

EQUALITY BUDGET FUNDING 2015-16

6 Monthly Progress Report

Please complete this progress report and email an electronic copy of this form to [Redacted]

Section A: Project Information

Organisation Name	Engender
Project Title	
Name of Main Contact Person	[Redacted]
Reporting Period	01.04.15 – 30.09.15
Total Grant Received to Date	£78,870.50
Project Website/hyperlinks for additional information on your project	www.engender.org.uk

Section B: DECLARATION

I/we confirm that I/we are duly authorised to send this report this declaration on behalf of the organisation named. I/we certify that the information given in this report is correct and accurate, and adopted or approved by the organisation/partnership for which I/we lead.

Signatory – Main Contact

I understand that you may contact me to clarify any details in this progress report, including providing any supplementary information as may be deemed necessary. I confirm that I am authorised by the organisation/partnership for this purpose.

Name and position of main contact person (print or type): [Redacted], Executive Director

On behalf of (if applicable) (print or type): Engender

Section C: Project Outcomes (copy and paste your agreed outcomes from your work plan)

Please use this section to record your agreed outcomes and let us know of any significant developments using the following traffic light system in the Outcomes Status column:

G = Green (green is to indicate you are content with the current status and on track)

A = Amber (amber should be used to flag any potential delays in achieving agreed outcomes, e.g. delay in recruitment to funded post)

R = Red (red should be used if you anticipate or have encountered any significant difficulties or delays that may cause failure)

Please also provide a brief description of the progress made towards the project outcomes using the Additional Information column. If recording an amber or red status, please use the Additional Information column to outline the issue and any action or remedy you intend to implement.

Agreed Project Outcomes (as set out in agreed work plan)	Outcome Status (Green, Amber or Red)	Additional Information
<p>A A gender roadmap is developed that identifies outcomes and milestones for women's equality in Scotland, using processes that enable all groups of women to participate and be heard</p>	<p>Green</p>	<p>The work on the gender roadmap is well underway with various consultations having been completed using a variety of participatory methods. As part of this work a scorecard for the Beijing Platform for Action was developed. Further consultations on the draft roadmap will commence in October 2015. Engender has been working closely with a range of equality organisation partners to develop intersectional approaches and initiatives. Engender has held a wide variety of events covering a range of issues such as Citizens Basic Income and Employability.</p>
<p>B Increasingly gender-sensitive bills, policies and programmes are developed by national actors in Scotland, including Scottish Government.</p>	<p>Green</p>	<p>Engender has produced gendered analysis on; 'A Stronger Scotland: The Government's Programme for Scotland 2015 -16', The Scotland Bill , and The Summer Budget . A joint report A Widening Gap : Women and Welfare Reform by Engender, Scottish Refugee Council, Scottish Women's Aid, Close the Gap, and Scottish Council for Voluntary Organisations was also produced. Engender provided responses to: Welfare Funds (Scotland) Act Regulations and Guidance , Devolution (Further Powers) Committee Call for Evidence on the UK Government's Scotland Bill .</p> <p>A Gender Matters Policy Network has been set up by Engender to bring together policy workers from the voluntary sector. Engender's Chief Executive is Chair of the Equally Safe prevention working group and sits on the strategic board. Development work on the prevention</p>

		<p>strand is at an early stage.</p> <p>Awareness of Engender's work is promoted through a variety of social media platforms and our website www.engender.org.uk and in particular through our blog which has posts on topical issues. Engender has an increased presence in the media and is frequently asked to provide comment and contributions.</p>
<p>C Increasingly gender-sensitive policies, and programmes are developed by public bodies in Scotland.</p>	Green	<p>Engender is represented on the equality advisory groups of a number of bodies such as Skills Development Scotland, the Scottish Court Service and sportscotland.</p> <p>Support has been provided to public bodies such as Sport Scotland and the Education Institute Scotland to integrate gender in their work in a number of ways including writing articles, speaking at conferences, and hosting focus groups</p> <p>Conversation are underway with CEMVO around creating resources and programmes to highlight multiple discrimination, including hosting two events around BMW women's movements during Black History Month.</p> <p>Plans are in place for the creation of a number of resources to enable people across Scotland to challenge and support public bodies in complying with PSED</p>
<p>D International gender equality and rights processes are Scotland-sensitive and women's equality in Scotland is advanced because of this.</p>	Green	<p>Engender submitted a shadow report in respect of the International Covenant on Economic, Cultural and Social Rights to the UN. This treaty covers issues relevant to Engender's strategic focus and the report was endorsed by a wide range of partner organisations.</p> <p>Engender continues to be an active member of the UK Joint Committee of Women and the European Women's Lobby.</p> <p>Engender is represented on the Scottish National Action Plan on Human Rights working groups focusing on International Obligations, Standard of Living and Better Culture. The main focus of this work has been developing logic models against the set outcomes for each group.</p>

Section D: Additional comments, e.g. any additional information such as unintended outcomes

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T: [Redacted]
E: [Redacted]

F: [Redacted]

[Redacted]
Engender
1a Haddington Place
Edinburgh
EH7 4AE



14 June 2016

Dear [Redacted],

OFFER OF GRANT – EQUALITY FUNDING: 1 JULY 2016 – 30 JUNE 2017

The Scottish Ministers in exercise of their powers under Section 10 of the Social Work (Scotland) Act 1968 hereby offer to give to Engender (“the Grantee”) a grant of up to £67,610, payable over 1 July 2016 – 30 June 2017, in connection with Supporting the advancement of women’s equality, which is more particularly described in Part 1 of Schedule 1 (“the Project”) and subject to the following terms and conditions.

1. Definitions and Interpretation

1.1 In these Conditions, the words and expressions set out in **Schedule 4** shall have the meanings ascribed to them in that Schedule.

1.2 In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.

1.3 The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.

1.4 Except as otherwise provided in these Conditions, any reference to a clause, paragraph, sub-paragraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions. The schedules are intended to be contractual in nature. They form part of the Agreement and should be construed accordingly.

1.5 This Agreement shall not be varied except by an instrument in writing signed by both parties.

2. Purposes of the Grant

2.1 The Grant is made to enable the Grantee to carry out the Project.

2.2 The Grant shall only be used for the purposes of the Project and for no other purpose whatsoever.

2.3 No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.

2.4 The expected outcomes of the Grant are:

- A reduction in discrimination against people who share protected characteristics
- Reduced levels of hate crime
- Increased community participation, engagement and community cohesion
- Addressing imbalances in representation in all aspects and levels of public life

2.5 The targets/milestones against which progress in achieving expected outcomes shall be monitored are as set out in part of your application (below) for funding over the period 1 July 2016 – 30 June 2017.



Engender Scottish
Government applicati

2.6 The eligible costs for which the Grant can be claimed are:

- staff salaries and associated costs
- direct project costs

2.7 The eligible costs exclude:

- reclaimable Value Added Tax
- redundancy payments
- capital expenditure, including the purchasing of property
- dissemination of funds to other recipients.

3. Payment of Grant

3.1 The Grant shall be paid by the Scottish Ministers to the Grantee in accordance with the terms of **Schedule 1** attached.

3.2 In addition to the progress and financial reports to be submitted in relation to the funded project, the Grantee shall within four weeks of the end of the funded period in which the Grant has been paid submit to the Scottish Ministers a statement of compliance with the Conditions of the Grant using the form of words provided in **Schedule 3**. The statement shall be signed by the Grantee's Director/CEO/authorised signatory.

3.3 In the event that the amount of the Grant paid by the Scottish Ministers to the Grantee at any point in time is found to exceed the amount of the expenses reasonably and properly incurred by the Grantee in connection with the Project, the Grantee shall repay to the Scottish Ministers the amount of such excess within 14 days of receiving a written demand for it from or on behalf of the Scottish Ministers. In the event that the Grantee fails to pay such amount within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of two per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest.

3.4 The Scottish Ministers shall not be bound to pay to the Grantee, and the Grantee shall have no claim against the Scottish Ministers in respect of, **any instalment of the Grant which has not been claimed by the Grantee by 30 June 2017 as set out in Schedule 1**, unless otherwise agreed in writing by the Scottish Ministers.

4. Inspection and Information

4.1 The Grantee shall keep the Scottish Ministers fully informed of the progress of the Project in the form of bi-annual progress reports, and quarterly financial reports to be submitted with claims for Grant. Details shall include actual expenditure to date compared with profiled expenditure and any change to estimated expenditure for the 12 month period and/or the Project as a whole, the reasons for any such changes and progress in achieving objectives/outcomes.

4.2 Revisions to targets/milestones against which progress in achieving outcomes are monitored shall be subject to the written agreement of the Scottish Ministers.

4.3 The Grantee shall, on completion of the Project, submit a report to the Scottish Ministers summarising the outcomes and performance of the Project. Such a report shall include such statistical and other information relating to the impact of the Project as shall be required by the Scottish Ministers.

4.4 The Grantee shall also provide any other information that the Scottish Ministers may reasonably require to satisfy themselves that the Project is consistent with the Agreement. The Grantee shall provide the Scottish Ministers with prompt access to any information they reasonably require to ensure compliance with these Conditions.

4.5 The Grantee shall keep and maintain for a period of six years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by the Scottish Ministers by way of the Grant. The Grantee shall afford the Scottish Ministers, their representatives, the Auditor General for Scotland, her/his representatives and such other persons as the Scottish Ministers may reasonably specify from time to time, such access to those records and books of account as may be required by them at any reasonable time in response to a written request for such access from the person seeking it. The Grantee shall provide such reasonable assistance and explanation as the person carrying out the inspection may from time to time require.

4.6 In the event of the Grantee becoming aware of or suspecting any irregular or fraudulent activity that may have any impact on the Project or on the use of the Grant, or any part of it, the Grantee shall immediately notify the Scottish Ministers of such activity and provide such other information as the Scottish Ministers may reasonably require in relation to the impact on the Project and the use of the Grant.

4.7 The grantee shall immediately inform the Scottish Ministers of any change in its constitution, for example, but not limited to, a change in status from one type of body corporate to another.

5. Confidentiality and Data Protection

5.1 The Grantee will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Project.

5.2 Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the Scottish Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement

5.3 The Grantee shall ensure that all requirements of the Data Protection Act 1998 are fulfilled in relation to the Project.

5.4 To comply with section 31(3) of the Public Services Reform (Scotland) Act 2010, the Scottish Ministers publish an annual statement of all payments over £25,000. In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of all payments over £25,000. The Grantee should note that where a payment is made in excess of £25,000 there will be disclosure (in the form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in the both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.

6. Disposal of Assets

The Grantee shall not, without prior written consent of the Scottish Ministers, dispose of any asset funded, in part or in whole, with Grant funds during the lifetime of the asset. During that period the Scottish Ministers shall be entitled to the proceeds of the disposal – or the relevant proportion of the proceeds based on the percentage of grant funding used in connection with the acquisition or improvement of the asset against the whole proceeds. The Scottish Ministers shall also be entitled to the relevant proportion of any

proceeds resulting from any provision included as a condition of sale. Recovery by the Scottish Ministers shall not be required where the value of the asset is less than [£1,000].

7. Publicity

The Grantee shall where reasonably practicable acknowledge in all publicity material relating to the Project the contribution of the Scottish Ministers to its costs. The Scottish Ministers may require to approve the form of such acknowledgement prior to its first publication.

8. Intellectual Property Rights

8.1 All Intellectual Property Rights are hereby assigned to and shall vest in the Crown or its assignees.

8.2 The Grantee shall ensure that nothing contained in any materials produced or submitted to the Scottish Ministers by the Grantee or anyone acting on its behalf nor the reproduction of such materials, shall constitute an infringement of any third party copyright or intellectual property right and shall indemnify the Scottish Ministers against all actions, proceedings, claims and demands made by reason of any such infringement.

9. Default and Recovery etc. of Grant

9.1 The Scottish Ministers may re-assess, vary, make a deduction from, withhold, or require immediate repayment of the Grant or any part of it in the event that:

9.1.1 The Grantee commits a Default;

9.1.2 The Scottish Ministers consider that any change or departure from the purposes for which the Grant was awarded warrants an alteration in the amount of the Grant;

9.1.3 The Grantee fails to carry out the Project;

9.1.4 In the Scottish Ministers' opinion, the progress on the Project is not satisfactory; or

9.1.5 In the Scottish Ministers' opinion, the future of the Project is in jeopardy.

9.2 If, in the Scottish Ministers' opinion, the Grant or any part of it is state aid and they consider that they are required to recover such sum in order to ensure compliance with their obligations under EU law Scottish Ministers may require immediate repayment of the Grant or any part of it together with interest at such rate and on such basis as may be determined from time to time by the Commission of the European Union.

9.3 The Scottish Ministers may withhold the payment of the Grant if at any time within the duration of the Agreement:

9.3.1 The Grantee passes a resolution that it be wound up, or a court makes an order that the Grantee be wound up, in either case otherwise than for the purposes of reconstruction or amalgamation, or circumstances arise which would enable a court to make such an order or the Grantee is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;

9.3.2 Where the Grantee is an individual, if a petition is presented for the Grantee's bankruptcy or the sequestration of his estate or a criminal bankruptcy order is made against the Grantee; or the Grantee makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignation for the benefit of creditors, or if an administrator or trustee is appointed to manage his affairs; or

9.3.3 A receiver, manager, administrator or administrative receiver is appointed to the Grantee, or over all or any part of the Grantee's property, or circumstances arise which would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.

9.4 In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of clause 9.1, the Grantee shall pay the Scottish Ministers the appropriate sum within 14 days of a written demand for it being given by or on behalf of the Scottish Ministers to the Grantee. In the event that the Grantee fails to pay the sum within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of two per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand, from the date of the written demand until payment in full of both the sum and interest.

9.5 Notwithstanding the provisions of this clause 9, in the event that the Grantee is in breach of any of the Conditions, the Scottish Ministers may, provided that the breach is capable of a remedy, postpone the exercise of their rights to recover any sum from the Grantee in terms of clause 9 for such period as they see fit, and may give written notice to the Grantee requiring it to remedy the breach within such period as may be specified in the notice. In the event of the Grantee failing to remedy the breach within the period specified, the Grantee shall be bound to pay the sum to the Scottish Ministers in accordance with the foregoing provisions.

9.6 Any failure, omission or delay by the Scottish Ministers in exercising any right or remedy to which they are entitled by virtue of clauses 9.1 to 9.3 shall not be construed as a waiver of such right or remedy.

10. Assignation

The Grantee shall not be entitled to assign, sub-contract or otherwise transfer its rights or obligations under the Agreement without the prior written consent of the Scottish Ministers.

11. Termination

The Agreement may be terminated by the Scottish Ministers giving not less than three months' notice in writing from the date of the notice being sent.

12. Corrupt Gifts and Payments of Commission

The Grantee shall ensure that its employees shall not breach the terms of the Bribery Act 2010 in relation to this or any other grant. The Grantee shall ensure that adequate controls are in place to prevent bribery.

13. Continuation of Conditions

13.1 These Conditions, except for Condition 6, shall continue to apply for a period of five years after the end of the financial year in which the final instalment of the Grant was paid.

13.2 Condition 6 shall continue to apply until the end of the period referred to in that Condition.

14. Compliance with the Law

The Grantee shall ensure that in relation to the Project, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.

15. Governing Law

This contract is governed by the Law of Scotland and the parties hereby prorogate to the exclusive jurisdiction of the Scottish Courts

If you wish to accept the offer of this Grant on the whole terms and conditions as set out in the letter and annexed Schedules, you should sign and date both copies of the Grant Acceptance below and return one full copy of the offer of Grant and Schedules to electronically to Karen Grieve at Karen.Grieve@gov.scot. If you are unable to do so electronically, hard copies can be sent to Karen at the Equality Unit, 3H South, Victoria Quay, Edinburgh, EH6 6QQ. You should retain the second copy of the offer of Grant and Schedules for your own records.

Yours sincerely

[Redacted]

[Redacted] Equality Policy Team Leader

14 June 2016

GRANT ACCEPTANCE

On behalf of Engender I accept the foregoing offer of Grant by the Scottish Ministers dated 14 June 2016 on the whole terms and conditions as set out in the letter and annexed Schedules. I confirm that I hold the relevant signing authority.

Signed: *[Director/Company Secretary/Authorised Signatory]*

Print Name:

Position in Organisation of Person Signing:

Date:

Place of Signing:

Witness Signature:

Witness Name:

Address:

Date:

Place of Signing:

SCHEDULE 1

PART 1: THE PROJECT

To support the Scottish Government and Scottish Parliament around advancing women's equality in line with the First Minister's commitment to gender equality.

PART 2: PAYMENT OF GRANT

1. The total Grant of £67,610 shall be payable by the Scottish Ministers to the Grantee quarterly on receipt of a completed claim for Grant in the form set out in **Schedule 2** together with the associated monitoring information set out in paragraph 4.1 of the Offer of Grant.

2. The total Grant shall be payable over 1 July 2016 – 30 June 2017 in instalments as per the payment schedule table below. The Scottish Ministers shall not be bound to pay any instalment of the Grant which has not been claimed by the end of the 12 month period (1 July 2016 – 30 June 2017), unless otherwise agreed in writing by the Scottish Ministers.

	Quarterly Amount	Claim Date
Payment 1	£16,902.50	10 July 2016
Payment 2	£16,902.50	1 October 2016
Payment 3	£16,902.50	1 January 2017
Payment 4	£16,902.50	1 April 2017
Total	£67,610.00	

3. The Grantee shall provide a quarterly profile of expenditure of the Grant before the start of the period of funding. Any change to the profile or to the overall costs of the Project shall be notified to the Scottish Ministers at the earliest opportunity via the claims for Grant and monitoring reports.

4. Each claim shall be for an amount equal to the estimated amount of the Grant required to meet the reasonable and proper costs and expenses of the Grantee in connection with the Project until the next claim is due to be submitted.

5. Each claim shall be submitted together with such explanatory or supplementary material as the Scottish Ministers may from time to time require whether before or after submission of the claim.

6. On receipt of each claim (and any required documentation and information), the Scottish Ministers shall determine the amount of expenditure which they consider the Grantee shall reasonably and properly incur in connection with the Project having regard to that claim. The determination shall be based on the information provided by the Grantee in accordance with this Schedule. The Scottish Ministers shall use their best endeavours (but shall be under no obligation or duty) to pay the amount determined to the Grantee within three weeks of receiving a claim and any required documentation and information relevant to the claim.

7. In order to facilitate the accrual of expenditure of the Grant for the period of funding the Grantee shall, where appropriate, advise the Scottish Ministers in writing by 31 July 2017 the amount of the Grant actually expended up to and including 30 June 2017.

SCHEDULE 2

When making a claim for payment, please only return Schedule 2 (below).

EQUALITY FUNDING 1 JULY 2016 – 30 JUNE 2017 CLAIM FORM				
Scottish Charity Number (if applicable)				
Grant Recipient				
Address				
Post Code				
Telephone				
Email				
Name of Project				
Period of claim	April - June <input type="checkbox"/>	July-Sept <input type="checkbox"/>	Oct-Dec <input type="checkbox"/>	Jan-Mar <input type="checkbox"/>
Amount claimed this quarter				
Bank Name				
Bank Address				
Sort Code				
Account Number				
Declaration	I hereby state that this claim for payment complies will all conditions set out in the grant offer and that the information above is true and complete.			
Signature				
Name				
Designation				
Date				
Scottish Government - Payment Authorisation (SG use only)				
Date received				
Cost Centre				
Entity Code				
Account Code				
Programme Code				
Amount				
Authorised by				
Name				
Date				

Items of Expenditure

Please provide in the Excel spreadsheet of financial expenditure on which your original budget was submitted (a template for which can be found at <http://www.gov.scot/Topics/People/Equality/Funding/funding> if necessary) items of expenditure relevant to the above period. If there is an over or underspend, please provide reasons for this.

SCHEDULE 3

STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT

Supporting the advancement of women's equality

This is to confirm that the grant claimed by Engender in relation to the above Project [during the period 1 July 2016 – 30 June 2017] was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of Engender.

Signed:

Name in block capitals:

Position:

Date:

SCHEDULE 4

DEFINITIONS

“Agreement” means the agreement constituted by the Scottish Ministers’ invitation to apply for a grant, the Grantee’s Application, these Conditions and the Grantee’s acceptance of these Conditions;

“Conditions” means these grant conditions;

“Default” means:

- (a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);
- (b) Any failure to perform or the negligent performance of any obligation under this Agreement;
- (c) Any breach of any legislation; or
- (d) Any negligence or negligent or fraudulent mis-statement or misappropriation of Grant, or any other default,

In all cases by either party, its employees, agents or representatives;

“Period of funding” means the period from 1 July 2016 until 30 June 2017;

“Grant” means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

“Grantee” means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the “Grantee” are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally;

“Intellectual Property Rights” means all rights of ownership, including all copyrights and other intellectual property rights in books, leaflets and other printed and published materials in whatever form produced as part of the Project by or on behalf of the Grantee including all reports and any such published materials stored in or made available by means of an information technology system and the computer software relating thereto and all patents, trademarks, registered designs and other rights in the nature of intellectual property;

“Project” means the purpose for which the Grant has been awarded as described in the Offer of Grant;

“Payment” means each of the payments specified in Schedule 1 hereto.

T: [Redacted]
E: [Redacted]

F: [Redacted]

[Redacted]
Engender
1a Haddington Place
Edinburgh
EH7 4AE



7 June 2016

Dear [Redacted],

OFFER OF GRANT – EQUALITY FUNDING: 1 JULY 2016 – 30 JUNE 2017 – INTERMEDIARY BODY

The Scottish Ministers in exercise of their powers under Section 10 of the Social Work (Scotland) Act 1968 hereby offer to give Engender (“the Grantee”) a grant of up to £157,741, payable over 1 July 2016 – 30 June 2017, in connection with the intermediary work of the organisation which is more particularly described in Part 1 of Schedule 1 (“the Project”) and subject to the following terms and conditions.

1. Definitions and Interpretation

1.1 In these Conditions, the words and expressions set out in **Schedule 4** shall have the meanings ascribed to them in that Schedule.

1.2 In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.

1.3 The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.

1.4 Except as otherwise provided in these Conditions, any reference to a clause, paragraph, sub-paragraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions. The schedules are intended to be contractual in nature. They form part of the Agreement and should be construed accordingly.

1.5 This Agreement shall not be varied except by an instrument in writing signed by both parties.

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2.1 The Grant is made to enable the Grantee to carry out the Project.

2.2 The Grant shall only be used for the purposes of the Project and for no other purpose whatsoever.

2.3 No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.

2.4 The expected outcomes of the Grant are:

- A reduction in discrimination against people who share protected characteristics
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- Increased community participation, engagement and community cohesion
- Addressing imbalances in representation in all aspects and levels of public life

2.5 The targets/milestones against which progress in achieving expected outcomes shall be monitored are as set out in your application (below) for funding over the period 1 July 2016 – 30 June 2017.



Engender Scottish
Government applicati

2.6 The eligible costs for which the Grant can be claimed are:

- staff salaries and associated costs
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2.7 The eligible costs exclude:

- reclaimable Value Added Tax
- redundancy payments
- capital expenditure, including the purchasing of property
- dissemination of funds to other recipients.

3. Payment of Grant

3.1 The Grant shall be paid by the Scottish Ministers to the Grantee in accordance with the terms of **Schedule 1** attached.

3.2 In addition to the progress and financial reports to be submitted in relation to the funded project, the Grantee shall within four weeks of the end of the funded period in which the Grant has been paid submit to the Scottish Ministers a statement of compliance with the Conditions of the Grant using the form of words provided in **Schedule 3**. The statement shall be signed by the Grantee's Director/CEO/authorised signatory.

3.3 In the event that the amount of the Grant paid by the Scottish Ministers to the Grantee at any point in time is found to exceed the amount of the expenses reasonably and properly incurred by the Grantee in connection with the Project, the Grantee shall repay to the Scottish Ministers the amount of such excess within 14 days of receiving a written demand for it from or on behalf of the Scottish Ministers. In the event that the Grantee fails to pay such amount within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of two per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest.

3.4 The Scottish Ministers shall not be bound to pay to the Grantee, and the Grantee shall have no claim against the Scottish Ministers in respect of, **any instalment of the Grant which has not been claimed by the Grantee by 30 June 2017 as set out in Schedule 1**, unless otherwise agreed in writing by the Scottish Ministers.

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4.1 The Grantee shall keep the Scottish Ministers fully informed of the progress of the Project in the form of bi-annual progress reports, and quarterly financial reports to be submitted with claims for Grant. Details shall include actual expenditure to date compared with profiled expenditure and any change to estimated expenditure for the 12 month period and/or the Project as a whole, the reasons for any such changes and progress in achieving objectives/outcomes.

4.2 Revisions to targets/milestones against which progress in achieving outcomes are monitored shall be subject to the written agreement of the Scottish Ministers.

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4.6 In the event of the Grantee becoming aware of or suspecting any irregular or fraudulent activity that may have any impact on the Project or on the use of the Grant, or any part of it, the Grantee shall immediately notify the Scottish Ministers of such activity and provide such other information as the Scottish Ministers may reasonably require in relation to the impact on the Project and the use of the Grant.

4.7 The grantee shall immediately inform the Scottish Ministers of any change in its constitution, for example, but not limited to, a change in status from one type of body corporate to another.

5. Confidentiality and Data Protection

5.1 The Grantee will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Project.

5.2 Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the Scottish Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement

5.3 The Grantee shall ensure that all requirements of the Data Protection Act 1998 are fulfilled in relation to the Project.

5.4 To comply with section 31(3) of the Public Services Reform (Scotland) Act 2010, the Scottish Ministers publish an annual statement of all payments over £25,000. In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of all payments over £25,000. The Grantee should note that where a payment is made in excess of £25,000 there will be disclosure (in the form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in the both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.

6. Disposal of Assets

The Grantee shall not, without prior written consent of the Scottish Ministers, dispose of any asset funded, in part or in whole, with Grant funds during the lifetime of the asset. During that period the Scottish Ministers shall be entitled to the proceeds of the disposal – or the relevant proportion of the proceeds based on the percentage of grant funding used in connection with the acquisition or improvement of the asset against the whole

proceeds. The Scottish Ministers shall also be entitled to the relevant proportion of any proceeds resulting from any provision included as a condition of sale. Recovery by the Scottish Ministers shall not be required where the value of the asset is less than [£1,000].

7. Publicity

The Grantee shall where reasonably practicable acknowledge in all publicity material relating to the Project the contribution of the Scottish Ministers to its costs. The Scottish Ministers may require to approve the form of such acknowledgement prior to its first publication.

8. Intellectual Property Rights

8.1 All Intellectual Property Rights are hereby assigned to and shall vest in the Crown or its assignees.

8.2 The Grantee shall ensure that nothing contained in any materials produced or submitted to the Scottish Ministers by the Grantee or anyone acting on its behalf nor the reproduction of such materials, shall constitute an infringement of any third party copyright or intellectual property right and shall indemnify the Scottish Ministers against all actions, proceedings, claims and demands made by reason of any such infringement.

9. Default and Recovery etc. of Grant

9.1 The Scottish Ministers may re-assess, vary, make a deduction from, withhold, or require immediate repayment of the Grant or any part of it in the event that:

9.1.1 The Grantee commits a Default;

9.1.2 The Scottish Ministers consider that any change or departure from the purposes for which the Grant was awarded warrants an alteration in the amount of the Grant;

9.1.3 The Grantee fails to carry out the Project;

9.1.4 In the Scottish Ministers' opinion, the progress on the Project is not satisfactory; or

9.1.5 In the Scottish Ministers' opinion, the future of the Project is in jeopardy.

9.2 If, in the Scottish Ministers' opinion, the Grant or any part of it is state aid and they consider that they are required to recover such sum in order to ensure compliance with their obligations under EU law Scottish Ministers may require immediate repayment of the Grant or any part of it together with interest at such rate and on such basis as may be determined from time to time by the Commission of the European Union.

