select the boxes if your work is focussed on the particular needs and barriers faced by people who share that particular characteristic.

For the purposes of the funding programme, protected characteristics are (a) age, (b) sex, (c) sexual orientation, (d) gender reassignment, (e) disability and (f) race.

Other protected characteristics (i) religion and belief; (ii) marriage and civil partnership; and (iii) pregnancy and maternity are not included, as this work is led by other Scottish Government portfolios.

This does not exclude organisations working in these areas from applying to deliver work related to protected characteristics (a) – (f).

We will be cross-referencing this question with 2.3, 2.4 and 2.7 to understand the needs you are addressing with the people who you are supporting.

If you are successful with funding, we will also ask for your data on: how many people you have supported with different protected characteristics, how they input into service development, your learning about their experience, the impact of your work with them.

2.10 Will your funded work ensure access for, or specifically address needs of beneficiaries who hold more than one protected characteristic or have other barriers to equality? If so, how? (limit 250 words)

For example: Women from a particular minority ethnic community might require different approaches to that of women in general in terms of design, promotion and delivery of services to ensure they can access and benefit from the support offered by your organisation.

Please explain how you will identify and adapt your services to ensure that someone with more than one protected characteristic or other barriers to equality (such as socio-economic deprivation and geographical location) are not excluded from your service.

Please also tell us how your work will be inclusive and reduce barriers to services or address the needs of those with protected characteristics other than those that are the main focus of the application.

2.11 Please give an estimate of the number of people you will work with over three years.

If you will specifically work with organisations as part of your funded work please give a number in the relevant cell.

2.12 How will you monitor and evaluate the ongoing impact of your work? (limit 500 words)

Please include the following in your answer:

- what you currently measure to assess the impact of your work
- what new data you will gather (if any) for this activity
- who is responsible for overseeing evaluation of delivery
- how you have determined what to measure
- what measurement techniques you use

2.13 How do you plan to sustain your impact when this funding ends? (limit 250 words)

- Please mention how you will monitor and make any required changes to your activity to improve its sustainability.
- Please mention if you plan to attract other sources of funding to sustain your activity
- What work or impact will be sustained when your activity ends

Partnership applicants only 2.14 Tell us about your partnership. Why have you come together to deliver this work and how will the partnership work? (limit 750 words)

Please refer to the main guidance notes on working in partnership and tell us how your proposal:

- brings together partner organisations for the first time; or
- is working at a more significant scale than organisations have previously undertaken; or
- the approach being delivered through the partnership is new or innovative

Development time can be applied for, and if successful, partners will work with Inspiring Scotland to confirm milestones to ensure that project delivery timescales are feasible. Please also tell us:

- the rationale for working in partnership
- about pre-existing working relationships
- the level of commitment invested by senior leadership of partner organisations
- how the partnership will be overseen and how conflicts of interest will be dealt with

Section 3 – Staff and volunteers delivering the project

3.1 Please provide details of the roles of the staff who will support delivery' (limit 50 words per role)

Please use your BUDGET FORM to note the costs associated with these staff.



Partnership applicants only: Please tell us which partner will (or does) employ the relevant staff members.

3.2 Describe training, accreditation and supervision arrangements for all staff and volunteers. (limit 500 words)

This could include:

- skills audit of staff and volunteers
- accredited and non-accredited training
- staff and volunteer appraisals and outcome/goal setting
- supervision arrangements



Partnership applicants only: 3.4 Please tell us how staff from the across the partnership will be supported to work together and ensure partnership outcomes are met? (limit 250 words)

Section 4 – Budget

We have provided an Excel Budget Form (“EHR Fund Budget Form”) for you to detail the staffing and other costs you are applying for. See the shaded box below for help with filling in the Budget Form.

4.1 How much funding do you require each year?

Row A – Tell us the total cost of your proposed activity.

Row B – Tell us the total amount being requested from the Equality and Human Rights Fund.

Row C – Tell us what additional funding you have in place or is required. This will be the difference between A) and B). Tell us in Question 4.3 where you expect this additional funding to come from.

4.2 Please give details of how you arrived at the figures given in the EHR Fund Budget Form.

Please provide a breakdown to show how the main costs (other than staff costs) in your budget were calculated. We would expect any budget line of over £3,000 per year to have some explanation of how it is calculated.

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 detail the additional funding applications made to make up any shortfall in funding for the proposed work and, if secured, how much has been 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.

Completing the EHR Fund Budget Form

Only the costs associated with the work proposed to be funded by the EHR Fund should be detailed on the EHR Fund Budget Form.

The Budget Form has 4 worksheets or tabs. On the first tab (Staffing Yr1) you should list the job titles for all the staff over the 3 years you are requesting funding for, along with the name of the staff member, if known. The job titles will then automatically populate in the staffing tabs for years 2 and 3.

For each job title please provide on the tabs for Staffing Yr1, Yr2 & Yr3 the:

- Number of hours per week you are requesting funding for
- Gross FTE salary for that role
- Gross pro rata salary for the number of hours you are requesting funding for
- Employer national insurance contributions
- Employer pension contributions
- Whether this will be a new or existing post (Choose from one of the two options in the dropdown box)

Please include any staff who may be providing management support/oversight or administration.

You can build in increases to salaries and employer costs on the tabs for years 2 and 3.

For job titles that are not involved for all 3 years, leave blank the costs for the year/s they are not involved.

The job title and total staff cost for each one will automatically populate the Budget tab.

On the Budget tab you can list the other costs associated with the work you are requesting funding for grouped into 3 broad categories:

Additional staff costs – This will include costs such as staff recruitment; staff expenses, staff training, sessional staff or volunteer training & expenses etc.

Contribution to overheads – This will include costs such as rent & rates; insurance; IT support, professional fees, trustee and Board expenses etc.

Other programme and delivery costs – This will include costs such as interpretation or translation; inclusive communication, venue hire; publicity, etc.

Under each category list the separate costs, appropriate for your activities, that you require funding for. If there are not enough lines combine similar costs, for example rent, rates, insurance and utilities could be combined under “property costs”. For items with an annual cost of over £3,000 we would expect to see a breakdown of how that cost was arrived at in question 4.2.

You can apply for core and capital costs with this programme.

Some costs such as volunteer expenses and training or the purchase of equipment could be listed under more than one cost category. For example, a laptop purchased for a staff member working on a specific project could be listed as “Equipment” under “Other programme and delivery costs”. If it was purchased for the whole organisation it might be listed under “Contribution to overheads”. Please list items under the category most appropriate for that item.



Section 5 – Declaration

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

The declaration can be found on www.inspiringscotland.org.uk/what-we-do/our-funds/equality-and-human-rights

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.



Partnership applicants: Please use the Declaration form for partnership proposals. The lead applicant should provide two signatories and an independent referee and all other partners should provide two signatories. Please provide all details on one declaration document and upload as part of your submission.



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