9.3 The Scottish Ministers may withhold the payment of the Grant if at any time within the duration of the Agreement:

9.3.1 The Grantee passes a resolution that it be wound up, or a court makes an order that the Grantee be wound up, in either case otherwise than for the purposes of reconstruction or amalgamation, or circumstances arise which would enable a court to make such an order or the Grantee is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;

9.3.2 Where the Grantee is an individual, if a petition is presented for the Grantee's bankruptcy or the sequestration of his estate or a criminal bankruptcy order is made against the Grantee; or the Grantee makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignation for the benefit of creditors, or if an administrator or trustee is appointed to manage his affairs; or

9.3.3 A receiver, manager, administrator or administrative receiver is appointed to the Grantee, or over all or any part of the Grantee's property, or circumstances arise which would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.

9.4 In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of clause 9.1, the Grantee shall pay the Scottish Ministers the appropriate sum within 14 days of a written demand for it being given by or on behalf of the Scottish Ministers to the Grantee. In the event that the Grantee fails to pay the sum within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of two per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand, from the date of the written demand until payment in full of both the sum and interest.

9.5 Notwithstanding the provisions of this clause 9, in the event that the Grantee is in breach of any of the Conditions, the Scottish Ministers may, provided that the breach is capable of a remedy, postpone the exercise of their rights to recover any sum from the Grantee in terms of clause 9 for such period as they see fit, and may give written notice to the Grantee requiring it to remedy the breach within such period as may be specified in the notice. In the event of the Grantee failing to remedy the breach within the period specified, the Grantee shall be bound to pay the sum to the Scottish Ministers in accordance with the foregoing provisions.

9.6 Any failure, omission or delay by the Scottish Ministers in exercising any right or remedy to which they are entitled by virtue of clauses 9.1 to 9.3 shall not be construed as a waiver of such right or remedy.

10. Assignation

The Grantee shall not be entitled to assign, sub-contract or otherwise transfer its rights or obligations under the Agreement without the prior written consent of the Scottish Ministers.

11. Termination

The Agreement may be terminated by the Scottish Ministers giving not less than three months' notice in writing from the date of the notice being sent.

12. Corrupt Gifts and Payments of Commission

The Grantee shall ensure that its employees shall not breach the terms of the Bribery Act 2010 in relation to this or any other grant. The Grantee shall ensure that adequate controls are in place to prevent bribery.

13. Continuation of Conditions

13.1 These Conditions, except for Condition 6, shall continue to apply for a period of five years after the end of the financial year in which the final instalment of the Grant was paid.

13.2 Condition 6 shall continue to apply until the end of the period referred to in that Condition.

14. Compliance with the Law

The Grantee shall ensure that in relation to the Project, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.

15. Governing Law

This contract is governed by the Law of Scotland and the parties hereby prorogate to the exclusive jurisdiction of the Scottish Courts

If you wish to accept the offer of this Grant on the whole terms and conditions as set out in the letter and annexed Schedules, you should sign and date both copies of the Grant Acceptance below and return one full copy of the offer of Grant and Schedules to electronically to Karen Grieve at Karen.Grieve@gov.scot. If you are unable to do so electronically, hard copies can be sent to Karen at the Equality Unit, 3H South, Victoria Quay, Edinburgh, EH6 6QQ. You should retain the second copy of the offer of Grant and Schedules for your own records.

Yours sincerely

[Redacted]

[Redacted], Equality Policy Team Leader

7 June 2016

GRANT ACCEPTANCE

On behalf of Engender I accept the foregoing offer of Grant by the Scottish Ministers dated 7 June 2016 on the whole terms and conditions as set out in the letter and annexed Schedules. I confirm that I hold the relevant signing authority.

Signed: *[Director/Company Secretary/Authorised Signatory]*

Print Name:

Position in Organisation of Person Signing:

Date:

Place of Signing:

Witness Signature:

Witness Name:

Address:

Date:

Place of Signing:

SCHEDULE 1

PART 1: THE PROJECT

The funding for intermediary bodies is intended to ensure that intermediary partners across all sectors work collaboratively where this will be of benefit to the organisations, communities and the Scottish Government. Intermediary bodies may be required to carry out work over 1 July 2016 – 30 June 2017 which supports Scottish Government strategic objectives, such as consultation with communities as part of the development of equality strategic approaches.

PART 2: PAYMENT OF GRANT

1. The total Grant of £157,741 shall be payable by the Scottish Ministers to the Grantee quarterly on receipt of a completed claim for Grant in the form set out in **Schedule 2** together with the associated monitoring information set out in paragraph 4.1 of the Offer of Grant.
2. The total Grant shall be payable over 1 July 2016 – 30 June 2017 in instalments as per the payment schedule table below. The Scottish Ministers shall not be bound to pay any instalment of the Grant which has not been claimed by the end of the 12 month period (1 July 2016 – 30 June 2017), unless otherwise agreed in writing by the Scottish Ministers.

	Quarterly Amount	Claim Date
Payment 1	£39,435.25	10 July 2016
Payment 2	£39,435.25	1 October 2016
Payment 3	£39,435.25	1 January 2017
Payment 4	£39,435.25	1 April 2017
Total	£157,741	

3. The Grantee shall provide a quarterly profile of expenditure of the Grant before the start of the period of funding. Any change to the profile or to the overall costs of the Project shall be notified to the Scottish Ministers at the earliest opportunity via the claims for Grant and monitoring reports.
4. Each claim shall be for an amount equal to the estimated amount of the Grant required to meet the reasonable and proper costs and expenses of the Grantee in connection with the Project until the next claim is due to be submitted.
5. Each claim shall be submitted together with such explanatory or supplementary material as the Scottish Ministers may from time to time require whether before or after submission of the claim.
6. On receipt of each claim (and any required documentation and information), the Scottish Ministers shall determine the amount of expenditure which they consider the Grantee shall reasonably and properly incur in connection with the Project having regard to that claim. The determination shall be based on the information provided by the

Grantee in accordance with this Schedule. The Scottish Ministers shall use their best endeavours (but shall be under no obligation or duty) to pay the amount determined to the Grantee within three weeks of receiving a claim and any required documentation and information relevant to the claim.

7. In order to facilitate the accrual of expenditure of the Grant for the period of funding the Grantee shall, where appropriate, advise the Scottish Ministers in writing by 31 July 2017 the amount of the Grant actually expended up to and including 30 June 2017.

SCHEDULE 2

When making a claim for payment, please only return Schedule 2 (below).

EQUALITY FUNDING 1 JULY 2016 – 30 JUNE 2017 CLAIM FORM – INTERMEDIARY BODY				
Scottish Charity Number (if applicable)				
Grant Recipient				
Address				
Post Code				
Telephone				
Email				
Name of Project				
Period of claim	April - June <input type="checkbox"/>	July-Sept <input type="checkbox"/>	Oct-Dec <input type="checkbox"/>	Jan-Mar <input type="checkbox"/>
Amount claimed this quarter				
Bank Name				
Bank Address				
Sort Code				
Account Number				
Declaration	I hereby state that this claim for payment complies will all conditions set out in the grant offer and that the information above is true and complete.			
Signature				
Name				
Designation				
Date				
Scottish Government - Payment Authorisation (SG use only)				
Date received				
Cost Centre				
Entity Code				
Account Code				
Programme Code				
Amount				
Authorised by				
Name				
Date				

Items of Expenditure

Please provide in the Excel spreadsheet of financial expenditure on which your original budget was submitted (a template for which can be found at <http://www.gov.scot/Topics/People/Equality/Funding/funding> if necessary) items of expenditure relevant to the above period. If there is an over or underspend, please provide reasons for this.

SCHEDULE 3

STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT

Intermediary work

This is to confirm that the grant claimed by Engender in relation to the above Project [during the period 1 July 2016 – 30 June 2017] was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of Engender.

Signed:

Name in block capitals:

Position:

Date:

SCHEDULE 4

DEFINITIONS

“Agreement” means the agreement constituted by the Scottish Ministers’ invitation to apply for a grant, the Grantee’s Application, these Conditions and the Grantee’s acceptance of these Conditions;

“Conditions” means these grant conditions;

“Default” means:

- (a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);
- (b) Any failure to perform or the negligent performance of any obligation under this Agreement;
- (c) Any breach of any legislation; or
- (d) Any negligence or negligent or fraudulent mis-statement or misappropriation of Grant, or any other default,

In all cases by either party, its employees, agents or representatives;

“Period of funding” means the period from 1 July 2016 until 30 June 2017;

“Grant” means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

“Grantee” means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the “Grantee” are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally;

“Intellectual Property Rights” means all rights of ownership, including all copyrights and other intellectual property rights in books, leaflets and other printed and published materials in whatever form produced as part of the Project by or on behalf of the Grantee including all reports and any such published materials stored in or made available by means of an information technology system and the computer software relating thereto and all patents, trademarks, registered designs and other rights in the nature of intellectual property;

“Project” means the purpose for which the Grant has been awarded as described in the Offer of Grant;

“Payment” means each of the payments specified in Schedule 1 hereto.



**APPLICATION FOR FUNDING FROM
THE SCOTTISH GOVERNMENT**

July 2017 – March 2020



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1.0 CONTACT INFORMATION

[Redacted]

Executive Director

Engender

Email: [Redacted]

Mobile: [Redacted]

Telephone: [Redacted]

1a Haddington Place

Edinburgh

EH7 4AE

Engender is a company limited by guarantee (SC286639) and a Scottish registered charity (SC029053).

Engender is proud to be an accredited Living Wage employer.

2.0 ENGENDER'S MISSION AND OBJECTIVES

Based in Edinburgh, Engender has worked to advance women's equality in Scotland for over twenty years.

2.1 ENGENDER'S MISSION

Engender seeks to increase women's power and influence; make visible the impact of sexism on women and on Scotland's social, economic and political development; and support people, organisations and our government to make equality a reality.

2.2 OBJECTIVES 2017-20

- To create awareness of the cause and consequence of gender inequality in Scotland and its impact on women and girls, with a particular focus on women's social and cultural inequality; women's political inequality; and women's economic inequality.
- To work with third and public sector organisations in Scotland to gender their policy and practice.
- To promote women's participation in public and political life.
- To promote the use of national and international rights and equalities instruments to effect positive change for women in Scotland.

2.3 STRATEGY 2017-20

Across all of our work in 2017-20 we will be continuing to make the case that *Gender Matters*. Having developed this theme and branding in our work over the past two years, we will continue to use it in research, policy, engagement, and advocacy. We will work by:

- Engaging women, women's organisations, and equalities organisations in our intersectional work.
- Working in partnership to influence the thinking and practice of the Scottish Parliament, policymakers, and public bodies so that they take men's and women's lived experience into account.
- Creating opportunities for sharing thinking on gender across the third sector and between the third sector, academia and policymakers in Scotland.
- Linking the local to the global via national, UK, EU and UN policy processes.
- Further developing our communications to widen our engagement and influence.

2.4 LINKS WITH PECF OUTCOMES & SCOTTISH GOVERNMENT STRATEGY

We will also be contributing to Scottish Government Promoting Equality and Cohesion Fund outcomes:

- Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed so that barriers to participation are reduced.
- Current imbalances in representation in all aspects and levels of public life, including education and employment, are addressed to better reflect our communities.

Engender's work responds to a range of strategic frameworks, including the National Performance Framework, the Scottish Government's equality outcomes, the Race Equality Framework, A Fairer Scotland for Disabled People, and the Fairer Scotland Action Plan. As a policy and advocacy organisation, we also engage substantively with ongoing gender equality policymaking and legislative processes, including the Scottish Government's consultation on the Draft Gender Representation on Public Boards (Scotland) Bill.

Where specific policy outcomes or ambitions are engaged by work within the application, we have indicated this.

3.0 CONTEXT

Engender's plan for the next three years is located in the political and policy context of Scotland. It takes account of the constitutional questions that have remained high on the agenda following the independence referendum in 2014, including Brexit. It responds to the following challenges and opportunities.

3.1 GENDER EQUALITY ON THE AGENDA

There remains considerable political focus on gender equality in Scotland. The First Minister of Scotland, along with her gender-balanced cabinet, has emphasized the importance of gender equality, and has articulated a strong commitment to realizing that equality for women and girls.

This leadership provides women's equality organisations with opportunities to engage with an unprecedented variety of policy and advocacy work, as strategies and policy frameworks increasingly include more substantive gender outcomes and ambitions. This also presents Engender, and other gender advocates, with the challenge of responding to the wide range of demands for analysis, briefings, and research that sustains a gender analysis on policy and legislation. The Programme for Government contains a number of specific gender-focused legislative and policy priorities, and Engender is committed to maximizing their ability to effect women's equality.

There is also a challenge in ensuring that, against a backdrop of constitutional uncertainty and diminishing resources, the ambitions of Scottish Government are realized. Rhetorical advances are positive, but translating them into gains for women requires focus, resource, and political will. Gendering policy is complex, and there is a vital role for Engender in lending its analysis and its knowledge to policymakers.

In addition to the conducive context for women's equality created by Scottish Government leadership, there has been a substantial shift in the volume and quality of public discourse around women's equality and rights. This has not come without backlash, currently situated in concerns around the prominence of 'identity politics', but it does create additional opportunities for Engender.

3.2 CONSTITUTIONAL UNCERTAINTY & POSSIBILITY

Scotland is entering into a period of substantial constitutional uncertainty. The UK vote to leave the European Union (shorthand as 'Brexit') has resulted in a period of unparalleled confusion, as civil society, civil servants in Scotland, and other stakeholders attempt to tease out its implications for people in Scotland. That

women and gender equality will be affected by Brexit is clear to Engender¹, but issues of equality and human rights are scarcely mentioned in the UK's Brexit White Paper².

As Scotland's representative to the European Women's Lobby, Engender is participating in as many national and international spaces as it can to ensure gender is part of the Brexit discourse.

The failure to take account of Scotland's democratically expressed wishes around Brexit has precipitated political statements that suggest a further independence referendum is likely to occur during the next 24 months. The campaign leading up to the 2014 vote drew heavily on the insight and expertise of civil society, including Engender³. Constitutional change presents both opportunities around women's equality, particularly when institutions and systems are being created and redesigned, and challenges. There is a particular challenge facing Scotland in terms of the capacity to digest all of the changes that are heading towards us as a nation, and to maximize the possibilities that shifts in power and resources will enhance the realization of women's rights, and advance women's equality.

3.3 USING SCOTLAND'S NEW & EXISTING POWERS

During the post-referendum period Engender engaged substantively with the Smith Commission and the Scotland Bill, and has worked since the Scotland Act 2016 around policy areas that have been newly or additionally devolved. These have included social security⁴, employability⁵, and gender-balancing on public sector boards⁶.

A remaining area of work, which may be overtaken by events, is the question of what the additional equalities powers in s.37 of Scotland Act 2016 may provide for. In addition to enabling Scottish Parliament legislation on gender balancing measure on public sector boards, there is some suggestion that s.37 may allow for other possibilities for equalities regulation. These require to be scoped, and we have commissioned work to look at this.

¹ <https://www.engender.org.uk/content/publications/The-EU-referendum-and-gender-equality.pdf>

² https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/589191/The_United_Kingdoms_exit_from_and_partnership_with_the_EU_Web.pdf

³ <https://www.engender.org.uk/content/publications/Gender-equality-and--Scotlands-constitutional-futures.pdf>

⁴ <https://www.engender.org.uk/content/publications/Securing-Womens-Futures---using-Scotlands-new-social-security-powers-to-close-the-gender-equality-gap.pdf>

⁵ <https://www.engender.org.uk/content/publications/Unblocking-the-Pipeline---Gender-and-Employability-in-Scotland.pdf>

⁶ <https://www.engender.org.uk/content/publications/Equal-Voice-Equal-Power---the-case-for-gender-quotas-in-Scotland.pdf>

Scottish democratic institutions are also undergoing a season of reflection. The budget process and the Scottish Parliament both are being formally reviewed, and Engender is contributing to both of these evaluations. As institutional change flows from constitutional change, we will be working to ensure that women's voices and women's equality considerations are mainstreamed.

3.4 PUBLIC SECTOR EQUALITY DUTY

The Equality and Human Rights Commission will be undertaking a review of the extent to which the public sector equality duty has enabled better equalities practice, and the delivery of equality outcomes, across the Scottish public sector. The UK Government has also planned to undertake such a review in 2017.

Engender has a keen interest in the mainstreaming possibilities of the public sector equality duty, and will work creatively with women's and equalities organisations to maximize the quality of the public sector response to it. Should there be opportunities to revise or amend the specific duties in Scotland we will participate in those processes. We plan to work with Close the Gap and Scottish Women's Aid to assess the extent to which PSED is realizing women's equality, and the extent to which the general duty combines with the Scottish specific regulations to function as an effective mainstreaming tool in Scotland.

3.5 ENGAGEMENT, PARTICIPATION AND INTERSECTIONALITY

The demand for participatory approaches and co-production remains strong. Community engagement and democratic renewal remain high on the agenda of Scottish civic society, and Engender continues to develop participatory praxis that is gendered.

This work is necessarily intersectional, and Engender is committed to continuing its work with women's, equalities, and human rights organisations to progressively realize work that reflects women's multiple and intersecting identities.

3.6 AUSTERITY AND CARE

Women's equality had not been realised before the austerity programme that was the response to the 2007 financial crisis was implemented, but austerity has undoubtedly exacerbated women's inequality.

Successive UK Government budgets have introduced cuts, and signaled 'reforms' to social security in a way that has cumulatively negatively affected women and women's equality.

There is a need for continued analysis and advocacy of gender and ‘welfare reform’, which Engender has been leading a coalition of women’s organisations around over the past three years. We continue to have limited engagement with some of the most gendered policies being applied by UK Government, including the “family cap” and its so-called “rape clause”, and substantive engage with the Scottish Government and other stakeholders around the implementation of social security powers.

There is also a need for additional analysis and advocacy around the practice of cuts. Against a backdrop of cuts, large-scale programmes such as health and social care integration, which has obvious gender impacts, are at risk of being implemented in such a way as to entrench or worsen women’s equality. Budgets for long-term care are similarly under considerable pressure.

3.7 HUMAN RIGHTS

The UK Government has trailed proposals for the repeal of the Human Rights Act and the introduction of a British Bill of Rights. Consultation around this has been delayed until after Brexit.

Engender has been very involved in several working groups for the Scottish National Action Plan for Human Rights, including the leadership panel, and anticipates being part of the future development of SNAP. We also currently have the chair of the Human Rights Consortium Scotland external advisory group.

3.8 SCOTLAND WITHIN THE UK PARLIAMENT

The political hue of Scottish MPs in the UK Parliament has increased the extent to which they are engaging with Scottish civil society.

Engender has had an increased level of engagement with the UK Parliament, which has principally taken the form of ad hoc briefing and comment on various issues before the parliament. We cannot meet all of the demands on our time and resources, and so have prioritized issues that relate to our strategic priorities. This has included the “family cap” and “rape clause” exemption that have formed part of ‘welfare reform’⁷.

⁷ <https://www.engender.org.uk/content/publications/Engender-two-child-limit-consultation-November-2016.pdf>

3.9 SHIFTS IN COMMUNICATIONS

In the last 25 years, Engender has gone from communicating with members and stakeholders through paper-based newsletters and briefings to embracing digital communications.

In the last two funding cycles we have produced short videos to explain and contextualize CEDAW and women's unpaid work, and have responded to the demand for an increased social media presence and a broader variety of styles of publication. We are currently developing a new podcast, to bring women's equality policy discussions to a new audience.

Our communications work will continue to reflect on comms trends, and to respond to them.

4.0 OUR APPROACH

Engender's plan for the next three years is one of development and growth, building on a solid foundation of a skilled staff team and our reputation from delivering robust, creative, and imaginative work. It responds to the context and the evidence of need that we and others have identified, and is also aligned with some of Scottish Government's previous equalities outcomes of:

- Women's position in the economy and in employment is improved in the long term and reflected more comprehensively in Scottish Government economic policy and strategies by 2017.
- Progress is made towards the reduction in violence against women by 2017 through a strategic and co-ordinated approach by agencies and women's organisations.
- Ministerial public appointments are more diverse reflecting broadly the general population by 2017.
- Scottish Government directorates are by 2017 more confident in and better informed on equality and diversity matters and can engage with partners and stakeholders to effect change and improvement.

We have also endeavoured to anticipate future Scottish Government equalities outcomes, based on our discussions with civil servants leading on the development of these.

Our proposals also reflect the outcomes identified for the Promoting Equalities and Cohesion Fund of:

- Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed so that barriers to participation are reduced.
- Current imbalances in representation in all aspects and levels of public life, including education and employment, are addressed to better reflect our communities.

Additionally, our work responds to a range of strategies and frameworks that Scottish Government owns and co-owns, including the National Performance Framework, the Race Equality Framework, A Fairer Scotland for Disabled People, Equally Safe, and the Fairer Scotland Action Plan. As a policy and advocacy organisation, we also engage substantively with ongoing gender equality policymaking and legislative processes, as exemplified by the Scottish Government's consultation on the Draft Gender Representation on Public Boards (Scotland) Bill.

Where specific policy outcomes or ambitions are engaged by work within the application, we have indicated this.

We are continuing to shape our approach around the key message that *Gender Matters*, and this thread will run through all of our work.

This section outlines the thinking behind our work. There is a detailed action plan in section 5.0

4.1 GENDER MATTERS FOR THE FUTURE

A key part of Engender's work is engaging with the challenge of envisioning a more equal Scotland. This imaginative work has always been rooted in specific policy domains, and has been responsive to the policy context.

In this funding period we will build on the work done to create our Gender Matters roadmap, seeking to use it as a framework within which to build a richer evidence base, to communicate that evidence base around women's equality more effectively, and sharpen our calls for action.

We will continue to develop briefing and scoping papers that explore specific policy areas in greater detail, and include detailed recommendations for action. Examples of recent such papers include our work on abortion, *Our Bodies, Our Choice*⁸, and employability, *Unblocking the Pipeline*⁹. We are currently envisaging a refresh of our constitutional futures paper¹⁰, prepared before the 2014 referendum, and scoping papers around women and media, women and the criminal justice system, and women and housing. All of these domains have previously had only sporadic and fragmented gender focus, and we have done some initial development around these as we have pulled together the gender roadmap. We will obviously be responsive during the three years to emerging issues when we select domains of work, but our current pipeline includes gender, planning, and public space; women's health inequalities; gender and transport; and gendering universal basic income.

Across the three years, we will be using our Gender Matters in Policy network, and other collaborative spaces to share and develop ideas about approaches to realizing women's equality. We will also be using elements of the roadmap in a participatory way with our members and women across Scotland in creative thinking around the path to women's equality.

⁸ <https://www.engender.org.uk/content/publications/Our-bodies-our-choice---the-case-for-a-Scottish-approach-to-abortion.pdf>

⁹ <https://www.engender.org.uk/content/publications/Unblocking-the-Pipeline---Gender-and-Employability-in-Scotland.pdf>

¹⁰ <https://www.engender.org.uk/content/publications/Gender-equality-and--Scotlands-constitutional-futures.pdf>

We will be finalizing an externally-focused roadmap publication by June 2017, but launching it at the start of the new Parliamentary term in September.

WITH EXTERNAL FUNDING

We will use membership income and other donations and funds raised from consultancy to fund awareness-raising and campaigning work under the *Gender Matters* banner.

This will include disseminating and using existing materials, like our *Marginal-Eyes* film about women and the economy, as well as continuing to produce low-cost digital materials and infographics to build an understanding with members, stakeholders, and policymakers of how gender impacts on men's and women's lives.

We aim to produce an explainer video, similar to *Marginal-Eyes*, to set out the current situation in Scotland around abortion healthcare.

SCOTTISH GOVERNMENT AND PECF OUTCOMES

This will address **current imbalances in representation** between women and men, and reduce **discrimination against people who share protected characteristics and multiple discrimination**.

Developing evidence that will enable duty bearers to act on women's equality will contribute to Scottish Government's previous equalities outcomes on **women's position in the economy, reducing violence against women**, and increasing **Scottish Government directorates' confidence on equality and diversity matters**.

Additionally, working intersectionally will contribute to a response to the Race Equality Framework outcomes around **income and poverty** (key goal 21), **housing inequalities** (key goal 30), and **justice and safety** (key goal 7).

It will also contribute to realizing Fairer Scotland for Disabled People ambitions on **housing** (actions 62-65), **violence against women and girls** (action 78), and **representation and participation** (action 93).

Our work is also likely to contribute to a number of areas of work set out in the Fairer Scotland action plan, including those on **housing** (14-17), the **Advisory Council on Women and Girls** (10), democratic **representativeness** (8), **care** (18), **justice** (24), and **child poverty** (26).

4.2 GENDER MATTERS NATIONALLY

Over the three years, our national work will be shaped around the constitutional debate, the gender equality priorities within the Programme for Government and other priorities that emerge from Scottish Government and the Scottish Parliament, and *Equally Safe*.

Using the model that we adopted for our work on social security, we will undertake gender analysis of relevant Scottish Government bills, policies, and programmes, and share this with our members and stakeholders, including policymakers, Scottish (and to a lesser extent UK) parliamentarians, and intermediary and advocacy organisations within civil society. We will look to create coalitions of women's organisations, and also organisations with domain expertise. Our advocacy paper in support of individual payments of social security, for example, had sign-ups from a wide range of anti-poverty, human rights, third sector, and housing rights organisations. The work at its core was developed by a small coalition of women's organisations.

We will engage with planned national processes and structures to increase their gender capacity and competence, including the socio-economic duty, the national Poverty and Inequality Commission, and the Advisory Council on Women and Girls.

We will continue to act as the secretariat and lead organisation for the Gender Matters in Policy network, which brings together policy offers from across the third sector to work together to produce gendered analysis that is as intersectional as possible. This network has been supplemented by a network of communications officers, internally titled the Gender Matters in Comms network. This works across the women's sector to ensure both a coherent calendar of comms, and that women's organisations are supporting, sharing, and endorsing one another's work.

We will use all of our communication channels to ensure that our work has the widest reach possible, and engage others in making the case for gender-sensitive bills, policies, and programmes. In addition to our website, microsites, social media, weekly emailer, and regular newsletter, we want to continue to host a media intern or interns (paid the Living Wage), who will work to support the continued production of a *Gender Matters* podcast. The podcast will continue to include content from members and stakeholders, and disseminate ideas, information, and analysis from across the women's sector.

WITH EXTERNAL FUNDING

Establish a women and media observatory, informed by the Scottish Government-funded policy and engagement work that Engender will do to identify the critical issues and levers around gender and media in Scotland.

SCOTTISH GOVERNMENT AND PECF OUTCOMES

This will address **current imbalances in representation** between women and men, and reduce **discrimination against people who share protected characteristics and multiple discrimination**.

Developing evidence that will enable duty bearers to act on women's equality will contribute to Scottish Government's previous equalities outcomes on **women's position in the economy, reducing violence against women**, and increasing **Scottish Government directorates' confidence on equality and diversity matters**.

Additionally, working intersectionally across a wide range of policy domains will contribute to a response to a number of Race Equality Framework outcomes. It will also contribute to a substantial number of the Fairer Scotland for Disabled People ambitions

This approach is also likely to contribute to a number of areas of work set out in the Fairer Scotland action plan, including those that are gendered such as **housing** (14-17), the **Advisory Council on Women and Girls** (10), democratic **representativeness** (8), **care** (18), **justice** (24), and **child poverty** (26).

4.3 GENDER MATTERS LOCALLY

The public sector equality duty is vitally important to realizing women's equality at local level. Building on the work that has been done around public authorities' responses to the duty by Close the Gap and Scottish Women's Aid, we will work collaboratively to take a collective view on the extent to which the duty has been implemented, and how that implementation has realized women's equality and rights.

Using the outputs of this review, we will participate in work undertaken by the EHRC, Scottish Government, and UK Government to review the efficacy of the public sector equality duty. Thereafter, we will participate in advocacy around the shape of a newly recast duty, or will move straight towards creating guidance to enable public bodies to better meet the requirement to assess the impact of policies on men and women, and to take gender-sensitive approaches. We will work with other women's organisations to deliver regional sessions to public authorities across Scotland. The

design of this will be informed by participatory research that Scottish Women's Aid has undertaken in Fife on access to housing, work done by the Scottish Women's Budget Group and participatory budgeting projects in Scotland, and Close the Gap and EHRC analysis of public sector equality duty compliance.

We will continue to work with Scottish Women's Aid and Close the Gap on the development of employability pilots for women who have survived domestic abuse. We are providing policy support to this initiative, which is working to develop a model for domestic-abuse sensitive employability practice in Scotland, demonstrate an important method of preventing violence against women, and inform our influencing work around employability as additional powers around employability are implemented in Scotland. In parallel with, and subsequent to, this work we will look to enter into partnerships that enable us to learn rich lessons about the experience of delivering programmes of gender-sensitive work in a local context. This will inform and deepen our policy analysis.

Across the three years, we will also expand our local engagement work. Politics and policy are both local, and we know that women's equality is about the stuff of everyday life. We will build on our work to support and resource communities of place and interest to learn about and campaign on issues of particular importance to them, working in partnership with women's groups that bring together women of different ethnicities, faith communities, LGBTI identities, ages, classes, and who are disabled.

WITH EXTERNAL FUNDING

Engender will scope the piloting of some work that looks at local government policy formation.

SCOTTISH GOVERNMENT AND PECF OUTCOMES

This will address **current imbalances in representation** between women and men, and reduce **discrimination against people who share protected characteristics and multiple discrimination**.

Developing evidence that will enable duty bearers to act on women's equality will contribute to Scottish Government's previous equalities outcomes on **women's position in the economy, reducing violence against women**, and increasing **Scottish Government directorates' confidence on equality and diversity matters**.

Additionally, working intersectionally on the public sector equality will contribute to a response to a wide range of Race Equality Framework outcomes, by substantively

improving mainstreaming methodologies. It will also contribute to a substantial number of the Fairer Scotland for Disabled People ambitions

This approach is also likely to contribute to a number of areas of work set out in the Fairer Scotland action plan, including those that are gendered such as **housing** (14-17), the **Advisory Council on Women and Girls** (10), democratic **representativeness** (8), **care** (18), **justice** (24), and **child poverty** (26).

4.4 GENDER MATTERS INTERNATIONALLY

Engender has been part of a number of the action groups taking forward work to deliver the Scottish National Action Plan on Human Rights (SNAP), including the leadership panel and will continue this work as SNAP flexes and evolves. This work spans spatial categories from local to international, and includes work adjacent to some of the international obligations work that Engender has delivered in Scotland.

Engender currently has the chair of the Human Rights Consortium Scotland external advisory group, and we will continue to support this network of civil society organisations as it develops and grows.

We will continue to be Scotland's representative on the UK Joint Committee on Women, which represents UK women's organisations at the European Women's Lobby, and to make the case for a four-nation approach to pan-UK work. Engender has one year left to serve as board alternate for the European Women's Lobby's board, and will sit on its board in the following two years. We will continue to lead on the UK's national reform programme work that feeds into a pan-Europe project of the EWL, sit on an expert group on feminist economics, and engage with the Lobby's keen interest in the Brexit process.

During the next two to three years we will develop a participatory process for women and women's organisations in Scotland to engage with the CEDAW shadow process. We will refresh our materials that explain and elucidate CEDAW, and will work to relate the concerns of women in Scotland to the CEDAW Committee¹¹.

SCOTTISH GOVERNMENT OUTCOMES

This will address **current imbalances in representation** between women and men, and reduce **discrimination against people who share protected characteristics and multiple discrimination**.

¹¹ In line with the funding directions of PECF we will not use any funds from Scottish Government to travel to the UN.

Developing evidence that will enable duty bearers to act on women's equality will contribute to Scottish Government's previous equalities outcomes on **women's position in the economy, reducing violence against women**, and increasing **Scottish Government directorates' confidence on equality and diversity matters**.

Additionally, working intersectionally on human rights will contribute indirectly to a wide range of Race Equality Framework outcomes, Fairer Scotland for Disabled People actions, and Fairer Scotland actions.

5.0 ACTION PLAN

A. GENDER MATTERS FOR THE FUTURE		Outcome: Engender has developed a richer evidence base for domain-specific, intersectional women’s equality policy proposals, and communicated these to policymakers and stakeholders.	
Activity		Contribution to PECF outcomes	Actions and indicators of success
A1	Mainstreaming gender into constitutional discussions.	<p>Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed.</p> <p>Current imbalances in representation in all aspects and levels of public life, including education and employment, are addressed to better reflect our communities.</p>	<ul style="list-style-type: none"> • Engender produces briefing, and lobbying and influencing approaches to ensure that gender is mainstreamed into Scottish discussions around Brexit. • Engender produces briefings, events, and otherwise acts to ensure that in the run up to a possible independence referendum is gender-balanced, and well gendered.
A2	Develop authoritative reports, in partnership with the Gender Matters in Policy Network and other coalitions, which scope specific areas of gendered policy and make proposals for action.	<p>Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed.</p> <p>Current imbalances in representation in all aspects and levels of public life, including education and employment, are addressed to better reflect our communities.</p>	<ul style="list-style-type: none"> • A series of publications are produced that contribute to the Scottish national discussion around women’s equality in specific domains including constitutional futures, woman and criminal justice, and housing (with additional topics to be scoped thereafter).

			<ul style="list-style-type: none"> • Engender makes specific recommendations for action that are considered or adopted by policymakers or in programme design and delivery. • Legislation and policymaking becomes more gender-sensitive within the domains in which Engender is working.
A3	Engage with organisations and individuals to develop specific policy work within the framework of the gender roadmap, to create understanding of our theory of change on women’s equality.	<p>Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed.</p> <p>Current imbalances in representation in all aspects and levels of public life, including education and employment, are addressed to better reflect our communities.</p>	<ul style="list-style-type: none"> • Engage with equalities organisations to share our priorities for action on gender equality and to enable them to take an intersectional approach to their work. • Engage with public authorities to share our priorities for action on gender equality, to develop their understanding of how they might act within their scope to advance women’s equality as part of their public sector equality duty compliance. • Engage with our members and women across Scotland to promote our understanding of our theory of change on women’s equality.
A4	Working with other equalities organisations, including Equality Network, Scottish Transgender Alliance, Stonewall Scotland, Inclusion Scotland, Amina,	<p>Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed.</p> <p>Current imbalances in representation in all aspects and levels of public life, including</p>	<ul style="list-style-type: none"> • Using participatory and collaborative approaches, explore key gender equality issues with Engender’s membership and supporters from intersectional perspectives.

	and CRER, develop intersectional approaches and initiatives.	education and employment, are addressed to better reflect our communities.	<ul style="list-style-type: none"> • Undertake small projects or campaigns in partnership with other equalities organisations to highlight intersectional issues and multiple discrimination.
A5	Shift the public discussion on gender	<p>People and communities are supported to participate in and engage with services and civic society; their contribution is recognised and community cohesion is increased.</p> <p>Current imbalances in representation in all aspects and levels of public life, including education and employment, are addressed to better reflect our communities.</p>	<ul style="list-style-type: none"> • Production of digital and print resources that summarise women’s and men’s different life experiences, including working with evidence in new ways. • Repeating the data collection, analysis, and publication project that is <i>Sex and Power</i>, to track shifts in women’s leadership in Scotland. • Engagement with people across Scotland via social and mainstream media, and our <i>Gender Matters</i> podcast with the key message that gender matters, and women’s equality is of benefit to Scotland • There is an increased number of women participating in public and policy spaces, and increased profile for women’s equality within the public discourse

B. GENDER MATTERS NATIONALLY

Outcome: Increasingly gender-sensitive bills, policies, and programmes are developed by national actors in Scotland, including Scottish Government.

Activity		Contribution to Scottish Government Outcomes	Actions and indicators of success
B1	Analyse gender-related bills, policies, and programmes, and advocate for gender-sensitive bills, policies, manifestos, and programmes.	<p>Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed.</p> <p>People and communities are supported to participate in and engage with services and civic society; their contribution is recognised and community cohesion is increased.</p> <p>Current imbalances in representation in all aspects and levels of public life, including education and employment, are addressed to better reflect our communities.</p>	<ul style="list-style-type: none"> • Engender produces accessible analysis of gender-related bills, policies, and programmes, and disseminates this analysis to members and stakeholders, including policymakers, elected representatives, and intermediary and advocacy organisations in the form of briefings, blog posts, podcasts, and articles across a range of platforms. We engage others in this work. • Engender advocates for clear policy asks with respect to gender-related bills, policies, and programmes, and engages others in this advocacy. • The manifestos for the 2020 elections include substantial and substantive gender equality ambitions.
B2	Develop and provide the secretariat for the Gender Matters in Policy network	<p>Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed.</p> <p>People and communities are supported to participate in and engage with services and civic society; their contribution is recognised and community cohesion is increased.</p>	<ul style="list-style-type: none"> • Engender will continue to convene a policy network for policy officers and managers working in Scotland whose policy area is gender-focused or substantially gendered. • The network will grow in number, develop and implement a work programme. • Engender's and others' gender analysis will be visible in the policy work of other organisations.

		Current imbalances in representation in all aspects and levels of public life, including education and employment, are addressed to better reflect our communities.	
B3	Chair the primary prevention workstream of <i>Equally Safe</i>	Progress is made towards the reduction in violence against women by 2020 through a strategic and co-ordinated approach by agencies and women's organisations	<ul style="list-style-type: none"> Engender has fulfilled its role as chair of the prevention working group.
B4	Provide advice and support for national organisations on gender equality and mainstreaming.	<p>Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed.</p> <p>People and communities are supported to participate in and engage with services and civic society; their contribution is recognised and community cohesion is increased.</p> <p>Current imbalances in representation in all aspects and levels of public life, including education and employment, are addressed to better reflect our communities.</p>	<ul style="list-style-type: none"> Participate in the Scottish Enterprise equality advisory group, Skills Development Scotland equality advisory group, Scottish Court & Tribunal Service equality advisory group, COPFS equality advisory group, Best Start reference group, Carers' Benefit expert evidence review group, sportscotland equality advisory group, Scottish Campaign on Welfare Reform, Scottish Working Group on Women Offenders, working groups of the Scottish National Action Plan on Human Rights, and others, providing a gendered analysis and support with equality impact assessment and mainstreaming on a demand-led basis. Engender produces analysis of the impact of participation in equality advisory groups, and of the equality advisory group model.

B5	Develop a theory of change for gender and media work.	Current imbalances in representation in all aspects and levels of public life, including education and employment, are addressed to better reflect our communities.	<ul style="list-style-type: none"> Join a partnership with University of Stirling and other stakeholders to undertaking preparatory research on women and news media. Scope and develop a proposal for an (externally funded) observatory on women and media.
B6	Support the activity of the Scottish Women's Budget Group.	<p>Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed.</p> <p>People and communities are supported to participate in and engage with services and civic society; their contribution is recognised and community cohesion is increased.</p>	<ul style="list-style-type: none"> Engender provides secretariat and developmental support to the Scottish Women's Budget Group, particularly around its non-lobbying functions. A workplan is developed and agreed for Scottish Women's Budget Group.

C. GENDER MATTERS LOCALLY

Outcome: Increasingly gender-sensitive policies and programmes are developed by public bodies in Scotland.

Activity	Contribution to Scottish Government Outcomes	Actions and indicators of success
C1 Build public bodies' capacity to respond effectively to the public sector equality duty.	Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed.	<ul style="list-style-type: none"> Work with Close the Gap and Scottish Women's Aid to produce an evaluation of the extent to which PSED has realized women's equality and rights in Scotland.

		<p>People and communities are supported to participate in and engage with services and civic society; their contribution is recognised and community cohesion is increased.</p> <p>Current imbalances in representation in all aspects and levels of public life, including education and employment, are addressed to better reflect our communities.</p>	<ul style="list-style-type: none"> • Participate in any review that EHRC, Scottish Government, and UK Government will be conducting into the efficacy or shape of the public sector equality duty. • Develop proposals for a recast duty, and/or develop guidance for public bodies on delivering gender equality in response to the public sector equality duty and equality impact assessment. • Deliver regional sessions to public bodies on gendering service delivery, adopting mainstreaming approaches, and equality impact assessment, in partnership with Close the Gap. • Work with individual public authorities to support them to deliver innovative gender equality projects, and develop these into case studies.
C2	<p>Provide policy support to the Building Equality partnership with Scottish Women's Aid and Close the Gap</p>	<p>Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed.</p> <p>People and communities are supported to participate in and engage with services and civic society; their contribution is recognised and community cohesion is increased.</p>	<ul style="list-style-type: none"> • Engage with the evidence-gathering, monitoring, and evaluation processes of Building Equality. • Use the learning from individual local Building Equality projects to inform a final paper proposing models for domestic-abuse sensitive employability approaches.

		Current imbalances in representation in all aspects and levels of public life, including education and employment, are addressed to better reflect our communities.	<ul style="list-style-type: none"> Disseminate the findings from Building Equality using the final paper, briefings to stakeholders and parliamentarians, and other advocacy tools.
C3	Develop Engender's programme of local engagement, to build capacity to tackle women's inequality, and learn about local priorities and experiences	<p>Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed.</p> <p>People and communities are supported to participate in and engage with services and civic society; their contribution is recognised and community cohesion is increased.</p> <p>Current imbalances in representation in all aspects and levels of public life, including education and employment, are addressed to better reflect our communities.</p>	<ul style="list-style-type: none"> Develop tools for women's groups and organisations that will enable them to make sexism visible, engage with public authorities on women's equality, and increase and enhance women's political participation. Engage directly with groups to communicate Engender's work and priorities, our evidence and analysis of women's inequality, and include women across Scotland in contributing to Engender's policy and advocacy work. Include women from geographic communities across Scotland in specific pieces of policy work.

D. GENDER MATTERS INTERNATIONALLY

Outcome: International gender equality and rights processes are Scotland-sensitive, and women's equality in Scotland is advanced because of this.

Activity	Contribution to Scottish Government Outcomes	Actions and indicators of success
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D1	<p>Participate in the leadership panel as well as the International Obligations, Standard of Living, and Better Culture working groups of the Scottish National Action Plan on Human Rights.</p> <p>(Or any such recast groups that are created.)</p>	<p>Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed.</p> <p>People and communities are supported to participate in and engage with services and civic society; their contribution is recognised and community cohesion is increased.</p>	<ul style="list-style-type: none"> • Engender attends meetings of the working groups, and individual action plans and activity against them is gendered. • SNAP’s refreshed contents incorporate outstanding and relevant concluding observations from previous UK CEDAW examinations, and gender-specific concluding observations relating to other international obligations.
D2	<p>Represent Scotland on the UK Joint Committee of Women, and European Women’s Lobby</p>	<p>Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed.</p>	<ul style="list-style-type: none"> • Engender leads on work on the European Semester for the UK Joint Committee on Women, the feminist economics expert group, and shares Scottish good practice with UK and EU women’s organisations. • Engender makes the case for four-nations approaches to pan-UK work. • Engender uses opportunities to gender Brexit discourses that are taking place in European feminist and civil society organisations, and European institutions.
D3	<p>Feed the views of Engender and women in Scotland into international treaty</p>	<p>Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed.</p>	<ul style="list-style-type: none"> • Using participatory methodologies, gather the views of Engender’s members and feminist women in Scotland

	<p>processes, working with Close the Gap, the EHRC, the Human Rights Consortium Scotland, and other organisations.</p>	<p>People and communities are supported to participate in and engage with services and civic society; their contribution is recognised and community cohesion is increased.</p>	<p>around their enjoyment of rights, and contribute these to the CEDAW shadow process including:</p> <ul style="list-style-type: none"> ○ Shadow reporting; ○ Pre-session working group participation; ○ Awareness-raising and dissemination of the concluding observations; and ○ Advocacy for a CEDAW action plan using the concluding observations that emerge from Committee.
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6.0 CAPTURING CHANGE AND IMPACT

We describe how we will monitor progress against the outcomes that Scottish Government has identified for this funding round.

We will be using a process called outcome harvesting to evaluate our work on an ongoing basis, with quarterly whole-team meetings to track our progress. Outcome harvesting has proven to be especially useful as an evaluation methodology in complex situations where the focus is primarily on outcomes, the programming context is complex, and it is necessary to track the changes in behaviour of social actors influenced by an intervention¹². This is a participatory and visual process that can be used for policy and non-policy outcomes. As well as with our own work, we will also be using it with women to assess their perceptions of progress against gender equality ambitions in Scotland more broadly.

We will also do work within Engender to track women's lived experiences, and to identify where positive shifts are occurring. We will work with Scottish Government officials developing and delivering the equality evidence strategy, and the Gender Index referenced in A Fairer Scotland action plan.

In addition, we will be looking at the following things underneath the PECF outcomes.

6.1 REDUCING DISCRIMINATION

We will be tracking national-level indicators of discrimination, where these exist. This includes administrative data on employment tribunals. There are significant gaps in gender-disaggregated data, and where we identify such gaps we will alert Scottish Government officials working on equality evidence, and the owner(s) of the data we believe should be gender-disaggregated.

We will capture qualitative information about public bodies that are tackling structural inequalities, and changes to policy and legislation that advances equality and reduces unintended differential impacts on women and men.

6.2 ADDRESS CURRENT IMBALANCES IN REPRESENTATION

We will be working with partners, including EHRC and Women 50:50 to gather information on:

¹² http://www.betterevaluation.org/en/plan/approach/outcome_harvesting

- Women's political participation, including 2017 council election candidacies and elected members; and
- Women's participation on public sector boards.

We will continue to produce *Sex and Power*, which is a snapshot of women's occupancy of some 3700 roles in Scottish public life and leadership.

We will also be gathering administrative and other data around women's engagement with third sector boards, and tracking the impact of our engagement with women on their participation in public life in other contexts.

We will also attempt a qualitative assessment of the impact of our discussions with political parties on changes to their internal practice and rules.

7.0 STAFFING

7.1 STAFFING ASSUMPTIONS AND RESOURCING

Engender will maintain its staffing level of 5.0 FTE

7.2 STAFFING COMPLEMENT

Executive Director	1.0 FTE
Development Manager	0.6 FTE
Policy Manager	0.6 FTE
Policy & Parliamentary Affairs Manager	1.0 FTE
Communications & Engagement Manager	0.8 FTE
Communications & Administration Assistant	1.0 FTE
TOTAL	5.0 FTE

7.3 EXPERIENCE AND SKILLS OF STAFF

Executive Director	Strategic planning, organisational management; knowledge and understanding of gender equality policy and practice; partnership working and developing relationships across a wide range of sectors, interests, and perspectives; developing and producing compliance guidance; developing and producing tools and resources for public authorities; carrying out influencing work around specific pieces of policy; participation and contribution in strategic level working and policy development groups; strategic communications and developing and delivering evidence to Scottish Parliamentary committees, and formal inquiries; staff management and delivery of HR functions; financial management; monitoring and evaluation.
Development Manager	Partnership working and developing relationships across a wide range of sectors, interests, and perspectives; awareness of intersectionality and expertise around disability; developing and producing compliance guidance; participation and contribution in strategic level working and policy development groups; staff co-ordination and delivery of HR functions; financial co-ordination; monitoring and evaluation and grant co-ordination.

Policy Manager	Knowledge and understanding of gender equality policy and practice; partnership working and developing relationships across a wide range of sectors, interests, and perspectives; awareness of policy regimes across Scotland, UK, and Europe; developing and producing policy briefings, analysis papers, and advocacy papers; carrying out influencing work around specific pieces of policy; participation and contribution in strategic level working and policy development groups; developing and delivering evidence to Scottish Parliamentary committees, and formal inquiries.
Policy & Parliamentary Affairs Manager	Knowledge and understanding of gender equality policy and practice; partnership working and developing relationships across a wide range of sectors, interests, and perspectives; awareness of policy regimes across Scotland, UK, and Europe; developing and producing policy briefings, analysis papers, and advocacy papers; carrying out influencing work around specific pieces of policy; participation and contribution in strategic level working and policy development groups; developing and delivering evidence to Scottish Parliamentary committees, and formal inquiries.
Communications and Engagement Manager	Knowledge and understanding of gender equality policy and practice; partnership working and developing relationships across a wide range of sectors, interests, and perspectives; participatory engagement methodologies; communications, including mainstream media, digital, and social media; events organisation and planning.
Communications and Administrative Assistance	Knowledge and understanding of gender equality policy and practice; participatory engagement methodologies; communications, including mainstream media, digital, and social media; events organisation and planning; finance and central office administration; diary management.

8.0 GOVERNANCE

8.1 ENGENDER'S BOARD OF TRUSTEES

Engender has twelve members of its board of trustees, which is the maximum number allowed by the constitution. Board members are elected at our annual AGM, for terms of three years. Board officers may remain in their office for a maximum of six years. Our board member election was competitive in 2015 and 2016, and we advertise widely for board members. Black and minority ethnic women and disabled women are over-represented on our board according to their proportion of the Scottish population, but we are particularly keen to increase the diversity of our board members. We circulate our calls for board members through our networks of equalities colleagues. All Engender members are eligible to stand for Engender's board, and membership is open to all self-identified women who describe themselves as feminists.

Our current board members have expertise in charities governance and leadership, feminism and women's equality, research and social policy, violence against women, migrant women, refugee and asylum seeking women, race and religious equality, women and STEM, feminist economics, public sector governance, higher and further education, human rights, employment practice, participation and engagement, campaigning and communications, and social justice. Our board members include women who are in positions of strategic leadership within their own organisations, and have substantial operational and strategic experience of managing human and financial resources.

8.2 SUPPORT FOR THE BOARD

Engender's board meets approximately every six weeks. We circulate a set of papers a week in advance that includes detailed reports on progress against Engender's workplan, financial reporting, and background papers on agenda items. In between board meetings, the Executive Director and other staff meet with the Treasurer and Convener of the board to discuss finance and operations in greater detail. Staff also meet with board members who are interested in learning more about individual pieces of work, or who are forming short-life working groups to undertake specific governance tasks.

All incoming board members attend an induction meeting, at which they are introduced to the work of the organisation and the way in which the board operates. All incoming members are also offered a 'board buddy' who they can meet and call upon for additional support around board meetings.

Engender pays expenses for board members to attend board meetings, on production of receipts and a claim form, and staff will arrange to meet any access requirements that board members have.

8.3 IMPROVING GOVERNANCE

Engender strives to improve our governance. We held a membership review of our constitution in 2014, and introduced term limits for board members and made other small changes to increase the transparency and accountability of our board.

Board members are encouraged and enabled to maintain and develop their governance skills. We held governance training for all board members in February 2016, and plan to refresh this regularly.

Board members are routinely offered the opportunity to access externally provided training on trusteeship and governance. We are working with Close the Gap, Scottish Women's Aid, and Rape Crisis Scotland to provide external annual training around feminist governance to incoming board members and all board members who would welcome a refresh of their knowledge. This will ensure that all board members can access good quality, context-specific information and knowledge, as well as build links between trustees from different feminist organisations in Scotland.

Staff members with responsibility for staffing the board regularly attend externally provided governance and regulation training to ensure that our knowledge of compliance is up to date, and we are able to provide the best advice and support to the board.

8.4 SETTING THE STRATEGIC DIRECTION

Engender's board meets annually for a strategy awayday. At this session, the board reflects on Engender's strategy and has in-depth discussions around substantive policy and governance issues.

The board agrees and monitors progress against Engender's workplan as part of its regular business-as-usual meetings.

9.0 SUSTAINABILITY

9.1 STRATEGIC SUSTAINABILITY AMBITIONS

Engender is a very small organisation given its national role and remit, and our strategic ambitions for sustainability are:

2017-19	Decrease our reliance on Scottish Government funding by increasing our income from grants and trusts that are strategically relevant to our work
2020-23	Grow the organisation in a sustainable way to enable us to work with more women and around more policy areas within Scotland.

9.2 BARRIERS TO SUSTAINABILITY

There are significant barriers to the sustainability of feminist organisations within the UK.

- Gender equality has lessened as a funding priority as funders move towards a generic equalities approach or wish to fund some of the newer, and previously chronically underfunded, equalities strands.
- Some specifically feminist funders will not fund organisations that frame prostitution as violence against women, which is Engender’s current position and the position adopted by the Scottish Government, as reflected in *Equally Safe*.
- Second tier organisations can find attracting funding particularly challenging, as funders seek to make change happen in communities.

9.3 PLANS TO INCREASE SUSTAINABILITY

Engender will take a number of steps to decreasing its reliance on Scottish Government funding over the next three years.

- Creating demand for consultancy work within the public and private sector, in accordance with the development of a consultancy strategy that we will develop in 2017-18.
- Increasing our membership, and fundraising activities. This will be linked to our communications work.
- Developing (relatively) large-scale funding bids, including partnership bids with other strategic intermediaries.

9.4 SUSTAINABILITY OF IDEAS

Although much of our work is located within specific policy contexts, we also carry out a range of work that makes visible women's inequality. Our CEDAW and *Marginal-Eyes* films are examples of work that will keep their relevance for some years, and we re-promote and re-disseminate them periodically in line with current priorities and work.

Our website contains historical briefings, toolkits, and papers, and in this way we keep our work accessible to new audiences.

9.5 ENGAGING WITH OTHER ORGANISATIONS

Critical to ensuring the sustainability of Engender's work is partnership working, and building capacity.

In the past year we have worked extensively with other organisations, including:

- Scottish Women's Aid, Rape Crisis Scotland, YWCA Scotland, Zero Tolerance, Scottish Women's Budget Group, EQUATE Scotland, Glasgow Women's Library, Abortion Rights, Women's Support Project, Women 50:50, and Close the Gap;
- National Alliance of Women's Organisations, Northern Ireland Women's European Platform, Women's Equality Network Wales, and European Women's Lobby;
- Equality Network, Stonewall; LGBTY Scotland; Scottish Transgender Alliance, CEMVO Scotland, Inclusion Scotland, One in Five; CRER; BEMIS; Scottish Refugee Council, Refugee Women's Strategy Group;
- University of Glasgow, University of Stirling, University of Edinburgh; Glasgow Caledonian University;
- A number of public bodies including Skills Development Scotland, Scottish Enterprise, Scottish Courts Service, COPFS, **sportscotland**, Police Scotland, Scottish Government;
- Criminal justice organizations including Howard League Scotland, Prison Reform Trust, Turning Point Scotland, Positive Prison?, Positive Future, Tomorrow Women's Glasgow, Scottish Working Group on Women Offending, and Shine;
- Scottish Human Rights Commission, Equality and Human Rights Commission, Amnesty Scotland; and
- Scottish Coalition on Welfare Reform, SCVO, The Poverty Alliance, the Scottish Trades Union Congress, the Irish Heritage Foundation, the Scottish Federation of Housing Associations, the Wheatley Group, Barnardo's Scotland, Oxfam Scotland, and One Parent Families Scotland.

We are committed to supporting the work of the wider equalities movement in Scotland, and in working in partnership where possible to support and influence other organisations to enhance their gender-sensitivity, and to build our own capacity to work intersectionally.

10.0 BUDGET

10.1 BUDGET HEADLINE FIGURE

Engender is applying for total three-year funding of £639,042, which represents an annual increase of £7,236.22 from our 2016-17 funding settlement.

10.2 ADDITIONAL BUDGET INFORMATION

This small increase reflects an uplift in NICs, and written advice from our landlord that they intend to increase our rent by 50% after a ten year freeze. We are currently seeking alternative property, but Engender has had very low accommodation costs for some time.

We have sought to make reductions in other headings to balance out the increase in accommodation and salary costs, as follows:

- Recruitment costs have been removed from the budget.
- Staff training and development costs have been removed.
- Publications have been reduced from £7500 to £5,500.
- Social and digital marketing has been reduced from £2,000 to £1,000.
- Rent / rates / light have increased from £12,600 to £20,500.
- Utilities has reduced from £5,500 to £3,000, which reflects actual expenditure.
- Office consumables has reduced from £3,240 to £1,000.
- IT Support / telephone has increased from £5,850 to £7,000 to reflect our actual costs over the past two years.

10.3 DETAILED BUDGET

A detailed budget is set out in the budget form requested by Scottish Government and attached to the application.

**Scottish Government
Equality Unit**

**Promoting Equality and Cohesion Fund
1 July 2017 – 31 March 2020
Application Form**

Large Grant Office Use only	
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Application Form: Promoting Equality and Cohesion Fund

Please read the Guidance Notes before completing this Word Form, together with the Excel Budget Form. Please make sure that you answer all the questions applicable. **The deadline for applications is midnight on Friday 17 March 2017.**

Section 1: Tell us about your organisation

1.1 Legal name of your organisation

Engender

1.2 Registered address for your organisation

Address 1	1a Haddington Place
Address 2	
Address 3	
Address 4	
Town	Edinburgh
County	
Postcode	EH7 4AE
Country	Scotland
Telephone	0131 558 9596
Email	info@engender.org.uk
Website Address	www.engender.org.uk

1.3 Main contact for this application

Name	[Redacted]		
Position	Executive Director		
Telephone	[Redacted]	Mobile	[Redacted]
Email	[Redacted]		

1.4 Bank account details

Name of Bank	[Redacted]
Account Name	Engender
Account No.	[Redacted]
Sort Code	[Redacted]
No. of Signatories	Four

1.5 The legal status of your organisation

Legal Status	Other, Please Describe Other Company limited by guarantee and Scottish registered charity		
Charity No.	SC029053	Company No.	SC286639
In what year was your organisation established/granted charitable status?			
Is your organisation a branch of another charity/body?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, name of parent company/body			

1.6 Is your organisation a Social Enterprise? Yes or No

1.7 Annual income

What was the income of your organisation in its last financial year? (Exclude any income for capital items such as buildings and equipment.)	£187,717
Please tick if you are a new organisation that has been operating for less than one year.	<input type="checkbox"/>

1.8 Geographical area

In which local authority area is your registered office based?	Edinburgh City
--	----------------

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

Engender is a

1.10 Who are the people involved in your organisation?

How many Board members do you have?	12
How many other volunteers are involved?	0
How many full-time staff are employed?	2
How many part-time staff are employed?	4
In the last year, how many service users have benefitted from the work of your organisation?	N/A Engender does not provide direct services.

1.11 Describe the make up of your Board of Trustees. Tell us about the skills and experience of your Board members and how you support them

This information is contained within section 8.0 Governance of the application.

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

Contained within section 4.0 of the application.

1.13 Independent Referee

Provide details of an independent referee who knows the work of your organisation and/or the subject of this application

Name	[Redacted]
Position	National Co-ordinator
Organisation	Rape Crisis Scotland
Address 1	Tara House
Address 2	46 Bath Street
Address 3	
Address 4	
Town	Glasgow
County	
Postcode	G2 1HG
Country	Scotland
Telephone	[Redacted]
Email	[Redacted]
Relationship to your organisation	Stakeholder

1.14 Where did you hear about this fund?

Scottish Government.

Section 2: Tell us about your project

Information in respect of section 2 is contained within sections 3.0, 4.0 and 5.0 of the application.

2.1 Name of project

--

2.2 Project start date (dd/mm/yyyy) Project end date (dd/mm/yyyy)

--	--

2.3 Briefly describe your proposed project using no more than 250 words

--

2.4 Please describe the need or issue that your project will address, including evidence of need

--

2.5 How do you know this project will address the need outlined in 2.4?

--

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

--

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

If your project operates on a national basis, please provide details in the box to the right.	
If your project has a local remit, please list the main local authority areas where the people who will benefit from your projects work, live or are based in the box to the right.	

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

Yes No

If yes, please provide details.

Section 3: The difference your project will make

Information in respect of section 3 is contained within sections 3.0, 4.0 and 5.0 of the application.

3.1 Promoting Equality and Cohesion Fund Outcomes

To receive funding your project should work towards at least one of the following fund outcomes and not more than three. Please select the outcome(s) 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.	<input type="checkbox"/>
2.	People covered by hate crime legislation experience lower levels of hate crime.	<input type="checkbox"/>
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.	<input type="checkbox"/>
4.	Current imbalances in representation in all aspects and levels of public life, including education and employment, are addressed to better reflect our communities.	<input type="checkbox"/>

3.2 Project outcomes and activities

Please describe the most important change or difference for the intended beneficiaries that this funding will support. (The guidance notes accompanying this form may be useful in helping to complete this section.)

Project outcome 1	
Which fund outcome(s) will this contribute to? 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	
Proposed outcome activities for outcome 1	Timescales and frequency

Project outcome 2	
Which fund outcome(s) will this contribute to? 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	
Proposed outcome activities for outcome 2	Timescales and frequency

Project outcome 3	
Which fund outcome(s) will this contribute to? 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	
Proposed outcome activities for outcome 3	Timescales and frequency

3.3 Contribution of Promoting Equality and Cohesion Fund to wider work

A. There are a number of Scottish Government publications that have a strong equality focus. If the project for which you are applying for funding is delivering against any ambitions, goals or specific actions in the following documents in relation to the protected characteristics, please select the relevant document(s). Detail of the work you are taking forward should be provided in the text box, linked to the specific actions in the relevant Scottish Government publication:

Race Equality Framework	<input type="checkbox"/>
A Fairer Scotland for Disabled People	<input type="checkbox"/>
New Scots: Integrating Refugees in Scotland's Communities	<input type="checkbox"/>
Fairer Scotland Action Plan	<input type="checkbox"/>
Scotland's Labour Market Strategy	<input type="checkbox"/>

Detail of the way in which the work of the project contribute to the ambition, goal or specific actions in the Scottish Government publication(s) indicated above:

A.

B. It should also be noted that there are some consultations and an independent review that are either live or impending which may impact on future equality work in this funding period. If the outcome of any of the following are of relevance to your proposed project, please select the consultation(s)/review below for which this is the case.

Scottish Government consultation on the Draft Gender Representation on Public Boards (Scotland) Bill (consultation period: 5 January – 17 March 2017)	<input type="checkbox"/>
Forthcoming Scottish Government consultation on the first British Sign Language (BSL) National Plan (1 March – 31 May 2017)	<input type="checkbox"/>
Forthcoming Scottish Government consultation on the reform of Gender Recognition legislation (summer 2017)	<input type="checkbox"/>
Any engagement with Lord Bracadale's independent review of the existing laws around hate crime offences in Scotland (30 January 2017 – January 2018 approximately)	<input type="checkbox"/>

Please provide a brief overview of the work of the proposed project in relation to the relevant consultation or review indicated above:

B.

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 (see the criteria for this fund for more information).

3.5 How will you know you are making a difference (e.g. what information/ feedback do you collect and how do you record it)?

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

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

3.8 How will your organisation work in partnership with other public, private and third sector organisations to achieve greater outcomes?

Section 5: Budget

Please complete the separate Excel Budget Form accompanying this application form.

5.1 What is the total amount you are requesting from this grant fund?

£639,042

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

This information is contained within the application in section 10.0.

5.3 If this application is part of a bigger project, and supported by other funders, please provide details below (see guidance notes)

List Funder(s)	Amount requested	Amount secured	Expected date of outcome for unsecured funding

5.4 If you are currently receiving funding from another Scottish Government fund then please complete the following table

Name of fund	Amount received	Department (Education, Health, etc)	Contact name in the Scottish Government	50 word summary of the project

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

This information is contained within section 9.0 of the application.

5.6 How will your project outcomes be sustained when the funding for this project ends?

This information is contained within section 9.0 of the application.

5.7 Is the organisation an Accredited Living Wage Employer?

Yes No

Does the organisation pay all staff employed using Scottish Government funding the Living Wage or above? If the organisation does not do so currently but is working towards this, please provide an indication of this plan here.

Yes.

5.8 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 and in the procurement guidance on fair work practices.

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	<input type="checkbox"/>
Clear managerial responsibility to nurture talent and help individuals fulfil their potential including, for example, a strong commitment to Modern Apprenticeships and the development of Scotland's young workforce	<input checked="" type="checkbox"/>
Promoting equality of opportunity and developing a workforce which reflects the population of Scotland in terms of the protected characteristics (age, disability, gender, gender identity, religion or belief, race, and sexual orientation)	<input type="checkbox"/>
Support for learning and development	<input checked="" type="checkbox"/>
Stability of employment and hours of work, and avoiding exploitative employment practices including, for example, no inappropriate use of zero-hours contracts	<input checked="" type="checkbox"/>
Flexible working (including, for example, practices such as flexi-time and career breaks) and support for family friendly working and wider work life balance	<input checked="" type="checkbox"/>
Support progressive workforce engagement, for example, Trade Union recognition and representation where possible, otherwise alternative arrangements to give staff an effective voice	<input checked="" type="checkbox"/>

Section 6: Beneficiary Monitoring

You should only provide answers to sections that most apply to your target beneficiaries.

6.1 Will your project mainly benefit people from a particular ethnic background?

Yes No

If yes, which ethnic group(s) or background?

A White

- Scottish
- Other British
- Irish
- Gypsy /Traveller
- Polish
- Other white ethnic group, please specify

B Mixed or Multiple Ethnic Group

- Any mixed or multiple ethnic groups, please specify

C Asian, Asian Scottish or Asian British

- Pakistani, Pakistani Scottish or Pakistani British
- Indian, Indian Scottish or Indian British
- Bangladeshi, Bangladeshi Scottish or Bangladeshi British
- Chinese, Chinese Scottish or Chinese British
- Other, please specify

D African

- African, African Scottish or African British
- Other, please specify

E Caribbean or Black

- Caribbean, Caribbean Scottish or Caribbean British
- Black, Black Scottish or Black British
- Other, please specify

F Other ethnic group

- Arab, Arab Scottish, or Arab British
- Other, please specify

6.2 Will your project mainly benefit people from a particular age group?

Yes No

If yes, which age group? (Please select up to two)

- 0-24 years 25-64 years 65+ years

6.3 Will your project mainly benefit disabled people?

We use the definition from the Equality Act 2010, which defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on their ability to carry out normal day to day activity. It should be noted that the Scottish Government recognises British Sign Language (BSL) as a language in its own right, and although many BSL users do not consider themselves disabled, they are covered by the Equality Act 2010. Projects working to progress equality for BSL users can, therefore, apply to this funding stream if the project will benefit BSL users.

- Yes No

6.4 Will your project mainly benefit people of a particular gender?

- Yes No

If yes, which? (Please tick all that apply).

- Men (including trans men)
 Women (including trans women)
 Other (e.g. non-binary people)

6.5 Will your project mainly benefit people who identify as transgender?

- Yes No

6.6 Will your project mainly benefit people who are lesbian, gay or bisexual?

- Yes No

6.7 Will your project mainly benefit people of a particular religion or belief?

- Yes No

If yes, which specific religion or belief?

- | | |
|---|--|
| <input type="checkbox"/> Church of Scotland | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Roman Catholic | <input type="checkbox"/> Hindu |
| <input type="checkbox"/> Other Christian | <input type="checkbox"/> Pagan |
| <input type="checkbox"/> Muslim | <input type="checkbox"/> Humanist |
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Other, please specify |
| <input type="checkbox"/> Sikh | |

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

Yes No

If yes, please state which protected characteristics and provide a brief description of this work.

Information around Engender's intersectional practice is included within our application.

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

Information around Engender's intersectional practice is included within our application.

Section 7: Declaration

I apply, on behalf of the organisation named above, for a grant as proposed in this application in respect of expenditure to be incurred over the proposed funding period on the activities described.

Signatory one (see Guidance)

This must be the primary contact named in the first part of the application. I, please enter name confirm that I am authorised to submit this application and that the information given in this form is true and accurate. My organisation authorises Scottish Government/ Voluntary Action Fund to hold any information supplied about this application in its electronic or manual records and that the information supplied can be used for the purposes of assessment; publicity or promotion of any award; or passed on to other external third parties without the need for further consent to be obtained.

I understand that you may contact me during the assessment process and I confirm that I am authorised by the organisation for this purpose and that you may rely on any further information supplied to you by me.

Name	Position
[Redacted]	Executive Director
Date	Signature
17 March 2017	[Redacted]

Signatory two (see Guidance)

I confirm that this application and the proposed project within it have been authorised by the board members or other governing body.

Name	Position
[Redacted]	Board Convener
Address including postcode	
1a Haddington Place, Edinburgh, EH7 4AE	
Phone number (or text phone)	[Redacted]
Mobile number	N/A
Email	[Redacted]
Date	Signature
17 March 2017	[Redacted]

Section 8: Submitting your application

This form should be emailed to pecfapplications@vaf.org.uk with your organisation's name in the subject line of the email. Please save this Word form and your separate Excel budget form with your organisation's name and project name (if different) as the file titles. Attach the documents requested in the check list. For enquiries call **[Redacted]** or email pecfenquiries@vaf.org.uk The mailbox has an automated response acknowledging the receipt of your application. Please contact **[Redacted]** if you do not receive an automated response.

Check List:

Have you completed all the questions on the Application Form?	<input type="checkbox"/> x
Have you completed and attached your Excel Budget Form spreadsheet?	<input type="checkbox"/> x
Have you enclosed/attached the following documents? <ul style="list-style-type: none">• A copy of your Memorandum and Articles or Constitution, signed and dated.• Most recent independently examined or audited accounts, or verified statement of income and expenditure (if a new organisation, most recent bank statement).• A copy of your Equality and Diversity Policy.• A copy of your Child Protection/Vulnerable Adult Policy if your project involves working with children, young people or vulnerable adults.	<input type="checkbox"/> x <input type="checkbox"/> <input type="checkbox"/> x <input type="checkbox"/>

The Voluntary Action Fund receives funding from the Scottish Government
Scottish Charity number SC035037
Company Number SC261186

T: [Redacted]
E: [Redacted]

[Redacted]
Engender
10 Old Tolbooth Wynd
EDINBURGH
EH8 8EQ

2 June 2020

Dear [Redacted],

OFFER OF GRANT – EQUALITY BUDGET FUNDING: 1 JULY 2020 – 30 SEPTEMBER 2021

The Scottish Ministers in exercise of their powers under Section 10 of the Social Work (Scotland) Act 1968 hereby offer to give to Engender (“the Grantee”) a grant of up to £365,451.65. This will be payable over 1 July 2020 – 30 September 2021, in connection with intermediary work, which is more particularly described in Part 1 of Schedule 1 (“the Project”), and / or support the government and communities in responding to Covid-19, as required, and subject to the following terms and conditions.

1. Definitions and Interpretation

1.1 In these Conditions, the words and expressions set out in **Schedule 4** shall have the meanings ascribed to them in that Schedule.

1.2 In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.

1.3 The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.

1.4 Except as otherwise provided in these Conditions, any reference to a clause, paragraph, sub-paragraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions. The schedules are intended to be contractual in nature. They form part of the Agreement and should be construed accordingly.

1.5 This Agreement shall not be varied except by an instrument in writing signed by both parties.

2. Purposes of the Grant

2.1 The Grant is made to enable the Grantee to carry out the Project.

2.2 The Grant shall only be used for the purposes of the Project, or to support the government and communities in responding to Covid-19, as required, and for no other purpose whatsoever.

2.3 No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.

2.4 The expected outcomes of the Grant are:

- A reduction in discrimination against people who share protected characteristics
- Reduced levels of hate crime
- Increased community participation, engagement and community cohesion
- Addressing imbalances in representation in all aspects and levels of public life

2.5 The original targets/milestones for funding over the specified period are set out in your application (below). When returning your signed grant acceptance letter, please provide a revised business plan for 1 July 2020 – 30 September 2021 against which progress in achieving expected outcomes shall be monitored.



2.6 The eligible costs for which the Grant can be claimed are:

- staff salaries and associated costs
- direct project costs

2.7 The eligible costs exclude:

- reclaimable Value Added Tax
- redundancy payments
- capital expenditure, including the purchasing of property
- dissemination of funds to other recipients.

3. Payment of Grant

3.1 The Grant shall be paid by the Scottish Ministers to the Grantee in accordance with the terms of **Schedule 1** attached.

3.2 In addition to the progress and financial reports to be submitted in relation to the funded project, the Grantee shall within four weeks of the end of the funded period in which the Grant has been paid submit to the Scottish Ministers a statement of compliance with the Conditions of the Grant using the form of words provided in **Schedule 3**. The statement shall be signed by the Grantee's Director/CEO/authorised signatory.

3.3 In the event that the amount of the Grant paid by the Scottish Ministers to the Grantee at any point in time is found to exceed the amount of the expenses reasonably and properly incurred by the Grantee in connection with the Project, the Grantee shall repay to the Scottish Ministers the amount of such excess within 14 days of receiving a written demand for it from or on behalf of the Scottish Ministers. In the event that the Grantee fails to pay such amount within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of two per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest.

3.4 The Scottish Ministers shall not be bound to pay to the Grantee, and the Grantee shall have no claim against the Scottish Ministers in respect of, **any instalment of the Grant which has not been claimed by the Grantee by 30 September 2021 as set out in Schedule 1**, unless otherwise agreed in writing by the Scottish Ministers.

4. Inspection and Information

4.1 The Grantee shall keep the Scottish Ministers fully informed of the progress of the Project in the form of bi-annual progress reports, and quarterly financial reports to be submitted with claims for Grant. Details shall include actual expenditure to date compared with profiled expenditure and any change to estimated expenditure for the 12 month period and/or the Project as a whole, the reasons for any such changes and progress in achieving objectives/outcomes.

4.2 Revisions to targets/milestones against which progress in achieving outcomes are monitored shall be subject to the written agreement of the Scottish Ministers.

4.3 The Grantee shall, on completion of the Project, submit a report to the Scottish Ministers summarising the outcomes and performance of the Project. Such a report shall include such statistical and other information relating to the impact of the Project as shall be required by the Scottish Ministers.

4.4 The Grantee shall also provide any other information that the Scottish Ministers may reasonably require to satisfy themselves that the Project is consistent with the Agreement. The Grantee shall provide the Scottish Ministers with prompt access to any information they reasonably require to ensure compliance with these Conditions.

4.5 The Grantee shall keep and maintain for a period of six years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by the Scottish Ministers by way of the Grant. The Grantee shall afford the Scottish Ministers, their representatives, the Auditor General for Scotland and their representatives and such other persons as the Scottish Ministers may reasonably specify from time to time, such access to those records and books of account

as may be required by them at any reasonable time in response to a written request for such access from the person seeking it. The Grantee shall provide such reasonable assistance and explanation as the person carrying out the inspection may from time to time require.

4.6 The Grantee must have robust safeguarding policies in place to protect vulnerable groups. The Grantee must also have in place clear processes which must be followed if it becomes aware of specific incidents, including referral to the relevant authorities where necessary. Where the Grantee is working directly through a partner organisation, the Grantee is required to have undertaken due diligence in relation to safeguarding arrangements, including obtaining evidence of satisfactory safeguarding policies and / or procedures by the Grantee's partner organisation. The Grantee must report all and any cases of suspected abuse or malpractice relating to anyone involved in delivery of the Project or any beneficiary of the Project to Scottish Ministers and the relevant authorities immediately. The Grantee must, upon request from Scottish Ministers, provide copies of the safeguarding policies and procedures referred to in this clause.

4.7 In the event of the Grantee becoming aware of or suspecting:

- any irregular or fraudulent activity in relation to the Grant or Project, or any part of either of them; and/or
- any safeguarding incident by or in respect of any person involved in the Project,

the Grantee shall immediately notify the Scottish Ministers of such activity or incident and provide such other information as the Scottish Ministers may reasonably require in relation to the impact on the Project and the use of the Grant. In so notifying Scottish Ministers, the Grantee must also confirm that such irregular or fraudulent activity or safeguarding incident has been referred to the relevant regulatory or other authorities as appropriate, in line with any statutory duty and otherwise in line with any guidance issued from time to time on Notifiable Events by either the Office of the Scottish Charity Regulatory (OSCR) or as appropriate the Charity Commission for England and Wales. For the avoidance of doubt, in this agreement, a "safeguarding incident" includes any incident of abuse or mistreatment of any vulnerable person.

4.8 The grantee shall immediately inform the Scottish Ministers of any change in its constitution, for example, but not limited to, a change in status from one type of body corporate to another.

5. Confidentiality and Data Protection

5.1 The Grantee will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Project.

5.2 Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the Scottish Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure.

Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement

5.3 The Grantee shall ensure that all requirements of Data Protection Laws are fulfilled in relation to the Project.

5.4 To comply with section 31(3) of the Public Services Reform (Scotland) Act 2010, the Scottish Ministers publish an annual statement of all payments over £25,000. In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of all payments over £25,000. The Grantee should note that where a payment is made in excess of £25,000 there will be disclosure (in the form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in the both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.

6. Disposal of Assets

The Grantee shall not, without prior written consent of the Scottish Ministers, dispose of any asset funded, in part or in whole, with Grant funds during the lifetime of the asset. During that period the Scottish Ministers shall be entitled to the proceeds of the disposal – or the relevant proportion of the proceeds based on the percentage of grant funding used in connection with the acquisition or improvement of the asset against the whole proceeds. The Scottish Ministers shall also be entitled to the relevant proportion of any proceeds resulting from any provision included as a condition of sale. Recovery by the Scottish Ministers shall not be required where the value of the asset is less than £1,000.

7. Publicity

The Grantee shall where reasonably practicable acknowledge in all publicity material relating to the Project the contribution of the Scottish Ministers to its costs. The Scottish Ministers may require to approve the form of such acknowledgement prior to its first publication.

8. Intellectual Property Rights

8.1 All Intellectual Property Rights are hereby assigned to and shall vest in the Crown or its assignees.

8.2 The Grantee shall ensure that nothing contained in any materials produced or submitted to the Scottish Ministers by the Grantee or anyone acting on its behalf nor the reproduction of such materials, shall constitute an infringement of any third party copyright or intellectual property right and shall indemnify the Scottish Ministers against all actions, proceedings, claims and demands made by reason of any such infringement.

9. Default and Recovery etc. of Grant

9.1 The Scottish Ministers may re-assess, vary, make a deduction from, withhold, or require immediate repayment of the Grant or any part of it in the event that:

9.1.1 The Grantee commits a Default;

9.1.2 The Scottish Ministers consider that any change or departure from the purposes for which the Grant was awarded warrants an alteration in the amount of the Grant;

9.1.3 The Grantee fails to carry out the Project;

9.1.4 In the Scottish Ministers' opinion, the progress on the Project is not satisfactory; or

9.1.5 In the Scottish Ministers' opinion, the future of the Project is in jeopardy.

9.2 If, in the Scottish Ministers' opinion, the Grant or any part of it is state aid and they consider that they are required to recover such sum in order to ensure compliance with their obligations, Scottish Ministers may require immediate repayment of the Grant or any part of it together with interest at such rate and on such basis as may be determined from time to time in accordance with law.

9.3 The Scottish Ministers may withhold the payment of the Grant if at any time within the duration of the Agreement:

9.3.1 The Grantee passes a resolution that it be wound up, or a court makes an order that the Grantee be wound up, in either case otherwise than for the purposes of reconstruction or amalgamation, or circumstances arise which would enable a court to make such an order or the Grantee is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;

9.3.2 Where the Grantee is an individual, if a petition is presented for the Grantee's bankruptcy or the sequestration of his estate or a criminal bankruptcy order is made against the Grantee; or the Grantee makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignment for the benefit of creditors, or if an administrator or trustee is appointed to manage his affairs; or

9.3.3 A receiver, manager, administrator or administrative receiver is appointed to the Grantee, or over all or any part of the Grantee's property, or circumstances arise which would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.

9.4 In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of clause 9.1, the Grantee shall pay the Scottish Ministers the appropriate sum within 14 days of a written demand for it being given by or on behalf of

the Scottish Ministers to the Grantee. In the event that the Grantee fails to pay the sum within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of two per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand, from the date of the written demand until payment in full of both the sum and interest.

9.5 Notwithstanding the provisions of this clause 9, in the event that the Grantee is in breach of any of the Conditions, the Scottish Ministers may, provided that the breach is capable of a remedy, postpone the exercise of their rights to recover any sum from the Grantee in terms of clause 9 for such period as they see fit, and may give written notice to the Grantee requiring it to remedy the breach within such period as may be specified in the notice. In the event of the Grantee failing to remedy the breach within the period specified, the Grantee shall be bound to pay the sum to the Scottish Ministers in accordance with the foregoing provisions.

9.6 Any failure, omission or delay by the Scottish Ministers in exercising any right or remedy to which they are entitled by virtue of clauses 9.1 to 9.3 shall not be construed as a waiver of such right or remedy.

10. Assignment

The Grantee shall not be entitled to assign, sub-contract or otherwise transfer its rights or obligations under the Agreement without the prior written consent of the Scottish Ministers.

11. Termination

The Agreement may be terminated by the Scottish Ministers giving not less than three months' notice in writing from the date of the notice being sent.

12. Corrupt Gifts and Payments of Commission

The Grantee shall ensure that its employees shall not breach the terms of the Bribery Act 2010 in relation to this or any other grant. The Grantee shall ensure that adequate controls are in place to prevent bribery.

13. Continuation of Conditions

13.1 These Conditions, except for Condition 6, shall continue to apply for a period of five years after the end of the financial year in which the final instalment of the Grant was paid.

13.2 Condition 6 shall continue to apply until the end of the period referred to in that Condition.

14. Compliance with the Law

The Grantee shall ensure that in relation to the Project, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.

15. Governing Law

This contract is governed by the Law of Scotland and the parties hereby prorogate to the exclusive jurisdiction of the Scottish Courts.

If you wish to accept the offer of this Grant on the whole terms and conditions as set out in the letter and annexed Schedules, you should sign and date both copies of the Grant Acceptance below and return one full copy of the offer of Grant and Schedules electronically to EqualityBudgetFunding@gov.scot. If the person accepting the grant and the witness are unable to sign the grant acceptance letter electronically, an email trail that makes clear this offer has been accepted by both parties before being sent onto me will suffice. You should retain the second copy of the offer of Grant and Schedules for your own records.

Yours sincerely
[Redacted]

[Redacted], Joint Head of Equality Unit

GRANT ACCEPTANCE

On behalf of Engender I accept the foregoing offer of Grant by the Scottish Ministers dated 2 June 2020 on the whole terms and conditions as set out in the letter and annexed Schedules. I confirm that I hold the relevant signing authority.

Signed: *[Director/Company Secretary/Authorised Signatory]*

Print Name:

Position in Organisation of Person Signing:

Date:

Place of Signing:

Witness Signature:

Witness Name:

Address:

Date:

Place of Signing:

SCHEDULE 1

PART 1: THE PROJECT

The funding for intermediary bodies is intended to ensure that intermediary partners across all sectors work collaboratively where this will be of benefit to the organisations, communities and the Scottish Government. Intermediary bodies may be required to carry out work over the funding period which supports Scottish Government strategic objectives, such as consultation with communities as part of the development of equality strategic approaches and or support the government and communities in responding to COVID-19, as required.

PART 2: PAYMENT OF GRANT

1. The total Grant of £365,451.65 shall be payable by the Scottish Ministers to the Grantee quarterly on receipt of a completed claim for Grant in the form set out in **Schedule 2** together with the associated monitoring information set out in paragraph 4.1 of the Offer of Grant.
2. The total Grant shall be payable over 1 July 2020 – 30 September 2021 in instalments as per the payment schedule table below. The Scottish Ministers shall not be bound to pay any instalment of the Grant which has not been claimed by the end of the 15 month period (1 July 2020 – 30 September 2021), unless otherwise agreed in writing by the Scottish Ministers.

	Quarterly Amount	Claim Date
Payment 1	£73,090.33	1 July 2020
Payment 2	£73,090.33	1 October 2020
Payment 3	£73,090.33	1 January 2021
Payment 4	£73,090.33	1 April 2021
Payment 5	£73,090.33	1 July 2021
Total	£365,451.65	

3. The Grantee shall provide a quarterly profile of expenditure of the Grant before the start of the period of funding. Any change to the profile or to the overall costs of the Project shall be notified to the Scottish Ministers at the earliest opportunity via the claims for Grant and monitoring reports.
4. Each claim shall be for an amount equal to the estimated amount of the Grant required to meet the reasonable and proper costs and expenses of the Grantee in connection with the Project until the next claim is due to be submitted.
5. Each claim shall be submitted together with such explanatory or supplementary material as the Scottish Ministers may from time to time require whether before or after submission of the claim.
6. On receipt of each claim (and any required documentation and information), the Scottish Ministers shall determine the amount of expenditure which they consider the Grantee shall reasonably and properly incur in connection with the Project having regard

to that claim. The determination shall be based on the information provided by the Grantee in accordance with this Schedule. The Scottish Ministers shall use their best endeavours (but shall be under no obligation or duty) to pay the amount determined to the Grantee within three weeks of receiving a claim and any required documentation and information relevant to the claim.

7. In order to facilitate the accrual of expenditure of the Grant for the period of funding the Grantee shall, where appropriate, advise the Scottish Ministers in writing by 31 October 2021 the amount of the Grant actually expended up to and including 30 September 2021.

SCHEDULE 2

When making a claim for payment, please only return Schedule 2 (below).

EQUALITY FUNDING 1 JULY 2020 – 30 SEPTEMBER 2021 CLAIM FORM					
Scottish Charity Number (if applicable)					
Grant Recipient					
Address					
Post Code					
Telephone					
Email					
Name of Project					
Period of claim	July-Sept 20 (Q1) <input type="checkbox"/>	Oct-Dec (Q2) <input type="checkbox"/>	Jan-Mar (Q3) <input type="checkbox"/>	April-June (Q4) <input type="checkbox"/>	July – Sept 21 (Q5) <input type="checkbox"/>
Amount claimed this quarter					
Bank Name					
Bank Address					
Sort Code					
Account Number					
Declaration	I hereby state that this claim for payment complies with all conditions set out in the grant offer and that the information above is true and complete.				
Signature					
Name					
Designation					
Date					
Scottish Government - Payment Authorisation (SG use only)					
Date received					
Cost Centre					
Entity Code					
Account Code					
Programme Code					
Amount					
Authorised by					
Name					
Date					

Items of Expenditure

Please provide in the Excel spreadsheet of financial expenditure on which your original budget was submitted (a template for which can be found at <https://www.gov.scot/publications/equality-funding-2017-to-2020-process-for-recipients/> if necessary) items of expenditure relevant to the above period. If there is an over or underspend, please provide reasons for this.

SCHEDULE 3

STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT

Engender – Intermediary

This is to confirm that the grant claimed by Engender in relation to the above Project [during the period 1 July 2020 – 30 September 2021] was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of Engender.

Signed:

Name in block capitals:

Position:

Date:

SCHEDULE 4

DEFINITIONS

“Agreement” means the agreement constituted by the Scottish Ministers’ invitation to apply for a grant, the Grantee’s Application, these Conditions and the Grantee’s acceptance of these Conditions;

“Conditions” means these grant conditions;

“Data Protection Laws” means any law, statute, subordinate legislation, regulation, order, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body including the Data Protection Act 1998, the Data Protection Act 2018 and any statutory modification or re-enactment thereof and the GDPR.

“Default” means:

- (a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);
- (b) Any failure to perform or the negligent performance of any obligation under this Agreement;
- (c) Any breach of any legislation; or
- (d) Any negligence or negligent or fraudulent mis-statement or misappropriation of Grant, or any other default,

In all cases by either party, its employees, agents or representatives;

“Period of funding” means the period from 1 July one year until 30 September the following year;

“Grant” means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

“Grantee” means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the “Grantee” are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally;

“Intellectual Property Rights” means all rights of ownership, including all copyrights and other intellectual property rights in books, leaflets and other printed and published materials in whatever form produced as part of the Project by or on behalf of the Grantee including all reports and any such published materials stored in or made available by means of an information technology system and the computer software relating thereto and all patents, trademarks, registered designs and other rights in the nature of intellectual property;

“Project” means the purpose for which the Grant has been awarded as described in the Offer of Grant;

“Payment” means each of the payments specified in Schedule 1 hereto.

T: [Redacted]
E: [Redacted]

F: [Redacted]

[Redacted]
Engender
1a Haddington Place
Edinburgh
EH7 4AE



2 March 2016

Dear [Redacted],

OFFER OF GRANT – EQUALITY BUDGET 2016-17 – INTERMEDIARY BODY

The Scottish Ministers in exercise of their powers under Section 10 of the Social Work (Scotland) Act 1968 hereby offer to give to Engender (“the Grantee”) a grant of up to £39,435.25 payable over the financial year 2016-17, in connection with the intermediary work of the organisation which is more particularly described in Part 1 of Schedule 1 (“the Project”) and subject to the following terms and conditions.

1. Definitions and Interpretation

1.1 In these Conditions, the words and expressions set out in **Schedule 4** shall have the meanings ascribed to them in that Schedule.

1.2 In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.

1.3 The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.

1.4 Except as otherwise provided in these Conditions, any reference to a clause, paragraph, sub-paragraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions.

2. Purposes of the Grant

2.1 The Grant is made to enable the Grantee to carry out the Project.

2.2 The Grant shall only be used for the purposes of the Project and for no other purpose whatsoever.

2.3 No part of the grant may be used to make redundancy payments to employees.

2.4 No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.

2.5 The main objectives/expected outcomes of the Grant are:

- Driving change/supporting innovation
- Promoting connectivity
- Improving outcomes for communities/building social capital
- Prevention

2.6 The targets/milestones against which progress in achieving objectives/expected outcomes shall be monitored are as set out in your application (below) for funding under the Equality Budget 2016-17.



Engender - 2016-17
Work Plan Template -

2.7 The eligible costs for which the Grant can be claimed are:

- staff salaries and associated costs
- direct project costs

2.8 The eligible costs exclude:

- reclaimable Value Added Tax
- capital expenditure, including the purchasing of property
- dissemination of funds to other recipients.

3. Payment of Grant

3.1 The Grant shall be paid by the Scottish Ministers to the Grantee in accordance with the terms of **Schedule 1** attached.

3.2 In addition to the progress and financial reports to be submitted in relation to the funded project, the Grantee shall within 4 weeks of the end of the financial year in respect of which the Grant has been paid submit to the Scottish Ministers a statement of compliance with the Conditions of the Grant using the form of words provided in **Schedule 3**. The statement shall be signed by the Grantee's Director/CEO/authorised signatory.

3.3 In the event that the amount of the Grant paid by the Scottish Ministers to the Grantee at any point in time is found to exceed the amount of the expenses reasonably and properly incurred by the Grantee in connection with the Project, the Grantee shall repay to the Scottish Ministers the amount of such excess within 14 days of receiving a

written demand for it from or on behalf of the Scottish Ministers. In the event that the Grantee fails to pay such amount within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest.

3.4 The Scottish Ministers shall not be bound to pay to the Grantee, and the Grantee shall have no claim against the Scottish Ministers in respect of, **any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year as set out in Schedule 1**, unless otherwise agreed in writing by the Scottish Ministers.

4. Inspection and Information

4.1 The Grantee shall keep the Scottish Ministers fully informed of the progress of the Project in the form of bi-annual progress reports, and quarterly financial reports to be submitted with claims for Grant. Details shall include actual expenditure to date compared with profiled expenditure and any change to estimated expenditure for the financial year and/or the Project as a whole, the reasons for any such changes and progress in achieving objectives/outcomes.

4.2 Revisions to targets/milestones against which progress in achieving objectives/outcomes are monitored shall be subject to the written agreement of the Scottish Ministers.

4.3 The Grantee shall, on completion of the Project, submit a report to the Scottish Ministers summarising the outcomes and performance of the Project. Such a report shall include such statistical and other information relating to the impact of the Project as shall be required by the Scottish Ministers.

4.4 The Grantee shall also provide any other information that the Scottish Ministers may reasonably require to satisfy themselves that the Project is consistent with the Agreement. The Grantee shall provide the Scottish Ministers with prompt access to any information they reasonably require to ensure compliance with these Conditions.

4.5 The Grantee shall keep and maintain for a period of six years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by the Scottish Ministers by way of the Grant. The Grantee shall afford the Scottish Ministers, their representatives, the Auditor General for Scotland, her/his representatives and such other persons as the Scottish Ministers may reasonably specify from time to time, such access to those records and books of account as may be required by them at any reasonable time in response to a written request for such access from the person seeking it. The Grantee shall provide such reasonable assistance and explanation as the person carrying out the inspection may from time to time require.

4.6 In the event of the Grantee becoming aware of or suspecting any irregular or fraudulent activity that may have any impact on the Project or on the use of the Grant, or any part of it, the Grantee shall immediately notify the Scottish Ministers of such activity

and provide such other information as the Scottish Ministers may reasonably require in relation to the impact on the Project and the use of the Grant.

5. Confidentiality and Data Protection

5.1 The Grantee will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Project.

5.2 Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the Scottish Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement

5.3 The Grantee shall ensure that all requirements of the Data Protection Act 1998 are fulfilled in relation to the Project.

5.4 To comply with section 31(3) of the Public Services Reform (Scotland) Act 2010, the Scottish Ministers publish an annual statement of all payments over £25,000. In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of all payments over £25,000. The Grantee should note that where a payment is made in excess of £25,000 there will be disclosure (in the form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in the both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.

6. Disposal of Assets

The Grantee shall not, without prior written consent of the Scottish Ministers, dispose of any asset funded, in part or in whole, with Grant funds during the lifetime of the asset. During that period the Scottish Ministers shall be entitled to the proceeds of the disposal – or the relevant proportion of the proceeds based on the percentage of grant funding used in connection with the acquisition or improvement of the asset against the whole proceeds. The Scottish Ministers shall also be entitled to the relevant proportion of any proceeds resulting from any provision included as a condition of sale. Recovery by the Scottish Ministers shall not be required where the value of the asset is less than [£1,000].

7. Publicity

The Grantee shall where reasonably practicable acknowledge in all publicity material relating to the Project the contribution of the Scottish Ministers to its costs. The Scottish Ministers may require to approve the form of such acknowledgement prior to its first publication.

8. Intellectual Property Rights

8.1 All Intellectual Property Rights are hereby assigned to and shall vest in the Crown or its assignees.

8.2 The Grantee shall ensure that nothing contained in any materials produced or submitted to the Scottish Ministers by the Grantee or anyone acting on its behalf nor the reproduction of such materials, shall constitute an infringement of any third party copyright or intellectual property right and shall indemnify the Scottish Ministers against all actions, proceedings, claims and demands made by reason of any such infringement.

9. Default and Recovery etc. of Grant

9.1 The Scottish Ministers may re-assess, vary, make a deduction from, withhold, or require immediate repayment of the Grant or any part of it in the event that:

9.1.1 The Grantee commits a Default;

9.1.2 The Scottish Ministers consider that any change or departure from the purposes for which the Grant was awarded warrants an alteration in the amount of the Grant;

9.1.3 The Grantee fails to carry out the Project;

9.1.4 In the Scottish Ministers' opinion, the progress on the Project is not satisfactory; or

9.1.5 In the Scottish Ministers' opinion, the future of the Project is in jeopardy.

9.2 If, in the Scottish Ministers' opinion, the Grant or any part of it is state aid and they consider that they are required to recover such sum in order to ensure compliance with their obligations under EU law Scottish Ministers may require immediate repayment of the Grant or any part of it together with interest at such rate and on such basis as may be determined from time to time by the Commission of the European Union.

9.3 The Scottish Ministers may withhold the payment of the Grant if at any time within the duration of the Agreement:

9.3.1 The Grantee passes a resolution that it be wound up, or a court makes an order that the Grantee be wound up, in either case otherwise than for the purposes of reconstruction or amalgamation, or circumstances arise which would enable a court to make such an order or the Grantee is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;

9.3.2 Where the Grantee is an individual, if a petition is presented for the Grantee's bankruptcy or the sequestration of his estate or a criminal bankruptcy order is made against the Grantee; or the Grantee makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignation for the benefit of creditors, or if an administrator or trustee is appointed to manage his affairs; or

9.3.3 A receiver, manager, administrator or administrative receiver is appointed to the Grantee, or over all or any part of the Grantee's property, or circumstances arise which would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.

9.4 In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of clause 9.1, the Grantee shall pay the Scottish Ministers the appropriate sum within 14 days of a written demand for it being given by or on behalf of the Scottish Ministers to the Grantee. In the event that the Grantee fails to pay the sum within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand, from the date of the written demand until payment in full of both the sum and interest.

9.5 Notwithstanding the provisions of this clause 9, in the event that the Grantee is in breach of any of the Conditions, the Scottish Ministers may, provided that the breach is capable of a remedy, postpone the exercise of their rights to recover any sum from the Grantee in terms of clause 9 for such period as they see fit, and may give written notice to the Grantee requiring it to remedy the breach within such period as may be specified in the notice. In the event of the Grantee failing to remedy the breach within the period specified, the Grantee shall be bound to pay the sum to the Scottish Ministers in accordance with the foregoing provisions.

9.6 Any failure, omission or delay by the Scottish Ministers in exercising any right or remedy to which they are entitled by virtue of clauses 9.1 to 9.3 shall not be construed as a waiver of such right or remedy.

10. Assignation

The Grantee shall not be entitled to assign, sub-contract or otherwise transfer its rights or obligations under the Agreement without the prior written consent of the Scottish Ministers.

11. Termination

The Agreement may be terminated by the Scottish Ministers giving not less than 3 months' notice in writing from the date of the notice being sent.

12. Corrupt Gifts and Payments of Commission

The Grantee shall ensure that its employees shall not breach the terms of the Bribery Act 2010 in relation to this or any other grant. The Grantee shall ensure that adequate controls are in place to prevent bribery.

13. Continuation of Conditions

13.1 These Conditions, except for Condition 6, shall continue to apply for a period of 5 years after the end of the financial year in which the final instalment of the Grant was paid.

13.2 Condition 6 shall continue to apply until the end of the period referred to in that Condition.

14. Compliance with the Law

The Grantee shall ensure that in relation to the Project, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.

If you wish to accept the offer of this Grant on the whole terms and conditions as set out in the letter and annexed Schedules, you should sign and date both copies of the Grant Acceptance below and return one copy of the offer of Grant and Schedules to Karen Grieve at Equality Unit, 3H South, Victoria Quay, Edinburgh, EH6 6QQ. You should retain the second copy of the offer of Grant and Schedules for your own records.

Yours sincerely

[Redacted]

[Redacted], Equality Policy Team Leader
2 March 2016

GRANT ACCEPTANCE

On behalf of Engender I accept the foregoing offer of Grant by the Scottish Ministers dated 2 March 2016 on the whole terms and conditions as set out in the letter and annexed Schedules. I confirm that I hold the relevant signing authority.

Signed: *[Director/Company Secretary/Authorised Signatory]*

Print Name:

Position in Organisation of Person Signing:

Date:

Place of Signing:

Witness Signature:

Witness Name:

Address:

Date:

Place of Signing:

SCHEDULE 1

PART 1: THE PROJECT

The funding for intermediary bodies is intended to ensure that intermediary partners across all sectors work collaboratively where this will be of benefit to the organisations, communities and the Scottish Government. Intermediary bodies may be required to carry out work during 2016-17 which supports Scottish Government strategic objectives, such as consultation with communities as part of the development of equality strategic approaches.

PART 2: PAYMENT OF GRANT

1. The total Grant of £39,435.25 shall be payable by the Scottish Ministers to the Grantee quarterly on receipt of a completed claim for Grant in the form set out in **Schedule 2** together with the associated monitoring information set out in paragraph 4.1 of the Offer of Grant.
2. The total Grant shall be payable over the financial year 2016-17 in instalments as per the payment schedule table below. The Scottish Ministers shall not be bound to pay any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year, unless otherwise agreed in writing by the Scottish Ministers.

	Quarterly Amount	Claim Date
Payment 1	£39,435.25	1 April 2016
Total	£39,435.25	

3. The Grantee shall provide a quarterly profile of expenditure of the Grant before the start of the financial year. Any change to the profile or to the overall costs of the Project shall be notified to the Scottish Ministers at the earliest opportunity via the claims for Grant and monitoring reports.
4. Each claim shall be for an amount equal to the estimated amount of the Grant required to meet the reasonable and proper costs and expenses of the Grantee in connection with the Project until the next claim is due to be submitted.
5. Each claim shall be submitted together with such explanatory or supplementary material as the Scottish Ministers may from time to time require whether before or after submission of the claim.
6. On receipt of each claim (and any required documentation and information), the Scottish Ministers shall determine the amount of expenditure which they consider the Grantee shall reasonably and properly incur in connection with the Project having regard to that claim. The determination shall be based on the information provided by the Grantee in accordance with this Schedule. The Scottish Ministers shall use their best endeavours (but shall be under no obligation or duty) to pay the amount determined to the

Grantee within 3 weeks of receiving a claim and any required documentation and information relevant to the claim.

7. In order to facilitate the accrual of expenditure of the Grant for the financial year the Grantee shall, where appropriate, advise the Scottish Ministers in writing by 30 April the amount of the Grant actually expended up to and including 31 March.

SCHEDULE 2

When making a claim for payment, please only return Schedule 2 (below).

EQUALITY BUDGET 2016-17 CLAIM FORM – INTERMEDIARY BODY				
Scottish Charity Number (if applicable)				
Grant Recipient				
Address				
Post Code				
Telephone				
Email				
Name of Project				
Period of claim	April - June <input type="checkbox"/>	July-Sept <input type="checkbox"/>	Oct-Dec <input type="checkbox"/>	Jan-Mar <input type="checkbox"/>
Amount claimed this quarter				
Bank Name				
Bank Address				
Sort Code				
Account Number				
Declaration	I hereby state that this claim for payment complies will all conditions set out in the grant offer and that the information above is true and complete.			
Signature				
Name				
Designation				
Date				
Scottish Government - Payment Authorisation (SG use only)				
Date received				
Cost Centre				
Entity Code				
Account Code				
Programme Code				
Amount				
Authorised by				
Name				
Date				

Items of Expenditure

Please either list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that to substantiate each amount, or forward an up to date spreadsheet of financial expenditure, a template for which can be found at

<http://www.gov.scot/Topics/People/Equality/Funding/funding>.

SCHEDULE 3

STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT

Intermediary work

This is to confirm that the grant claimed by Engender in relation to the above Project [during the financial year ended 31 March 2017] was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of Engender.

Signed:

Name in block capitals:

Position:

Date:

SCHEDULE 4

DEFINITIONS

“Agreement” means the agreement constituted by the Scottish Ministers’ invitation to apply for a grant, the Grantee’s Application, these Conditions and the Grantee’s acceptance of these Conditions;

“Conditions” means these grant conditions;

“Default” means:

- (a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);
- (b) Any failure to perform or the negligent performance of any obligation under this Agreement;
- (c) Any breach of any legislation; or
- (d) Any negligence or negligent or fraudulent mis-statement or misappropriation of Grant, or any other default,

In all cases by either party, its employees, agents or representatives;

“Financial Year” means a period from 1 April in one year until 31 March in the next;

“Grant” means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

“Grantee” means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the “Grantee” are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally;

“Intellectual Property Rights” means all rights of ownership, including all copyrights and other intellectual property rights in books, leaflets and other printed and published materials in whatever form produced as part of the Project by or on behalf of the Grantee including all reports and any such published materials stored in or made available by means of an information technology system and the computer software relating thereto and all patents, trademarks, registered designs and other rights in the nature of intellectual property;

“Project” means the purpose for which the Grant has been awarded as described in the Offer of Grant;

“Payment” means each of the payments specified in Schedule 1 hereto.

EQUALITY BUDGET FUNDING 2016-17

6 Monthly Progress Report

Please complete this progress report and email an electronic copy of this form to [Redacted]

Section A: Project Information

Organisation Name	Engender
Project Title	
Name of Main Contact Person	[Redacted]
Reporting Period	July – December 2016
Total Grant Received to Date	
Project Website/hyperlinks for additional information on your project	www.engender.org.uk

Section B: DECLARATION

I/we confirm that I/we are duly authorised to send this report this declaration on behalf of the organisation named. I/we certify that the information given in this report is correct and accurate, and adopted or approved by the organisation/partnership for which I/we lead.

Signatory – Main Contact

I understand that you may contact me to clarify any details in this progress report, including providing any supplementary information as may be deemed necessary. I confirm that I am authorised by the organisation/partnership for this purpose.

Name and position of main contact person (print or type): [Redacted], Executive Director

On behalf of (if applicable) (print or type):

Section C: Project Outcomes (copy and paste your agreed outcomes from your work plan)

Please use this section to record your agreed outcomes and let us know of any significant developments using the following traffic light system in the Outcomes Status column:

G = Green (green is to indicate you are content with the current status and on track)

A = Amber (amber should be used to flag any potential delays in achieving agreed outcomes, e.g. delay in recruitment to funded post)

R = Red (red should be used if you anticipate or have encountered any significant difficulties or delays that may cause failure)

Please also provide a brief description of the progress made towards the project outcomes using the Additional Information column. If recording an amber or red status, please use the Additional Information column to outline the issue and any action or remedy you intend to implement.

Agreed Project Outcomes (as set out in agreed work plan)	Outcome Status (Green, Amber or Red)	Additional Information
Engender's gender roadmap, which identifies outcomes and milestones for women's equality in Scotland, enables and encourages action to advance equality.	Green	<p>The gender roadmap will be launched at our conference in Spring 2017 which will focus on activism and campaigning. The content of the roadmap has been informed by formal and informal consultations with a wide range of stakeholders including five roundtables with sector experts.</p> <p>We have been working with other equality organisations on a project to ensure equal representation in elected office and participates in the 'Representation in Public Life' groups which comprises of VAF funded organisations working on representation issues.</p> <p>Engender is working with Amina, Saheliya and Dundee Women's Centre on a participatory project around the local government elections in May, This will include three workshops and the creation of downloadable resources. This project will allow groups of women to explore issues relevant to their local councils and to hold elected representatives to account. We will also be producing short briefings for prospective councillors on key gender equality issues, and on ways in which they can think about gender as they make local decisions.</p>
Increasingly gender-sensitive bills, policies and programmes are developed by national actors in Scotland, including Scottish	Green	Engender continues its work in engaging with Scottish Government on policymaking, and the Scottish Parliament on its legislative agenda, and has responded to a variety of consultations . Engender was delighted when MPs at Westminster voted the Preventing & Combating Violence Against Women &

Government.		<p>Domestic Violence Bill to its next stage, which will ratify and implement the Istanbul Convention. This has been a long-standing priority area of work for Engender.</p> <p>In relation to new social security powers, we have continued our work in co-ordinating women’s sector responses to this, and have held several focus groups including one attended by the minister for social security. Engender sits on the Best Start Maternity Grant reference group and Carers Benefit Evidence Review group. We have met with all Scottish political parties and the Social Security Committee to discuss the recommendations in our paper ‘Securing Women’s Futures : using Scotland’s new social security powers to close the gender equality gap’.</p> <p>We launched ‘Our Bodies, Our Choice: the case for a Scottish Approach to Abortion’ in collaboration with partner human rights and equalities organisations calling for the decriminalisation of abortion and improved abortion services in Scotland.</p> <p>Engender was approached by representatives from Scottish Government to discuss the legal parameters of introducing quotas on public boards. As a result of this we convened a meeting of experts to discuss this in detail.</p> <p>Engender’s Executive Director is a member of the Equally Safe Joint Strategic Board, chairs the Prevention workstream group and is a representative on the Accountability workstream.</p>
Increasingly gender-sensitive policies, and programmes are developed by public bodies in Scotland.	Green	<p>Engender continues to engage with public bodies on Public Sector Equality Duty (PSED), gender equality and mainstreaming. To this end, Engender is represented on a number of public sector equality advisory groups; Skills Development Scotland, Crown Office Procurator Fiscal Service, Scottish Courts and Tribunal Service, Sportscotland and the Care and Social Service. We are also regularly contacted by public bodies for advice and information relating to gender equality and respond appropriately.</p> <p>In partnership with Scottish Women’s Aid, Close the Gap and the Equality Network, Engender has worked on an assessment of the gendered outcomes of PSED.</p>
International gender equality and rights processes are Scotland-sensitive, and women’s equality in Scotland is advanced because of this.	Green	<p>Members of Engender staff continue to participate in the working groups of the Scottish National Action Plan on Human Rights. Engender is represented on the International Obligations, Adequate Standard of Living and Better Culture Groups.</p>

		<p>Engender is Scotland's representative on the UK Joint Committee on Women which is the national co-ordination of the UK within the European Women's Lobby.</p> <p>Engender's Executive Director has been invited to contribute to a book on women and the economy that is being produced by the European Women's Lobby, and is a member of an expert working group on the economy.</p>
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Section D: Additional comments, e.g. any additional information such as unintended outcomes

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Six monthly progress report

(July 2018– June 2019)

Equality Budget 2017-20

Organisation: *Engender*

Project: *Engender*

Completed By: [Redacted]

Period: *July 2018 to July 2019*

Before completing this form please read the guidance provided at the end of this form.

Project Information

Name and Position of Main Contact Person	[Redacted]
Funding Programme	Equality intermediary and national projects
Amount of Grant Received	£29,2361.32
Project Website (if applicable)	www.engender.org.uk

1	In a few sentences, tell us about your funded project (see guidance note 1)
	In the period 2017-20 Engender has the following objectives: To create awareness of the cause and consequence of gender inequality in Scotland and its impact on women and girls, with a particular focus on women's social and cultural inequality; women's political inequality; women's economic inequality. To work with third and public sector organisations in Scotland to gender their policy and practice. To promote women's participation in public and political life and the use of national and international rights and equalities instruments to effect positive change for women in Scotland.
2	What Fund Outcomes did you work towards? (see guidance note 2)
X	Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed so that barriers to participation are reduced.
<input type="checkbox"/>	People covered by hate crime legislation experience lower levels of hate crime.
<input type="checkbox"/>	People and communities are supported to participate in and engage with services and civic society; their contribution is recognised and community cohesion is increased.
X	Current imbalances in representation in all aspects and levels of public life, including education and employment, are addressed to better reflect our communities.
3	How much progress has been made towards your project outcomes? (see guidance note 3a and 3b)
	Project Outcome 1: Engender has developed a richer evidence base for domain-specific, intersectional women's equality policy proposals, and communicated these to policymakers and stakeholders.
	<p>What you actually did:</p> <p>We have produced further episodes of our On the Engender podcast relating to key issues of importance to women in Scotland today. Since July 2018 these have included; The Gender Recognition Act and Women's Equality, Gender and Public Transport, Gender Matters in Planning, Gender Matters Online and Gendered Representations in Scottish News. Since we last reported, we have also launched a series of five podcasts on women and the vote.</p> <p>These podcasts bring together experts in the relevant area to debate the feminist aspects of the topic.</p> <p>We ran a campaign on Twitter, #ScotWomenShoutOut to champion those working in the women's and wider equalities sectors in Scotland. With over 500 Tweets highlighting incredible women in every field, from netball to the National Library, the campaign was a rousing success.</p> <p>We partnered with the Take One Action Film Festival to host two screenings of the documentary 'Time for Ilhan' about Ilhan Omar, a hijab-wearing mother of three, who was a complete outsider to the political scene. In 2016, she became the first Somali Muslim woman to be elected for state office in America.</p> <p>We continue to write and host blogs on a variety of feminist issues. These have included; a series of blogs exploring the discourse surrounding disabled women in Scotland, faith, race, emotional abuse and coercive control, #metoo, abortion rights, CEDAW and feminism in Europe. Since January 2019 these have also covered; the hyper-sexualising of queer women, contraception, menopause, the European elections, women and the</p>

vote, CEDAW, making women's unpaid work visible, primary prevention, universal credit, the census, proxy voting, abortion and the Scottish Government's budget.

Engender is involved in lots of discussions about how we can ensure women's access to safe and legal abortion in Scotland, and across the UK. On the International Safe Abortion Day we spoke at the March for Choice organised by the Scottish Irish Abortion Rights Campaign outside the Scottish Parliament.

With Ulster University and the Alliance for Choice, we co-hosted a fringe event at the SNP Party Conference discussing how Scotland can show solidarity with reproductive rights campaigners in Northern Ireland, what that means for devolution, and the crucial role that Westminster can play in upholding human rights across the UK

We hosted an event on Tuesday 9th October as part of the Edinburgh World Justice Festival, looking at abortion rights around the world. With speakers discussing the situation on the island of Ireland, Poland, and here in Scotland.

The UN Rapporteur on Extreme Poverty and Human Rights, Professor Philip Alston visited the UK and during his visit met with our Executive Director at a meeting convened by the Scottish Human Rights Commission.

Since January 2019, we have hosted events on; Women and Brexit, CEDAW and the Concluding Observations, Luke Hard in Conversation with Dani Garavelli.

Throughout this year, we've been shining a light on overlooked communities within women's health. Work on our 'Disabled Women: Our Bodies Our Rights' project on disabled women's reproductive rights continues, and we'll mark a year of action since the publication of our report with a reception at the Scottish Parliament in December. Our 'Menopause Matters' survey gathered experiences from women in every local authority in Scotland, and highlighted a need for more specialised health care at a local level and better accommodations and flexibility in the workplace.

We produced a document on the European elections summarising the commitments made in the Scottish party manifestos for the 2019 elections that were relevant to Engender's work in advancing and enabling women's equality.

We also produces a 'gender edit' guide to the Scottish Government's 2019-20 Budget. It provided excerpts which refer directly to women and gender, but also captures sections on equalities and social justice where women and girls in Scotland would be directly impacted.

What difference you made as a result:

Our On the Engender podcasts and our blogs enable us to engage with a wide audience of women on a diverse range of subjects. The podcasts and blogs are very popular and receive overwhelmingly positive feedback. They broaden our organisational reach and enable women to engage in a flexible way. This increases the profile of Engender and raises awareness of feminist issues across Scottish communities, including those who are often not able to be involved in these discussions due to geographic distance or caring responsibilities.

Since opening our blog commissioning pot, guest submissions to the On The Engender blog have increased, covering various issues and featuring a diverse range of voices. Offering payment for blog content has allowed our **Make Work Visible** project to grow and to mark International Women's Day, women from across Scotland documented their daily work for us in photographs and, for the first time, short video diaries.

OBOR recommendations are frequently mentioned and acted upon. These will be

summarised and shared at a parliamentary event in December. The review of RSHP education guidance by Scottish Government will include almost all of our recommendations.

We have reached over 2,500 likes on Facebook, and we continue to receive good engagement and our content is frequently shared by partner organisations and individuals who support us. We now have over 9,800 Twitter followers.

Project Outcome 2: Increasingly gender-sensitive bills, policies, and programmes are developed by national actors in Scotland, including Scottish Government.

What you actually did:

Engender made a number of submissions to the Scottish Parliament and responses to Scottish Government consultations. These included; the South of Scotland Enterprise Bill, Census (Amendment) (SCOTLAND) Bill, Protecting Children: Review of section 12 of the Children and Young Persons (Scotland), Scottish National Investment Bank Bill.

We also prepared parliamentary briefings on; Sexual Harassment and Inappropriate Conduct in the Scottish Parliament, Building a Social Security System Together, Local Government and Community Planning (Scotland) Bill.

Engender submitted evidence to the UK Government Women and Equalities Committee's inquiry into abortion law in Northern Ireland, where abortion is almost totally illegal. The UN CEDAW Committee this year published an inquiry which found that the law acts as a grave and system violation by the UK of women's rights.

Since January 2019, we have responded to consultations on; the European Commission's consultation to gather opinions of different actors of the current situation of gender equality in the EU and the priorities for the next five years, the Scottish Government's consultation on the future of devolved disability assistance within Social Security Scotland, the Scottish Government's consultation on legislation to improve forensic services for victims of rape and sexual assault, Scottish Government's consultation on prisoner voting and the Scottish Government's consultation on how it might respond to Lord Bracadale's recommendations following his Independent Review of Hate Crime Legislation in Scotland.

Social Security remains a key policy focus, and this year Engender has worked with colleagues at Scottish Women's Aid and Coalition for Racial Equality and Rights to lobby for the development of the new Scottish social security system to be as inclusive as possible. We have also continued to work on the implementation of individual payments of Universal Credit and the women's equality implications of in-work poverty.

Engender provided briefings and contributed to calls for evidence in relation to; women's experiences of the menopause in Scotland, the Scottish National Investment Bank Draft Bill, in-work poverty, misogyny, racism, harassment and sexism, the Census (Amendment) (Scotland) Bill, International Women's Day and the South of Scotland Enterprise Bill Stage 1.

Engender is represented on the Cross-Party Working Group on Men's Violence Against Women and Children, Sexual Health and BBV, Women's Health and Women's Justice at each of which we have participated in topical round tables.

Engender continues to be represented on the Joint Strategic Board for Equally Safe.

What difference you made as a result:

Engender is widely recognised for its insight and expertise in policy areas and is frequently asked to provide evidence and briefings. The information provided by Engender is often referenced in discussions and reflected in the wording of amendments and questions.

Following many years of advocacy, we were delighted that the Scottish Government piloted a gender budgeting analysis with the economy portfolio of the budget. On numbers alone, we can see that there are almost double the amount of references to 'women' and 'gender' in the current Programme for Government than there were 2016. The needs of women are currently marginalised in planning of the built environment and development of the public realm. How women navigate their environments comes up time and time again when we hold events. In our Gender Matters Roadmap we've called for support for women in the built environment, and development of gender-competent policy and our work on these issues and we were pleased that MSPs Andy Whiteman (Green) and Monica Lennon (Labour) submitted amendments to the bill calling for gender and equality to be considered throughout the planning process. Unfortunately, other members of the Committee disagreed with these amendments and so they didn't pass at stage 2 although we continue to work with MSPs on gender-sensitive amendments at stage 3.

Ensuring that the principles of advancing equality and non-discrimination are included in upcoming legislation is a regular feature of our policy work, and we were pleased to see our efforts reflected in the Planning Bill, echoing our success with the Social Security Bill last year. We've engaged with the creation of the Scottish National Investment Bank, calling for these principles to be linked to the bank's missions, and for the bank to proactively work towards women's equality.

Project Outcome 3: Increasingly gender-sensitive policies and programmes are developed by public bodies in Scotland.

What you actually did:

After many years of advocacy from women's organisations, including Engender, we saw positive signs of a gendered approach being taken to child poverty in the Scottish Government's child poverty action plan Every Child, Every Chance. Against an international backdrop that is seeing the increasing impoverishment of women and their dependent children through austerity it is refreshing to see Scottish Government leading with work that is "serious about equality".

One of the exciting commitments in the plan is to develop a strategy to tackle the gender pay gap. This was a call of Engender and Close the Gap in our evidence to the Economy, Jobs and Fair Work Committee's inquiry into the gender pay gap. For the past year, Engender and Close the Gap have been working with the Scottish Government to help them produce a plan for tackling the pay gap in Scotland. This has been a really wide-ranging piece of work, covering root causes of women's economic equality such as care, social security, and discrimination at work.

Engender continues to participate in the Equal Representation Coalition calling for more diverse representation in Scotland's elected bodies.

Engender established and leads on Gender Equal Media Scotland, a new coalition of academic, equality and media organisation working to improve the gender balance and representation of women in Scotland's media.

Engender participated as a stakeholder organisation in the drafting process for the Social Security Charter, reiterating the importance of equality in underpinning expectations for Agency staff and future policy development. We are continuing to develop our conversations into monitoring effectiveness through conversations with Social Security Scotland.

What difference you made as a result:

The Equal Representation in Politics Tool has now been launched and used by all parties, allowing them to assess their accessibility for women, disabled people, BME people and members of the LGBTI community, and produce an action plan for improvements. While the impact of this on elected bodies will only be seen several years into the future, we have received positive feedback about the impact of the tool at local party level.

The Social Security Charter, which in early drafts continued few or no mentions of equality has equality, non-discrimination and human rights embedded into three areas. This year saw the launch of Scotland's first Gender Pay Gap Action Plan, a national strategy on women's workplace inequality which involves some of the critical systemic influences like social security, employability programme design, and violence against women. Alongside our sister organisation Close the Gap and Scottish Government, we were pleased to be involved in the development of this forward-thinking strategy to tackle the multiple causes of the gender pay gap throughout last year.

Engender's Executive Director [Redacted] has continued to sit on the First Minister's National Advisory Council for Women and Girls, and we were pleased to welcome the commitments made by Scottish Government in response to the Council's first set of recommendations, and look forward to the next set of recommendations in the coming months.

Project Outcome 4: International gender equality and rights processes are Scotland-sensitive, and women's equality in Scotland is advanced because of this.

What you actually did:

Our Executive Director, alongside sister organisations from across the UK, attended the pre-sessional working group meetings between NGOs and the UN Committee on the Convention of the Elimination of all forms of Discrimination Against Women, better known as CEDAW. Engender spent the first part of this year working on CEDAW, holding events across Scotland, producing a survey on women's equality in Scotland, and co-ordinating with organisations in the other three nations of the UK to produce a Four Nations Shadow Report alongside our own Shadow Report for Scotland.

Work on the UN Convention on the Elimination of all forms of Discrimination Against Women has played a large role in our international work this year, taking us to Geneva for the UK CEDAW examination this year.

Our work with sister organisations in Northern Ireland, England and Wales continues through the UK Joint Committee on Women, for which Engender is the Scotland representative. Engender's Executive Director [Redacted] also sits on the board of the European Women's Lobby. Brexit remains an issue for women's equality, and this year

we joined with civil society colleagues across the UK to express our concerns about the impact of a 'no-deal' Brexit, particularly on women's rights in the workplace currently enshrined in EU law. Locally, we joined with the Civil Society Brexit Project and Scottish Women's Aid to consider potential Brexit impacts on women in Scotland, including EU citizens and women who have experienced violence against women.

In solidarity with sister organisations in Northern Ireland, we have supported calls for UK Government to use its powers to reform abortion law to comply with CEDAW and human rights obligations. Additionally, we have explored cross-border working in Ireland and the four nations of the UK as part of the New Common Charter project.

What difference you made as a result:

Women across Scotland were able to learn about, and engage with, international processes through our events and webinars about CEDAW. These included specific events for women in the highlands and islands, disabled women, and BME women who are often excluded from policy discussions. We are pleased to see movement towards incorporating CEDAW into Scots Law.
 The EWL voted this year to allow UK-based organisations to remain members regardless of the UK's position within the EU.

As part of the eight periodic report of the government of the United Kingdom on measures taken to give effect to CEDAW (the UNJ Convention to Eliminate All forms of Discrimination Against Women) we produced; a Scotland shadow report, a four nations shadow report and an annotated version of the concluding observations, highlighting the most relevant sections for Scotland and Engender.

4 Has the project enabled your organisation to maintain and/or develop connections, networks and partnerships? (see guidance note 4)

Engender maintains close working relationships with the women's sector and wider equality sector in Scotland. We frequently engage in joint pieces of work and collaborative projects with organisations that include; Scottish Government | Close the Gap | Scottish Women's Aid | Rape Crisis Scotland | Zero Tolerance | EQUATE Scotland | Women 5050 | Equality Network | Coalition for Racial Equality and Rights | BEMIS | CEMVO | LGBT Youth Scotland | Stonewall | Women 5050 | Strathclyde University | Women in Journalism Scotland | National Union of Journalists | Scottish Women in Sport | Inclusion Scotland | People First | Take One Action Film Festival | Glasgow Zine Library | Glasgow Women's Library | SCLD | CoSLA | National Library of Scotland | Centre for Cross Border Studies | Christian Aid | Young Women's Movement Scotland | Edinburgh University | Amina | Scottish Trans Alliance | Scottish Youth Parliament

Engender works closely with academic institutions such as Strathclyde University with whom we are working on the Gender Equal Media and project and Glasgow University who collaborated on our Our Bodies, Our Rights project. We also host student placements.

The Our Bodies, Our Rights project introduced us to a new range of organisations

	<p>working in the fields of social care, health and education.</p> <p>We have also been working with a number of sporting bodies in relation to gender mainstreaming.</p>
5	Have there been any significant challenges or changes? (see guidance note 5)
	<p>Our Policy and Parliamentary Manager had to leave her post without notice and our Policy Manager went on maternity leave at around the same time. The person that we recruited for the maternity cover post successfully applied for the full-time vacancy but we were then unable to fill the maternity cover post. We have therefore been short-staffed in the policy team but will be contracting out specific pieces of policy work to compensate for this.</p>
6	What have you learned? (see guidance note 6)
	<p>We have learned that our current approach is working and that we are achieving greater recognition of our insight and expertise. We have made significant advances in our ability to influence policy-making and this is something that we will focus on developing further. We have learned a great deal about making events and communications more accessible and how to reach and engage with a wider audience</p>

Guidance notes for six monthly progress report

Guidance note 1: About your funded project (no more than 250 words)

Please tell us about the part of your project that is funded by the Scottish Government grant. Please give us a brief outline of the project and, if the grant is providing part funding of the project alongside other grants, please tell us about the project as a whole.

Guidance note 2: What Fund Outcomes did you work towards?

The Fund Outcomes were set by the Scottish Government in application documentation. Please tick the relevant Fund Outcomes that you are working towards (you should be working towards a minimum of one and a maximum of three fund outcomes). Refer to your original application or re-profiling form if the original outcomes have changed.

Guidance note 3: How much progress has been made towards your Project Outcomes?

Project Outcomes were set individually by each organisation. In sections 3a and 3b, please tell us about each of your outcomes separately – no more than one page of A4 per outcome.

Guidance note 3a: What you actually did

Here we are interested in hearing about the activities you undertook to achieve the project outcomes. Please give a brief description of what you did under each, and the reason why you did this particular activity. For example, in addition to saying 'we provide group work', tell us about what the group does, who typically participated, how it supported the individuals involved and what happened during a session. You may wish to describe your activities in separate paragraphs or, if you prefer, you can use bullet points to identify key information.

We have provided separate headings in this section. If you would prefer to include the evidence of your work (what difference we made as a result) after each activity rather than in separate sections then please feel free to write as one narrative.

Guidance note 3b: What difference you made as a result

This section is where you provide your **evidence** of the difference you have made through your activities. This could include quotes and other soft evidence, hard evidence and statistics, links to electronic files/case studies/websites/videos, observations, questionnaire results, the media, or through relevant sections of anonymised support plans charting progress.

Guidance note 4: Has the project enabled your organisation to maintain and/or develop connections, networks and partnerships? (no more than 500 words)

Has the grant allowed your organisation to engage with other organisations, develop new connections and/or participate in new networks, including any funded through Equality Budget funding? If so, please give examples describing the relationships and what impact this has had on your work.

Guidance note 5: Have there been any significant challenges or changes? (no more than 500 words)

We are aware that you will experience many challenges due to the very nature of your work. However, this section is for capturing unforeseen challenges or changes to your circumstances, e.g. staffing issues, funding challenges, environmental or organisational changes, and partnership working. You may also want to talk about increased demand for your service or activities if appropriate.

Guidance note 6: What have you learned? (no more than 500 words)

What have you learned since the project started? What you have done, or what do you intend to do, as a result of this learning? Have you made, or do you intend to make, any changes to the way you operate as a result? For example, you may have changed or refined your outcomes.

Six monthly progress report
(July – December)
Equality Budget 2017-20

Organisation: *Engender*
Project: *Engender*
Completed By: [Redacted]
Period: *July to December 2018*

Before completing this form please read the guidance provided at the end of this form.

Project Information

Name and Position of Main Contact Person	[Redacted]
Funding Programme	Equality intermediary and national projects
Amount of Grant Received	£146,180.66
Project Website (if applicable)	www.engender.org.uk

1	In a few sentences, tell us about your funded project (see guidance note 1)
	In the period 2017-20 Engender has the following objectives: To create awareness of the cause and consequence of gender inequality in Scotland and its impact on women and girls, with a particular focus on women's social and cultural inequality; women's political inequality; women's economic inequality. To work with third and public sector organisations in Scotland to gender their policy and practice. To promote women's participation in public and political life and the use of national and international rights and equalities instruments to effect positive change for women in Scotland.
2	What Fund Outcomes did you work towards? (see guidance note 2)
X	Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed so that barriers to participation are reduced.
<input type="checkbox"/>	People covered by hate crime legislation experience lower levels of hate crime.
<input type="checkbox"/>	People and communities are supported to participate in and engage with services and civic society; their contribution is recognised and community cohesion is increased.
X	Current imbalances in representation in all aspects and levels of public life, including education and employment, are addressed to better reflect our communities.
3	How much progress has been made towards your project outcomes? (see guidance note 3a and 3b)
	Project Outcome 1: Engender has developed a richer evidence base for domain-specific, intersectional women's equality policy proposals, and communicated these to policymakers and stakeholders.
	<p>What you actually did:</p> <p>We have produced further episodes of our On the Engender podcast relating to key issues of importance to women in Scotland today. Since July 2018 these have included; The Gender Recognition Act and Women's Equality, Gender and Public Transport, Gender Matters in Planning, Gender Matters Online and Gendered Representations in Scottish News. These podcasts bring together experts in the relevant area to debate the feminist aspects of the topic.</p> <p>We ran a campaign on Twitter, #ScotWomenShoutOut to champion those working in the women's and wider equalities sectors in Scotland. With over 500 Tweets highlighting incredible women in every field, from netball to the National Library, the campaign was a rousing success.</p> <p>We partnered with the Take One Action Film Festival to host two screenings of the documentary 'Time for Ilhan' about Ilhan Omar, a hijab-wearing mother of three, who was a complete outsider to the political scene. In 2016, she became the first Somali Muslim woman to be elected for state office in America.</p> <p>We continue to write and host blogs on a variety of feminist issues. These have included; a series of blogs exploring the discourse surrounding disabled women in Scotland, faith, race, emotional abuse and coercive control, #metoo, abortion rights, CEDAW and feminism in Europe.</p>

Engender is involved in lots of discussions about how we can ensure women's access to safe and legal abortion in Scotland, and across the UK. On the International Safe Abortion Day we spoke at the March for Choice organised by the Scottish Irish Abortion Rights Campaign outside the Scottish Parliament.

With Ulster University and the Alliance for Choice, we co-hosted a fringe event at the SNP Party Conference discussing how Scotland can show solidarity with reproductive rights campaigners in Northern Ireland, what that means for devolution, and the crucial role that Westminster can play in upholding human rights across the UK

We hosted an event on Tuesday 9th October as part of the Edinburgh World Justice Festival, looking at abortion rights around the world. With speakers discussing the situation on the island of Ireland, Poland, and here in Scotland.

The UN Rapporteur on Extreme Poverty and Human Rights, Professor Philip Alston visited the UK and during his visit met with our Executive Director at a meeting convened by the Scottish Human Rights Commission.

We launched our report, *Our Bodies, Our Rights* which considers disabled women's experiences of reproductive health and parenting services in Scotland and makes a wide range of recommendations as to how these could be improved.

What difference you made as a result:

Our On the Engender podcasts and our blogs enable us to engage with a wide audience of women on a diverse range of subjects. The podcasts and blogs are very popular and receive overwhelmingly positive feedback. They broaden our organisational reach and enable women to engage in a flexible way. This increases the profile of Engender and raises awareness of feminist issues across Scottish communities, including those who are often not able to be involved in these discussions due to geographic distance or caring responsibilities.

Project Outcome 2: Increasingly gender-sensitive bills, policies, and programmes are developed by national actors in Scotland, including Scottish Government.

What you actually did:

Engender made a number of submissions to the Scottish Parliament and responses to Scottish Government consultations. These included; the South of Scotland Enterprise Bill, Census (Amendment) (SCOTLAND) Bill, Protecting Children: Review of section 12 of the Children and Young Persons (Scotland), Scottish National Investment Bank Bill.

We also prepared parliamentary briefings on; Sexual Harassment and Inappropriate Conduct in the Scottish Parliament, Building a Social Security System Together, Local Government and Community Planning (Scotland) Bill.

Engender submitted evidence to the UK Government Women and Equalities Committee's inquiry into abortion law in Northern Ireland, where abortion is almost totally illegal. The UN CEDAW Committee this year published an inquiry which found that the law acts as a grave and system violation by the UK of women's rights.

Engender is represented on the Cross-Party Working Group on Men's Violence Against Women and Children, Sexual Health and BBV, Women's Health and Women's Justice at each of which we have participated in topical round tables.

Engender continues to be represented on the Joint Strategic Board for Equally Safe.

What difference you made as a result:

Engender is widely recognised for its insight and expertise in policy areas and is

frequently asked to provide evidence and briefings. The information provided by Engender is often referenced in discussions and reflected in the wording of amendments and questions.

Following many years of advocacy, we were delighted that the Scottish Government piloted a gender budgeting analysis with the economy portfolio of the budget.

On numbers alone, we can see that there are almost double the amount of references to 'women' and 'gender' in the current Programme for Government than there were 2016.

The needs of women are currently marginalised in planning of the built environment and development of the public realm. How women navigate their environments comes up time and time again when we hold events. In our Gender Matters Roadmap we've called for support for women in the built environment, and development of gender-competent policy and our work on these issues and we were pleased that MSPs Andy Whiteman (Green) and Monica Lennon (Labour) submitted amendments to the bill calling for gender and equality to be considered throughout the planning process. Unfortunately, other members of the Committee disagreed with these amendments and so they didn't pass at stage 2 although we continue to work with MSPs on gender-sensitive amendments at stage 3.

Project Outcome 3: Increasingly gender-sensitive policies and programmes are developed by public bodies in Scotland.

What you actually did:

After many years of advocacy from women's organisations, including Engender, we saw positive signs of a gendered approach being taken to child poverty in the Scottish Government's child poverty action plan Every Child, Every Chance. Against an international backdrop that is seeing the increasing impoverishment of women and their dependent children through austerity it is refreshing to see Scottish Government leading with work that is "serious about equality".

One of the exciting commitments in the plan is to develop a strategy to tackle the gender pay gap. This was a call of Engender and Close the Gap in our evidence to the Economy, Jobs and Fair Work Committee's inquiry into the gender pay gap. For the past year, Engender and Close the Gap have been working with the Scottish Government to help them produce a plan for tackling the pay gap in Scotland. This has been a really wide-ranging piece of work, covering root causes of women's economic equality such as care, social security, and discrimination at work.

Engender continues to participate in the Equal Representation Coalition calling for more diverse representation in Scotland's elected bodies.

Engender established and leads on Gender Equal Media Scotland, a new coalition of academic, equality and media organisation working to improve the gender balance and representation of women in Scotland's media.

Engender participated as a stakeholder organisation in the drafting process for the Social Security Charter, reiterating the importance of equality in underpinning expectations for Agency staff and future policy development. We are continuing to develop our conversations into monitoring effectiveness through conversations with Social Security Scotland.

What difference you made as a result:

The Equal Representation in Politics Tool has now been launched and used by all

	<p>parties, allowing them to assess their accessibility for women, disabled people, BME people and members of the LGBTI community, and produce an action plan for improvements. While the impact of this on elected bodies will only be seen several years into the future, we have received positive feedback about the impact of the tool at local party level.</p> <p>The Social Security Charter, which in early drafts continued few or no mentions of equality has equality, non-discrimination and human rights embedded into three areas.</p>
	<p>Project Outcome 4: International gender equality and rights processes are Scotland-sensitive, and women’s equality in Scotland is advanced because of this.</p>
	<p>What you actually did:</p> <p>Our Executive Director, alongside sister organisations from across the UK, attended the pre-sessional working group meetings between NGOs and the UN Committee on the Convention of the Elimination of all forms of Discrimination Against Women, better known as CEDAW. Engender spent the first part of this year working on CEDAW, holding events across Scotland, producing a survey on women's equality in Scotland, and co-ordinating with organisations in the other three nations of the UK to produce a Four Nations Shadow Report alongside our own Shadow Report for Scotland.</p> <p>What difference you made as a result:</p> <p>Women across Scotland were able to learn about, and engage with, international processes through our events and webinars about CEDAW. These included specific events for women in the highlands and islands, disabled women, and BME women who are often excluded from policy discussions.</p>
<p>4</p>	<p>Has the project enabled your organisation to maintain and/or develop connections, networks and partnerships? (see guidance note 4)</p>
	<p>Engender maintains close working relationships with the women’s sector and wider equality sector in Scotland. We frequently engage in joint pieces of work and collaborative projects.</p> <p>Engender works closely with academic institutions such as Strathclyde University with whom we are working on the Gender Equal Media and project and Glasgow University who collaborated on our Our Bodies, Our Rights project. We also host student placements.</p> <p>The Our Bodies, Our Rights project introduced us to a new range of organisations working in the fields of social care, health and education.</p> <p>We have also been working with a number of sporting bodies in relation to gender mainstreaming.</p>
<p>5</p>	<p>Have there been any significant challenges or changes? (see guidance note 5)</p>
	<p>Our Policy and Parliamentary Manager had to leave her post without notice and our</p>

	<p>Policy Manager went on maternity leave at around the same time. The person that we recruited for the maternity cover post successfully applied for the full-time vacancy but we were then unable to fill the maternity cover post. We have therefore been short-staffed in the policy team but will be contracting out specific pieces of policy work to compensate for this.</p>
6	What have you learned? (see guidance note 6)
	<p>We have learned that our current approach is working and that we are achieving greater recognition of our insight and expertise. We have made significant advances in our ability to influence policy-making and this is something that we will focus on developing further. We have learned a great deal about making events and communications more accessible and how to reach and engage with a wider audience</p>

Guidance notes for six monthly progress report

Guidance note 1: About your funded project (no more than 250 words)

Please tell us about the part of your project that is funded by the Scottish Government grant. Please give us a brief outline of the project and, if the grant is providing part funding of the project alongside other grants, please tell us about the project as a whole.

Guidance note 2: What Fund Outcomes did you work towards?

The Fund Outcomes were set by the Scottish Government in application documentation. Please tick the relevant Fund Outcomes that you are working towards (you should be working towards a minimum of one and a maximum of three fund outcomes). Refer to your original application or re-profiling form if the original outcomes have changed.

Guidance note 3: How much progress has been made towards your Project Outcomes?

Project Outcomes were set individually by each organisation. In sections 3a and 3b, please tell us about each of your outcomes separately – no more than one page of A4 per outcome.

Guidance note 3a: What you actually did

Here we are interested in hearing about the activities you undertook to achieve the project outcomes. Please give a brief description of what you did under each, and the reason why you did this particular activity. For example, in addition to saying 'we provide group work', tell us about what the group does, who typically participated, how it supported the individuals involved and what happened during a session. You may wish to describe your activities in separate paragraphs or, if you prefer, you can use bullet points to identify key information.

We have provided separate headings in this section. If you would prefer to include the evidence of your work (what difference we made as a result) after each activity rather than in separate sections then please feel free to write as one narrative.

Guidance note 3b: What difference you made as a result

This section is where you provide your **evidence** of the difference you have made through your activities. This could include quotes and other soft evidence, hard evidence and statistics, links to electronic files/case studies/websites/videos, observations, questionnaire results, the media, or through relevant sections of anonymised support plans charting progress.

Guidance note 4: Has the project enabled your organisation to maintain and/or develop connections, networks and partnerships? (no more than 500 words)

Has the grant allowed your organisation to engage with other organisations, develop new connections and/or participate in new networks, including any funded through Equality Budget funding? If so, please give examples describing the relationships and what impact this has had on your work.

Guidance note 5: Have there been any significant challenges or changes? (no more than 500 words)

We are aware that you will experience many challenges due to the very nature of your work. However, this section is for capturing unforeseen challenges or changes to your circumstances, e.g. staffing issues, funding challenges, environmental or organisational changes, and partnership working. You may also want to talk about increased demand for your service or activities if appropriate.

Guidance note 6: What have you learned? (no more than 500 words)

What have you learned since the project started? What you have done, or what do you intend to do, as a result of this learning? Have you made, or do you intend to make, any changes to the way you operate as a result? For example, you may have changed or refined your outcomes.

Six monthly progress report
(July – December)
Equality Budget 2017-20

Organisation: *Engender*
Project: *Engender*
Completed By: [Redacted]
Period: *July to December 2019*

Before completing this form please read the guidance provided at the end of this form.

Project Information

Name and Position of Main Contact Person	[Redacted]
Funding Programme	Equality intermediary and national projects
Amount of Grant Received	£146,180.66
Project Website (if applicable)	www.engender.org.uk

1	In a few sentences, tell us about your funded project (see guidance note 1)
	In the period 2017-20 Engender has the following objectives: To create awareness of the cause and consequence of gender inequality in Scotland and its impact on women and girls, with a particular focus on women’s social and cultural inequality; women’s political inequality; women’s economic inequality. To work with third and public sector organisations in Scotland to gender their policy and practice. To promote women’s participation in public and political life and the use of national and international rights and equalities instruments to effect positive change for women in Scotland.
2	What Fund Outcomes did you work towards? (see guidance note 2)
X	Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed so that barriers to participation are reduced.
<input type="checkbox"/>	People covered by hate crime legislation experience lower levels of hate crime.
<input type="checkbox"/>	People and communities are supported to participate in and engage with services and civic society; their contribution is recognised and community cohesion is increased.
X	Current imbalances in representation in all aspects and levels of public life, including education and employment, are addressed to better reflect our communities.
3	How much progress has been made towards your project outcomes? (see guidance note 3a and 3b)
	Project Outcome 1: Engender has developed a richer evidence base for domain-specific, intersectional women’s equality policy proposals, and communicated these to policymakers and stakeholders.
	<p>What you actually did:</p> <p>We have produced further episodes of our On the Engender podcast relating to key issues of importance to women in Scotland today. Soon to be released topics include health and intersectionality. These podcasts bring together experts in the relevant area to debate the feminist aspects of the topic.</p> <p>We continue to write and host blogs on a variety of feminist issues. We have been successful in attracting submissions from a diverse group of women and have addressed a wide variety of issues that include; access to childcare, Brexit, flexible working, gender budgeting, reproductive rights and a host of other topics.</p> <p>We worked in partnership with Take One Action Film Festival we screened films and hosted debates on issues such as, women’s political representation, women in the media and VAW with new audiences in Edinburgh, Glasgow, Aberdeen and Inverness.</p> <p>We produced and a number of publications including:</p> <p><i>A Gender Edit of General Election 2019 Manifestos.</i> This document was a ‘gender edit’ of the manifestos published by political parties in the run up to the snap General Election on 12th December; it pulled out relevant commitments from the manifestos of each of the six largest political parties standing in the General Election in Scotland. The edit included direct references to ‘women’, ‘sex’, ‘gender’ and ‘equality’, as well as</p>

manifesto commitments covering a wide range of policy areas and services of interest to women and which are highly relevant to women's daily lives.

GE2019 - What's in it for women? As we approached the UK General Election on the 12th of December 2019, Engender was concerned that significant uncertainties with respect to women's futures remained. Despite the fact that this election had been nicknamed "the Brexit election" we were not aware of any proposals or commitments from any party which centred women within their vision for the future. This was highly concerning given that EU-membership has been instrumental in progressing women's equality in the UK, driving the expansion of gender mainstreaming into UK and Scottish policy, and ensuring minimum legal protections for women's rights and equality, particularly in the workplace. We identified 7 key areas which are vital for women's equality, and which should feature in manifestos.

Making women safer in Scotland: the case for a standalone misogyny offence

This report called for misogyny to be considered as a criminal offence in Scotland in order to challenge the epidemic of harassment and abuse facing women and girls. It set out why a 'gender hostility' aggravation has been shown to be ineffective in international examples, and demonstrated how it may undermine other work being undertaken to tackle violence against women. The report urged the Scottish Government to create participatory process to develop a standalone criminal offence of misogyny. This would take into account the reality of women's lives in Scotland, and draw on international expertise.

Gender Edit of Scotland's Programme for Government 2019-2020 This gender edit of The Scottish Government's Programme for Government compiles all references to women, gender and issues with implications for gender equality which appear in the document. The Programme for Government represents the Scottish Government's legislative programme for the upcoming year, and includes a list of forthcoming Bills and other significant associated policy commitments the Government plans to introduce. It should be noted that the Scottish Government has said it hopes to minimise impact on the Programme for Government, but that that the current constitutional and economic situation facing the UK may impact the legislative and policy agenda in some way.

What difference you made as a result:

Our On the Engender podcasts and our blogs enable us to engage with a wide audience of women on a diverse range of subjects. The podcasts and blogs are very popular and receive overwhelmingly positive feedback. They broaden our organisational reach and enable women to engage in a flexible way. This increases the profile of Engender and raises awareness of feminist issues across Scottish communities, including those who are often not able to be involved in these discussions due to geographic distance or caring responsibilities.

Both a Bella Caledonia article about our report on disabled women's reproductive rights, 'Our Bodies, Our Rights', and a guest piece by Elspeth Wilson on long-action reversible contraception for the On The Engender blog were shortlisted for the 2019 Write to End Violence Against Women Awards. Elspeth's piece won an award for best blog at the ceremony in December 2019.

We have reached over 2,600 likes on Facebook, and we continue to receive good engagement and our content is frequently shared by partner organisations and individuals who support us. We now have over 11,000 Twitter followers. Friday Feminist Five continues to receive very positive responses. We receive regular requests from other organisations to include information about their events and initiatives.

The partnership project with Take One Action allowed us to engage with new groups of women who had not previously engaged with our work. We were able to provide feminist perspectives on the selected topics and raise awareness among participants.

	<p>Our hate crime report has been read and discussed by the First Minister and the Cabinet Secretary for Justice.</p> <p>Our social media presence and our publications increase our visibility and we have had media coverage on issues including; UK-wide abortion decriminalisation (CommonSpace), Declaration of women’s sex-based rights (The Scotsman & CommonSpace), Period poverty legislation at Holyrood (The Scotsman), Misogyny as a standalone offence (Third Force News and the National), Gender balance in the Scottish courts (the National) and Sex & Power in Scotland 2020 (the Herald)</p>
	<p>Project Outcome 2: Increasingly gender-sensitive bills, policies, and programmes are developed by national actors in Scotland, including Scottish Government.</p>
	<p>What you actually did:</p> <p>Engender made a number of submissions to the Scottish Parliament and responses to Scottish Government consultations.</p> <p>These included briefings on; Scottish National Investment Bank Bill, Universal Credit, 16 Days of Action Hate Crime, Charities, Scotland and Holyrood. We also responded to consultations on a new legal framework for abortion services in Northern Ireland, Scotland’s National Transport Strategy, the incorporation of the UN Charter of Children’s Rights, Implementation of the Gender Representation on Public Boards (Scotland) Act 2018, a new National Public Health body: 'Public Health Scotland' and the Scottish Human Rights Commission, Informing the work of your National Human Rights Institution. We proposed amendments to the Scottish Investment bank Bill.</p> <p>Additionally, we provided evidence for the Period Products (Free Provision) (Scotland) Bill, Scottish Parliament Social Security Committee inquiry on benefit take-up, UK Government Scottish Affairs Committee inquiry on welfare policy in Scotland, Equalities and Human Rights Committee call for evidence on delivery of national equalities and human rights priorities as part of its scrutiny of the Scottish Government’s Budget for 2020-21,</p> <p>In order to ensure that we see as much gender mainstreaming as possible, Engender staff members sit on a wide variety of working groups and equality advisory groups, including: Crown Office and Procurator Fiscal Services equality advisory group; Scottish Court and Tribunal Service equality advisory group; Scottish Enterprise inclusive growth advisory group; the joint strategic board of Equally Safe; Scottish Campaign on Rights to Social Security; the Write to End Violence Against Women Awards steering group; the Best Start Reference Group; and a working group developing the second Scottish National Action Plan on Human Rights.</p> <p>What difference you made as a result:</p> <p>Engender is widely recognised for its insight and expertise in policy areas and is frequently asked to provide evidence and briefings. The information provided by Engender is often referenced in discussions and reflected in the wording of amendments and questions.</p> <p>Ensuring that the principles of advancing equality and non-discrimination are included in upcoming legislation is a regular feature of our policy work, and we were pleased to see our efforts reflected in the Planning Bill, echoing our success with the Social Security Bill last year. We engaged with the creation of the Scottish National Investment Bank, calling for these principles to be linked to the bank’s missions, and for the bank to proactively work towards women’s equality. Our amendments at stage 2 and 3 of the Scottish National Investment Bank Bill were successful, with all our asks making it into the Bill. At</p>

stage 3, three of the four amendments we proposed in coordination with Close the Gap and Jackie Bailie MSP were passed with unanimous support in the Chamber..

Project Outcome 3: Increasingly gender-sensitive policies and programmes are developed by public bodies in Scotland.

What you actually did:

2019 saw the launch of Scotland's first Gender Pay Gap Action Plan, a national strategy on women's workplace inequality which involves some of the critical systemic influences like social security, employability programme design, and violence against women. Alongside our sister organisation Close the Gap and Scottish Government, we were pleased to be involved in the development of this forward-thinking strategy to tackle the multiple causes of the gender pay gap throughout last year.

Engender's Executive Director [Redacted] has continued to sit on the First Minister's National Advisory Council for Women and Girls.

Engender continues to participate in the Equal Representation Coalition calling for more diverse representation in Scotland's elected bodies.

Engender established and leads on Gender Equal Media Scotland, a new coalition of academic, equality and media organisation working to improve the gender balance and representation of women in Scotland's media.

We continued to meet with Scottish Government and the Social Security Agency to discuss the Equality Strategy and other operational steps. We raised concerns that the current approach to measuring impact did not fully consider the need for intersectional equalities data to inform practice and Government policy work. In partnership with CRER and SWA we met with the Cabinet Secretary for Social Security and the Minister for Equalities to discuss options for equalities monitoring.

We are now working with officials from the Scottish Government to develop their publication and analytics of the data and ensure that what is being collected provides useful evidence for both government and stakeholders.

Engender wrote to the Scottish Commission on Social Security to outline some concerns about the rapid delivery of the Scottish Child Payment, and its interaction with Universal Credit. We subsequently attended a roundtable discussion with the Cabinet Secretary to discuss the Child Payment.

What difference you made as a result:

We were pleased to welcome the commitments made by Scottish Government in response to the First Minister's National Advisory Council for Women and Girls' first set of recommendations, and look forward to the next set of recommendations in the coming months.

We have been in discussions about the potential to further develop the equal Representation Coalition and build on the success of the toolkit.

Negotiations are ongoing re securing funding to further develop the Gender equal media Scotland project.

The Social Security Charter, which in early drafts continued few or no mentions of equality has equality, non-discrimination and human rights embedded into three areas.

	<p>In response to our concerns regarding equalities monitoring The Cabinet Secretary directed officials to integrate the existing feedback form into the body of the application, with the result that monitoring data becoming mandatory (with a 'prefer not to say' option.) This went live at the start of December 2019.</p>
	<p>Project Outcome 4: International gender equality and rights processes are Scotland-sensitive, and women's equality in Scotland is advanced because of this.</p>
	<p>What you actually did:</p> <p>Work on the UN Convention on the Elimination of all forms of Discrimination Against Women played a large role in our international work in 2019. We went to Geneva for the UK for the CEDAW examination and were pleased to see movement towards incorporating CEDAW into Scots Law. Our work with sister organisations in Northern Ireland, England and Wales continued through the UK Joint Committee on Women, for which Engender is the Scotland representative. Engender's Executive Director [Redacted] also sits on the board of the European Women's Lobby, which voted this year to allow UK-based organisations to remain members regardless of the UK's position within the EU.</p> <p>Brexit remains an issue for women's equality, and we joined with civil society colleagues across the UK to express our concerns about the impact of a 'no-deal' Brexit, particularly on women's rights in the workplace currently enshrined in EU law. Locally, we joined with the Civil Society Brexit Project and Scottish Women's Aid to consider potential Brexit impacts on women in Scotland, including EU citizens and women who have experienced violence against women.</p> <p>In solidarity with sister organisations in Northern Ireland, we have supported calls for UK Government to use its powers to reform abortion law to comply with CEDAW and human rights obligations. Additionally, we have explored cross-border working in Ireland and the four nations of the UK as part of the New Common Charter project.</p> <p>What difference you made as a result:</p> <p>Scotland's feminist voices will continue to be heard in Europe following Brexit as a result of our involvement with the European Women's Lobby and the UK Joint Committee on Women.</p> <p>We have raised awareness of the impact that will have on women rights.</p> <p>We are pleased to see that there is progress towards incorporating CEDAW into Scottish law.</p>
<p>4</p>	<p>Has the project enabled your organisation to maintain and/or develop connections, networks and partnerships? (see guidance note 4)</p>
	<p>Engender maintains close working relationships with the women's sector and wider equality sector in Scotland. We frequently engage in joint pieces of work and collaborative projects. In the last period, our partners have included; Scottish Government Close the Gap Scottish Women's Aid Rape Crisis Scotland Zero Tolerance EQUATE Scotland Women 5050 Equality Network Coalition for Racial Equality and Rights BEMIS CEMVO LGBT Youth Scotland Stonewall Women 5050 Strathclyde University Women in Journalism Scotland National Union of Journalists Scottish Women in Sport </p>

	Inclusion Scotland People First Take One Action Film Festival Glasgow Zine Library Glasgow Women's Library SCLD CoSLA National Library of Scotland Centre for Cross Border Studies Christian Aid Young Women's Movement Scotland Edinburgh University Amina Scottish Trans Alliance Scottish Youth Parliament
5	Have there been any significant challenges or changes? (see guidance note 5)
	We have had to dedicate more time and resources than anticipated to respond to criticism of our stance on the Gender Recognition Act. We receive a number of emails and negative comments on social media which need to be monitored and if appropriate responded to. We had not anticipated that this level of engagement would be necessary.
6	What have you learned? (see guidance note 6)
	We have learned that our current approach is working and that we are achieving greater recognition of our insight and expertise. We have made significant advances in our ability to influence policy-making and this is something that we will focus on developing further. We have learned a great deal about making events and communications more accessible and how to reach and engage with a wider audience.

Guidance notes for six monthly progress report

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Please tell us about the part of your project that is funded by the Scottish Government grant. Please give us a brief outline of the project and, if the grant is providing part funding of the project alongside other grants, please tell us about the project as a whole.

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Guidance note 3: How much progress has been made towards your Project Outcomes?

Project Outcomes were set individually by each organisation. In sections 3a and 3b, please tell us about each of your outcomes separately – no more than one page of A4 per outcome.

Guidance note 3a: What you actually did

Here we are interested in hearing about the activities you undertook to achieve the project outcomes. Please give a brief description of what you did under each, and the reason why you did this particular activity. For example, in addition to saying 'we provide group work', tell us about what the group does, who typically participated, how it supported the individuals involved and what happened during a session. You may wish to describe your activities in separate paragraphs or, if you prefer, you can use bullet points to identify key information.

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Guidance note 3b: What difference you made as a result

This section is where you provide your **evidence** of the difference you have made through your activities. This could include quotes and other soft evidence, hard evidence and statistics, links to electronic files/case studies/websites/videos, observations, questionnaire results, the media, or through relevant sections of anonymised support plans charting progress.

Guidance note 4: Has the project enabled your organisation to maintain and/or develop connections, networks and partnerships? (no more than 500 words)

Has the grant allowed your organisation to engage with other organisations, develop new connections and/or participate in new networks, including any funded through Equality Budget funding? If so, please give examples describing the relationships and what impact this has had on your work.

Guidance note 5: Have there been any significant challenges or changes? (no more than 500 words)

We are aware that you will experience many challenges due to the very nature of your work. However, this section is for capturing unforeseen challenges or changes to your circumstances,

e.g. staffing issues, funding challenges, environmental or organisational changes, and partnership working. You may also want to talk about increased demand for your service or activities if appropriate.

Guidance note 6: What have you learned? (no more than 500 words)

What have you learned since the project started? What you have done, or what do you intend to do, as a result of this learning? Have you made, or do you intend to make, any changes to the way you operate as a result? For example, you may have changed or refined your outcomes.



**APPLICATION FOR FUNDING FROM
THE SCOTTISH GOVERNMENT
APRIL 2015 – MARCH 2016**



1.0 CONTACT INFORMATION

[Redacted]
Executive Director

Email: [Redacted]
Mobile: [Redacted]
Telephone: [Redacted]

1a Haddington Place
Edinburgh
EH7 4AE

2.0 ENGENDER'S MISSION AND OBJECTIVES

Based in Edinburgh, Engender has worked to advance women's equality in Scotland for over twenty years.

2.1 ENGENDER'S MISSION

Engender seeks to increase women's power and influence; make visible the impact of sexism on women and on Scotland's social, economic and political development; and support people, organisations and our government to make equality a reality.

2.2 OBJECTIVES 2015-16

- To create awareness of the cause and consequence of gender inequality in Scotland and its impact on women and girls and Scotland's social and economic development.
- To work with third and public sector organisations in Scotland to gender their policy and practice.
- To promote women's participation on public and political life.
- To promote the use of national and international rights and equalities instruments to effect positive change for women in Scotland.

2.3 STRATEGY 2015-16

Across all of our work in 2015-16 we will be making the case that *Gender Matters*. This will be the overarching theme of our work, and we will use it in research, policy, engagement, and advocacy. We will work by:

- Engaging women, women's organisations, and equalities organisations in our work.
- Working in partnership to influence the thinking and practice of others so that they take gender into account.
- Creating opportunities for sharing thinking on gender across the third sector and between the third sector, academia and policymakers in Scotland.
- Linking the local to the global via national, UK, EU and UN policy processes.
- Developing our communications to widen our engagement and influence.

We will also be contributing to Scottish Government outcomes:

- Driving change/supporting innovation
- Promoting connectivity
- Improving outcomes for communities
- Prevention

3.0 CONTEXT

Engender's plan for the next year is rooted in the political and policy context. It takes account of the developments in Scotland over the past two years, and creates a way of engaging with the constitutional change that has been outlined in the Smith Commission recommendations.

It responds to the following challenges and opportunities.

3.1 GENDER REGRESSION

The creation of the Equality and Human Rights Commission, replacement of three predecessor duties with the public sector equality duty, and consolidation of anti-discrimination law in the Equality Act 2010 were intended to enable legal certainty, cohesion of equalities approaches, and work to tackle multiple and intersecting discriminations.

The best public and private sector employers and service providers have met this ambition, but there is increasing evidence that suggests that actions to address gender inequality have reduced. Instead, generic approaches to equalities are being pursued that do not meet the specific needs of any protected groups¹. Our consultancy work with public authorities on equality impact assessment and gender mainstreaming also identifies significant confusion on the part of public bodies about the extent to which generic approaches will advance women's equality. This aligns with Equality and Human Rights Commission analysis of public sector equality duty compliance.

Close the Gap has produced excellent resources for public sector employers on meeting the requirements of the specific duties in Scotland, but no parallel resources exist to enable public authorities to take an explicitly gendered approach to service delivery.

3.2 ENGAGEMENT AND PARTICIPATION

The independence referendum campaign saw increased participation in communities across Scotland, including in a broad range of women's organisations and groups. The demand for participatory approaches and co-production remains.

¹ Close the Gap (March 2014) *Working Paper 12: Monitoring Scottish Public Bodies' Compliance with the Public Sector Equality Duty* <http://www.closesthegap.org.uk/content/resources/CTG-Working-Paper-12---Monitoring-Scottish-public-bodies-compliance-with-the-public-sector-equality-duty.pdf> [Accessed 16 December 2014]

Work that Engender did over the last year with the Electoral Reform Society during their Democracy Max initiative identifies a significant challenge in developing participatory methods that do not result in women's equality concerns being lost when prioritisation is done by large groups. There is a need for development, testing, and sharing of approaches if equality for protected groups is not to be lost within community engagement.

3.3 CONSTITUTIONAL CHANGE

The Smith Commission recommendations for additional devolution of powers to the Scottish Parliament will be implemented (at least in part) during 2015-16. Scottish Government will then move forward with development of legislation and programmes around these. There are a number of policy areas that are set to be devolved that particularly engage women's equality. These are:

- Welfare, and the devolution of specific welfare benefits.
- Responsibility for tribunals, including employment tribunals.
- Employability programmes, although these appear set to be transferred after 2016.
- Abortion rights, which are not being devolved immediately, but work will be done to consider the impacts of devolution. International experience suggests that this may be a particularly challenging and contested area of work.

There is a need for gendered analysis and advocacy around each of these policy areas as the detail of the devolution settlement around them becomes clear, and policy development begins.

There is also an indication that Scotland will be increasingly involved in representing the UK in international contexts. There is a need for Scotland's civil society organisations to engage with colleagues in Europe and further afield to support and parallel this work.

3.4 AUSTERITY

Women's equality had not been realised before the austerity programme that was the response to the 2007 financial crisis and recession was implemented, but austerity has undoubtedly exacerbated women's inequality.

The UK Government's Autumn Statement indicated that significant reductions in public spending would be made in the immediate future, which has obvious consequences for the Scottish budget. Our work with public authorities suggests that

cuts programmes are not being equality impact assessed, and that the gender impacts are not known or are only being weakly mitigated. As cuts become deeper, there is an increasing likelihood that a gender-blind or neutral approach will result in significant breaches of women's human rights and a widening of gender gaps.

The Scottish Government is committed to a prevention approach. A shift in focus towards prevention does provide an opportunity for public bodies to incorporate a gendered analysis, but this is not currently the reality.

There is a need for continued analysis and advocacy of gender and 'welfare reform', which Engender has been leading a coalition of women's organisations around over the past year. There is a need for additional analysis and advocacy around the practice of cuts, and of shifting focus from delivery to prevention to ensure that these processes are gendered.

3.5 A GENDERED PROGRAMME FOR GOVERNMENT AND NATIONAL POLITICAL DISCOURSE

The Scottish Government's Programme for Government contains a number of explicitly gendered actions. These include:

- Expanding childcare;
- Introducing gender quotas on public sector boards;
- Delivering work on women and enterprise;
- Tackling domestic abuse, including considering additional criminal justice responses and delivering *Equally Safe*; and
- Work on participation and engagement.

Gender has taken up an increasing part of the national political discourse, including within Scottish Parliament debates. This has created a demand for analysis, briefing, and advocacy around policy development and Scottish parliamentary committee work.

4.0 OUR APPROACH

Engender's plan for the next year is one of transition and engagement. It responds to the context and the evidence of need that we and others have identified, and is also aligned with Scottish Government's high-level outcomes of:

- Driving change/supporting innovation
- Promoting connectivity
- Improving outcomes for communities
- Prevention

We are shaping our approach around the key message that *Gender Matters*, and this thread will run through all of our work.

This section outlines the thinking behind our work. There is a detailed action plan in section 5.0

4.1 GENDER MATTERS FOR THE FUTURE

Engender will be developing something of a gender roadmap, that will set out broad gender equality objectives and identify steps that we will advocate for over the short, medium, and longer term.

The development of the gender roadmap will be participatory, and will engage feminists, and people and organisations interested in women's equality, from across Scotland. As we undertake this work we will also be developing and testing participatory approaches that explicitly centre and use a commitment to women's equality. Key partners for this work will be Electoral Reform Society Scotland and Scottish Women's Aid.

WITH EXTERNAL FUNDING

We will use membership income and other donations and funds raised from consultancy to fund awareness-raising and campaigning work under the *Gender Matters* banner.

This will include disseminating and using existing materials, like our *Marginal-Eyes* film about women and the economy, as well as developing very low-cost digital materials and infographics to build an understanding with members, stakeholders, and policymakers of how gender impacts on men's and women's lives.

SCOTTISH GOVERNMENT OUTCOMES

This will **promote connectivity** between women and organisations across Scotland, **drive change** by providing clear steps towards women's equality, **support innovation** in participatory approaches, and ultimately **improve outcomes for communities** as women's equality is incrementally realised.

4.2 GENDER MATTERS NATIONALLY

The delivery of the Smith Commission recommendations and the Programme for Government will include critical and significant pieces of national policy development to which Engender will respond.

Using the model that we adopted for our work on 'welfare reform' and constitutional futures this year, we will undertake gender analysis of relevant Scottish Government bills, policies, and programmes, and share this with our members and stakeholders, including policymakers, elected representatives, and intermediary and advocacy organisations within civil society. We will use all of our communication channels to ensure that our work has the widest reach possible, and engage others in making the case for gender-sensitive bills, policies, and programmes.

We will create and act as the secretariat for a gender policy network that will work together to produce gendered analysis that is as intersectional as possible, considering the specific needs of groups of women that have one or more other protected characteristics.

We will also be working, with other women's organisations, on prevention of violence against women, as part of the implementation of Scotland's strategy on VAWG, *Equally Safe*.

SCOTTISH GOVERNMENT OUTCOMES

This will **promote connectivity** between women's and gender equality organisations across Scotland and connect those organisations with policymakers and elected representatives, **drive change** by making a clear case for gendered policy development, **support innovation** in gender mainstreaming, and ultimately **improve outcomes for communities** as women's equality is incrementally realised.

4.3 GENDER MATTERS LOCALLY

Engender will develop guidance to enable public bodies to better meet the requirement to assess the impact of policies on men and women, and to take gender-sensitive approaches. This will be developed in partnership with Scottish

Women's Aid and other gender stakeholders, and shared with public bodies using all of our existing communications channels, and in a series of events that are being hosted by CEMVO Scotland. Engender will also contribute to CEMVO's equalities mainstreaming consultancy programme, and will carry out consultancy with public bodies who require specific support around gender.

WITH EXTERNAL FUNDING

There has been focus on the public sector equality duty at national level by national and intermediary equality organisations. While some of this has obviously extended out to local public authorities through national umbrella organisations and, in a demand-led way, through commercially-available support programmes run by organisations like Stonewall, there has been much less focus and investment of resources at the local level.

We intend to seek additional funding from another funder to enable us to pilot an approach in a number of areas of Scotland that will build local capacity to use the public sector equality duty, identify local equalities issues, and then support engagement by local organisations or groups with relevant public authorities to drive change.

SCOTTISH GOVERNMENT OUTCOMES

This will **promote connectivity** between local groups and public bodies delivering services in their communities, **drive change** by supporting lobbying and engagement by local communities, and by providing the tools for public authorities to be better at gender mainstreaming, **support innovation** in service delivery by public authorities, and ultimately **improve outcomes for communities** as women's equality is incrementally realised.

4.4 GENDER MATTERS INTERNATIONALLY

Engender has been part of a number of the action groups taking forward work to deliver the Scottish National Action Plan on Human Rights (SNAP), and will continue this work. This work spans spatial categories from local to international, and includes work adjacent to some of the international obligations work that Engender has delivered in Scotland.

We will continue to be Scotland's representative on the UK Joint Committee on Women, which represents UK women's organisations at the European Women's Lobby, and to make the case for a four-nations approach to pan-UK work. We will continue to lead on the UK's national reform programme work that feeds into a pan-Europe project of the EWL.

During 2015-16 we will continue to disseminate joint briefing materials on CEDAW and the most recent set of concluding observations, which we have prepared with the Equality and Human Rights Commission.

UN timescales are outwith our hands, but we are expecting the process of the UK examination on ICESCR to begin in the near future, and we will be embarking upon a participatory process to gather the views of women, women's organisations, and civil society on the extent to which economic and social rights have been realized for women in Scotland.

As part of the work towards a gender equality roadmap, we will be creating a Beijing Platform for Action scorecard, which will indicate where progress against the ambitions of the Platform is most urgently required. This will form part of Engender's work to mark the 20th anniversary of the platform.

SCOTTISH GOVERNMENT OUTCOMES

This will **promote connectivity** between feminist women and women's equality organisations in Scotland and Europe, **drive change** by taking action to advance human rights in Scotland, **support innovation** by acting to encourage human rights approaches, and **improve outcomes for communities** as women's equality and human rights are progressively realised.

5.0 ACTION PLAN

A. GENDER MATTERS FOR THE FUTURE		
Outcome: A gender roadmap is developed that identifies outcomes and milestones for women's equality in Scotland, using processes that enable all groups of women to participate and be heard.		
Activity	Contribution to Scottish Government Outcomes	Indicators of Success
A1 Develop participatory approaches that redress inequalities between men and women, in partnership with Scottish Women's Aid.	<p>Support innovation in participatory methodologies, which will contribute to community engagement understanding.</p> <p>Drive change in participation.</p> <p>Improve outcomes with regard to women's participation.</p>	<ul style="list-style-type: none"> Engender and Scottish Women's Aid use the participatory methodologies in our own work. Engender produce a briefing on participation and gender with Electoral Reform Society, and disseminate this to civil society and public sector organisations. Qualitative data about organisations that Engender works with that have used the participatory methods are captured.
A2 Develop a gender roadmap for the next ten years, identifying outcomes, and short and medium term milestones	<p>Support innovation in gender equality activity.</p> <p>Drive change in approaches to realizing women's equality.</p> <p>Improve outcomes with regard to women's equality.</p>	<ul style="list-style-type: none"> Create a Beijing Platform for Action scorecard, which will identify areas where progress is required. Engender uses a variety of participatory approaches, including discussion events, to gather perspectives on women's equality from our members, and organisations and individuals in our networks.

		<p>Promote connectivity between women and women’s organisations and initiatives.</p>	<ul style="list-style-type: none"> • Engender consults on and then produces a final gender roadmap, identifying ten years’ worth of actions towards women’s equality.
A3	<p>Working with other equalities organisations, including Equality Network, Scottish Transgender Alliance, Inclusion Scotland, and CEMVO Scotland, develop intersectional approaches and initiatives.</p>	<p>Support innovation in intersectional gender equality activity. Drive change in approaches to equality. Improve outcomes with regard to women’s equality. Promote connectivity between women and women’s organisations and initiatives and equalities organisations.</p>	<ul style="list-style-type: none"> • Produce briefing and/or guidance on intersectional approaches to women’s equality. • Using participatory approaches, explore key gender equality issues with Engender’s membership and supporters from intersectional perspectives. • Undertake small projects or campaigns in partnership with other equalities organisations to highlight intersectional issues and multiple discrimination.
A4	<p>Shift the public discussion on gender</p>	<p>Support innovation in intersectional gender equality activity. Drive change in approaches to equality. Improve outcomes with regard to women’s equality. Promote connectivity between women and women’s organisations and initiatives and equalities organisations.</p>	<ul style="list-style-type: none"> • Production of digital and print resources that summarise women’s and men’s different life experiences • Engagement with people across Scotland via social and mainstream media with the key message that gender matters, and women’s equality is of benefit to Scotland • An increased number of women participating in public and policy spaces, and increased profile for women’s equality within the public discourse

B. GENDER MATTERS NATIONALLY

Outcome: Increasingly gender-sensitive bills, policies, and programmes are developed by national actors in Scotland, including Scottish Government.

Activity		Contribution to Scottish Government Outcomes	Indicators of Success
B1	Analyse gender-related bills, policies, and programmes, and advocate for gender-sensitive bills, policies, and programmes.	<p>Drive change by making a clear case for gender policy development.</p> <p>Support innovation in gender mainstreaming.</p> <p>Improve outcomes as women's equality is incrementally realized.</p> <p>Promote connectivity between women and policymakers.</p>	<ul style="list-style-type: none"> Engender produces accessible analysis of gender-related bills, policies, and programmes, and disseminates this analysis to members and stakeholders, including policymakers, elected representatives, and intermediary and advocacy organisations in the form of briefings, blog posts, and articles across a range of platforms. We engage others in this work. Engender advocates for clear policy asks with respect to gender-related bills, policies, and programmes, and engages others in this advocacy.
B2	Develop and provide the secretariat for the Gender Matters in Policy network	<p>Support innovation in gender equality activity.</p> <p>Drive change in approaches to realizing women's equality.</p> <p>Improve outcomes with regard to women's equality.</p> <p>Promote connectivity between women's organisations and civil society organisations.</p>	<ul style="list-style-type: none"> Engender will convene a policy network for policy officers and managers working in Scotland whose policy area is gender-focused or substantially gendered. Engender's and others' gender analysis will be visible in the policy work of other organisations.

<p>B3</p>	<p>Take a role in the implementation of <i>Equally Safe's</i> prevention strand of work.</p>	<p>Support innovation in prevention of men's violence against women. Drive change in approaches to reducing men's violence against women. Improve outcomes with regard to the prevalence and impact of violence against women.</p>	<ul style="list-style-type: none"> Engender has fulfilled its role within the prevention working group.
<p>B4</p>	<p>Provide advice and support for national organisations on gender equality and mainstreaming.</p>	<p>Support innovation in gender mainstreaming. Drive change in gendering work of national organisations. Improve outcomes with regard to the progressive realization of women's equality. Promote connectivity between women and women's organisations and national public sector and civil society organisations.</p>	<ul style="list-style-type: none"> Participate in the Skills Development Scotland equality advisory group, Scottish Court Service equality advisory group, Scottish Campaign on Welfare Reform and others, providing a gendered analysis and support with equality impact assessment and mainstreaming on a demand-led basis.

C. GENDER MATTERS LOCALLY

Outcome: Increasingly gender-sensitive policies, and programmes are developed by public bodies in Scotland.

Activity	Contribution to Scottish Government Outcomes	Indicators of Success
<p>C1 Build public bodies' capacity to respond effectively to the public sector equality duty.</p>	<p>Drive change by enabling public authorities to improve their gender mainstreaming.</p> <p>Support innovation and new thinking in the delivery of gender mainstreaming.</p> <p>Improve outcomes as women's equality is incrementally realized.</p> <p>Promote connectivity between women and women's organisations and public sector bodies.</p>	<ul style="list-style-type: none"> • Produce guidance for public bodies on delivering against the requirements of the public sector equality duty with regard to service delivery, making a business or organizational case for gender mainstreaming. • Produce guidance and information on gender and prevention. • Work with individual public authorities to support them to deliver innovative gender equality projects, and develop these into case studies. • Build capacity of public bodies through CEMVO Scotland's mainstreaming initiative, including at several conferences and through their consultancy programme.

D. GENDER MATTERS INTERNATIONALLY

Outcome: International gender equality and rights processes are Scotland-sensitive, and women's equality in Scotland is advanced because of this.

Activity		Contribution to Scottish Government Outcomes	Indicators of Success
D1	Participate in the International Obligations, Standard of Living, and Better Culture working groups of the Scottish National Action Plan on Human Rights.	<p>Drive change by encouraging public authorities and others to take action to enable the realization of rights.</p> <p>Support innovation and new thinking in the delivery of human rights.</p> <p>Improve outcomes as rights are incrementally realized.</p> <p>Promote connectivity between women and women's organisations and public sector and human rights organisations.</p>	<ul style="list-style-type: none"> Engender attends meetings of the working groups, and individual action plans and activity against them is gendered.
D2	Represent Scotland on the UK Joint Committee of Women, and European Women's Lobby	<p>Promote connectivity between women and women's organisations in Scotland and the UK and EU.</p>	<ul style="list-style-type: none"> Engender leads on work on the European Semester for the UK Joint Committee on Women, and shares Scottish good practice with UK and EU women's organisations. Engender makes the case for four-nations approaches to pan-UK work.
D3	Feed the views of Engender and women in Scotland into	<p>Support innovation and new thinking in the delivery of human rights.</p>	<ul style="list-style-type: none"> Using materials produced in partnership with the EHRC in early 2015, raise awareness of CEDAW and encourage

<p>international treaty processes, working with Close the Gap, the Equality and Human Rights Commission, the Human Rights Consortium Scotland, and other organisations.</p>	<p>Improve outcomes as rights are incrementally realized.</p> <p>Promote connectivity between women in Scotland and the UN.</p>	<p>policymakers and elected members to deliver against the most recent set of concluding observations.</p> <ul style="list-style-type: none">• Using participatory methodologies, gather the views of Engender’s members and feminist women in Scotland around their enjoyment of economic, cultural, and social rights.
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6.0 CAPTURING CHANGE AND IMPACT

We describe how we will monitor progress against the outcomes that Scottish Government has identified for this funding round.

We will be developing a scorecard for each discrete piece of work, which will include soft and hard indicators specific to the work. We will also be able to use this to review progress across outcomes, as below.

6.1 PROMOTING CONNECTIVITY

We will be tracking the connections that we and our individual and organisational members make with organisations, other networks of women, and institutions.

We will capture qualitative information about the impact of these connections: the ideas that are shared, and the response from the connectee. We will track new networks that emerge as a result of the connections, and their purpose and impact (as far as we are able).

6.2 DRIVE CHANGE/SUPPORT INNOVATION

We will be gathering information on:

- New methodologies that are being used by us, by public authorities, and by other stakeholders, and the early impact of these methodologies; and
- New initiatives that are being undertaken by public authorities, by us, and by other stakeholders, and the early impact of those new initiatives.

We would note that this round of funding is for one year, and these outcomes are new, so there will be a limit to the impacts that we are likely to see during this time period.

6.3 IMPROVE OUTCOMES FOR COMMUNITIES

All of our work is designed to facilitate and enable women's equality. We will be gathering qualitative and quantitative information (where possible) on the outcomes of our policy advocacy work.

This will be specific to each piece of policy work. An example of this would be advocating successfully for a benefit for destitute women who are fleeing domestic abuse. We would gather qualitative information about the impact on women of receiving this benefit, for example, being able to access Women's Aid services; and quantitative information, for example, the value of the transfer to the women.

6.4 PREVENTION

Engender's work is all preventive, in that reducing women's inequality will prevent men's violence, women's experience of poverty, and poorer outcomes across a range of indicators.

We will specifically gather information about our work to gender the prevention work of others, and impute likely outcomes to it where we can.

7.0 STAFFING

7.1 STAFFING ASSUMPTIONS AND RESOURCING

Engender currently has a staff team of 2.8 FTE. However, 1.0 FTE of that complement, along with some of our core costs in terms of overheads, have been funded for the past two years by the VAF CSU sectarianism programme. This funding is now at an end.

Having 2.8FTE staff has enabled us to provide a skeleton level of office cover, which in turn has meant that we could deploy resources to respond to requests for information in a timely fashion, could organise and staff larger events, and attend a wide range of meetings with key stakeholders.

Should Engender's core costs be funded at standstill level, **our headcount will have to reduce below 1.8FTE** as we have no other way, currently, of covering our overheads. This will make the organisation's current operations unsustainable, and will limit our ability to deliver our core work.

Our strategy is to diversify our income so that Scottish Government equalities funding becomes only a part of our funding package. Although we have increased our partnership working and consultancy over the past year, this has principally filled pre-existing funding gaps. We will be working over the coming year to increase our sustainability, including through an increase in our membership as well as increasing the number of funding applications we will make to other funders, and to reduce our dependence on Scottish Government. This is described more fully in section 8.0.

7.2 STAFFING COMPLEMENT

Executive Director	1.0 FTE
Development Manager	0.4 FTE
Policy Manager	0.6 FTE
Communications & Engagement Officer	1.0 FTE

7.3 EXPERIENCE AND SKILLS OF STAFF

Executive Director	Strategic planning, organisational management; knowledge and understanding of gender equality policy and practice; partnership working and developing relationships across a wide range of sectors, interests, and perspectives; developing and producing compliance guidance; developing
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	and producing tools and resources for public authorities; carrying out influencing work around specific pieces of policy; participation and contribution in strategic level working and policy development groups; strategic communications and developing and delivering evidence to Scottish Parliamentary committees, and formal inquiries; staff management and delivery of HR functions; financial management; monitoring and evaluation.
Development Manager	Partnership working and developing relationships across a wide range of sectors, interests, and perspectives; awareness of intersectionality and expertise around disability; developing and producing compliance guidance; participation and contribution in strategic level working and policy development groups; staff co-ordination and delivery of HR functions; financial co-ordination; monitoring and evaluation and grant co-ordination.
Policy Manager	Knowledge and understanding of gender equality policy and practice; partnership working and developing relationships across a wide range of sectors, interests, and perspectives; awareness of policy regimes across Scotland, UK, and Europe; developing and producing policy briefings, analysis papers, and advocacy papers; carrying out influencing work around specific pieces of policy; participation and contribution in strategic level working and policy development groups; developing and delivering evidence to Scottish Parliamentary committees, and formal inquiries.
Communications and Engagement Officer	Knowledge and understanding of gender equality policy and practice; partnership working and developing relationships across a wide range of sectors, interests, and perspectives; participatory engagement methodologies; communications, including mainstream media, digital, and social media; events organisation and planning; administration.

8.0 SUSTAINABILITY

8.1 STRATEGIC SUSTAINABILITY AMBITIONS

Engender is a very small organization given its national role and remit, and our strategic ambitions for sustainability are:

2015-17	Decrease our reliance on Scottish Government funding by increasing our income from grants and trusts that are strategically relevant to our work
2018-19	Grow the organization in a sustainable way to enable us to work with more women and around more policy areas within Scotland.

8.2 BARRIERS TO SUSTAINABILITY

There are significant barriers to the sustainability of feminist organisations within the UK.

- Gender equality has lessened as a funding priority as funders move towards a generic equalities approach or wish to fund some of the newer, and previously chronically underfunded, equalities strands.
- Some specifically feminist funders will not fund organisations that frame prostitution as violence against women, which is Engender's current position.
- Second tier organisations can find attracting funding particularly challenging, as funders seek to make change happen in communities.

8.3 PLANS TO INCREASE SUSTAINABILITY

Engender will take a number of steps to decreasing its reliance on Scottish Government funding over the next year.

- Creating demand for consultancy work within the public and private sector.
- Increasing our membership, and fundraising activities. This will be linked to our communications work.
- Developing (relatively) large-scale funding bids, including partnership bids with other strategic intermediaries.

8.4 SUSTAINABILITY OF IDEAS

Although much of our work is located within specific policy contexts, we also carry out a range of work that makes visible women's inequality. Our CEDAW and *Marginal-Eyes* films are examples of work that will keep their relevance for some years.

Our website contains historical briefings, toolkits, and papers, and in this way we keep our work accessible to new audiences.

8.5 ENGAGING WITH OTHER ORGANISATIONS

Critical to ensuring the sustainability of Engender's work is partnership working, and building capacity.

In the past year we have worked extensively with other organisations, including:

- Scottish Women's Aid, Rape Crisis Scotland, YWCA Scotland, Zero Tolerance, Shakti Women's Aid, Scottish Women's Budget Group, and Close the Gap;
- National Alliance of Women's Organisations, Northern Ireland Women's European Platform, Women's Equality Network Wales, and European Women's Lobby;
- Equality Network, Scottish Transgender Alliance, CEMVO Scotland, Inclusion Scotland, Scottish Refugee Council, Refugee Women's Strategy Group;
- University of Glasgow, University of Stirling, University of Edinburgh;
- A number of public bodies including three alcohol and drugs partnerships, who we worked with around the public sector equality duty; Skills Development Scotland, Scottish Courts Service;
- Scottish Human Rights Commission, Equality and Human Rights Commission;
- Scottish Coalition on Welfare Reform, Centre on Constitutional Change; Electoral Reform Society Scotland.

We are committed to supporting the work of the wider equalities movement in Scotland, and in working in partnership where possible to support and influence other organisations to enhance their gender-sensitivity, and to build our own capacity to work intersectionally.

9.0 FUNDING

Running Costs	
Photocopier	1,700
Rent and rates	11,600
Utilities & maintenance	7,000
Phones	1,330
Mobiles	500
ITC	1,000
Postage and stationery	1,540
Subscriptions	200
Insurance	1,000
Governance	
Independent examination	1,100
AGM	200
Board expenses	500
Total overheads	27,670
Staffing and professional services	
Salaries	
Executive Director	47,297
Development Manager	10,343
Policy Manager	17,306
Communications and Engagement Officer	24,141
Pensions	5,945
SCVO Payroll charges	520
Bookkeeping	3,500
	109,051
Staff expenses	
Staff expenses	3,000
	3,000
Activity Costs	
Publications including digital	5,000
Social & digital marketing	2,000
Events and conferences	10,000
Website	1,020
	18,020
TOTAL	157,741

Six monthly progress report

(July – December)

Equality Budget 2017-20

Organisation: *Engender*

Project: *Engender 2017 - 2020*

Completed By: *[Redacted], Development Manager*

Period: *July – December 2017*

Project Information

Name and Position of Main Contact Person	[Redacted], Executive Director
Funding Programme	Equality intermediary and national projects
Amount of Grant Received	£22,5350.00
Project Website (if applicable)	www.engender.org.uk

1	<p>In a few sentences, tell us about your funded project (see guidance note 1)</p>
	<p>In the period 2017-20 Engender has the following objectives: To create awareness of the cause and consequence of gender inequality in Scotland and its impact on women and girls, with a particular focus on women’s social and cultural inequality; women’s political inequality; women’s economic inequality. To work with third and public sector organisations in Scotland to gender their policy and practice. To promote women’s participation in public and political life and the use of national and international rights and equalities instruments to effect positive change for women in Scotland.</p>
2	<p>What Fund Outcomes did you work towards? (see guidance note 2)</p>
X	<p>Discrimination against people who share protected characteristics is reduced, and multiple discrimination is addressed so that barriers to participation are reduced.</p>
☐	<p>People covered by hate crime legislation experience lower levels of hate crime.</p>
☐	<p>People and communities are supported to participate in and engage with services and civic society; their contribution is recognised and community cohesion is increased.</p>
X	<p>Current imbalances in representation in all aspects and levels of public life, including education and employment, are addressed to better reflect our communities.</p>
3	<p>How much progress has been made towards your project outcomes? (see guidance note 3a and 3b)</p>
	<p>Project Outcome 1: Engender has developed a richer evidence base for domain-specific, intersectional women’s equality proposals, and communicated these to policymakers and stakeholders.</p>
	<p>What you actually did: We collated the information gathered from our #whatwomenwant project and this has been sent to all councillors. We have developed the use of participative approaches and resources in order to engage with women from more diverse backgrounds. We held a launch for our Gender Matters Roadmap at our Feminist Futures Conference. The roadmap has been widely distributed to policy makers and stakeholders. Engender has recorded a series of podcasts covering a range of feminist issues. We have engaged with the media around a number of topical issues. We have made presentations to and engaged with a wide range of organisations and audiences. Engender continues to provide support to the Scottish Women’s Budget Group.</p> <p>What difference you made as a result: We have had positive responses from councillors regarding the whatwomenwant resource and they have indicated that they will use it to inform their work. Our use of participative approaches has resulted in being able to engage with a much more diverse group of women and we are able to reflect this in our work. The Gender Matters Roadmap has been very successful and warmly received. At meetings with influencers and decision-makers the roadmap has frequently been referenced as an authoritative document. This has resulted in the content of the roadmap influencing discussions and decisions. Nine episodes of the On The Engender podcast have been recorded and we have had</p>

	<p>overwhelmingly positive feedback. We have reached 3000 cumulative downloads. This has created a new space for Engender to engage with women in a different way and so broadens our organisational reach.</p> <p>Engender's engagement in a wide range of presentations, discussions and events allows us to speak to varied audiences and share our work and expertise in different spaces and to new audiences. This increases the reach of the organisation and has resulted in a higher profile and international recognition of our work.</p>
	<p>Project Outcome 2: Increasingly gender-sensitive bills, policies, and programmes are developed by national actors in Scotland, including Scottish Government.</p>
	<p>What you actually did:</p> <p>Engender, in partnership with Scottish Women's And and the Coalition for Race Equality and Rights has responded to the Social Security (Scotland) Bill with recommendations for several amendments, including an equality principle, a duty to consult persons with protected characteristics, as well as the collection and review of equalities monitoring data. Our Policy and Parliamentary Manager has had regular meetings with government officials to discuss issues such as split-payments and the development of regulations. Engender is represented on a number of Scottish Government Working Groups including, the Best Start Grant, Carer's benefit expert review group.</p> <p>The Engender team was engaged in a campaign to push back against the UK Government's 'family cap' and 'rape clause' policy.</p> <p>The following briefings have been drafted by Engender:</p> <ul style="list-style-type: none"> A joint equality briefing with SWA and CRER to the Social Security Committee. A parliamentary briefing for the 16 Days of Activism debate in the Chamber. A parliamentary briefing for the Stage 1 Debate of the Gender Representation on Public Boards (Scotland) Bill. A parliamentary briefing on sexist bullying and misogyny in schools A Parliamentary briefing for Stage 1 of the Social Security (Scotland) Bill. <p>Engender also provided responses to the call for evidence on the proposal for a Bill to introduce universal access to period products and to the consultation by the Standards, Procedures and Public Appointments Committee on its enquiry into sexual harassment and inappropriate conduct in the Scottish Parliament. A response to the consultation on the delivery plan for Equally Safe was also provided.</p> <p>Engender continues to be involved in discussions with other agencies about the governance of Equally Safe as it develops.</p> <p>Engender participates in the Cross Party Group on Men's Violence Against Women and Children.</p> <p>What difference you made as a result:</p> <p>Engender is increasingly recognised for its insight and expertise in policy areas and is frequently asked to provide evidence and briefings. The information provided by Engender is often referenced in discussions and we have seen our suggested wording being included in amendments in parliament.</p> <p>Engender has successfully worked in partnership with organisations across the equality sector and this has resulted in well-balanced and informed joint proposals.</p>
	<p>Project Outcome 3: Increasingly gender-sensitive policies and programmes are developed by public bodies in Scotland.</p>
	<p>What you actually did:</p> <p>Engender sits on the steering group of the Building Equality Project. A roundtable discussion on women and the employability pipeline was held and the summary of this will be published shortly.</p> <p>We continue to participate in discussions on period poverty in Scotland are regularly</p>

	<p>contacted by people interested in the subject.</p> <p>Engender is working with organisations working in the criminal justice system on issues relating to the development of a women’s custodial estate, community custody units as well as reforms to the practice of remand in Scotland.</p> <p>Engender continues to be represented on the equality advisory groups of the following organisations; Skill Development Scotland’s, the Crown Office and Procurator Fiscal Service, Care and Social Services, sportscotland, and the Scottish Courts and Tribunal Service.</p> <p>Engender is represented on the external advisory group of the Scottish Women’s Rights Centre and our Executive Director is the Chair of the Human Rights Consortium Scotland external advisory group.</p> <p>What difference you made as a result:</p> <p>Engender’s is well positioned to influence discussions and decisions through its representation on a number of influential groups.</p>
	<p>Project Outcome 4: International gender equality and rights processes are Scotland-sensitive, and women’s equality in Scotland is advanced because of this.</p>
	<p>What you actually did:</p> <p>Engender participates in the SNAP action groups for International Obligations, Adequate Standards of Living and Better Culture. Engender’s Executive Director has recently been invited to join the leadership panel and will be working to develop the next stage of SNAP and strengthening economic and social rights.</p> <p>Engender is planning a programme of engagement on CEDAW around Scotland which will include an online element. There will also be a call for evidence form other organisations. This will inform our shadow report.</p> <p>Engender continues to be Scotland’s representative on the UK Joint Committee on Women, which is the national co-ordination of the UK within the European Women’s Lobby.</p> <p>Engender’s Executive Director also sits on the external advisory group of an Irish gender budgeting initiative which is a project of the National Women’s Council of Ireland.</p> <p>What difference you made as a result:</p> <p>Engender’s expertise in the field of international gender equality has been recognised by being awarded a grant to undertake a project to compile a four nations report for the UK examination under the Convention on the Elimination of All forms of Discrimination Against Women. This will involve a call for evidence, engagement events and working with partner organisations across the UK to write a shadow report.</p> <p>Engender’s involvement in SNAP ensures that gender equality continues to be highlighted.</p>
<p>4</p>	<p>Has the project enabled your organisation to maintain and/or develop connections, networks and partnerships? (see guidance note 4)</p>
	<p>Engender’s partnership working and engagement continues to go from strength to strength. Working in partnership is increasingly a main element of the way the organisation functions.</p> <p>The development of the Equal Representation in Politics Tool was managed by Engender and has now been completed. The Equal Representation Coalition will now work together to launch the tool at the party conferences in Spring. This has been a very successful project that brought together organisations from across the equality sector to work together.</p> <p>Engender has worked closely with partner organisations on issues such as Social Security, the Gender Recognition Act, ‘period poverty’, criminal justice and disabled women’s reproductive rights.</p>

5	Have there been any significant challenges or changes? (see guidance note 5)
	The main challenge that Engender has faced has been the need to move office premises. Finding appropriate office premises took quite a lot of time and there were numerous complications and expenses involved in facilitating the move. The costs associated with the office move have been met through income that we have generated.
6	What have you learned? (see guidance note 6)
	We have learned that our current approach is working and that we are achieving greater recognition of our insight and expertise. We have made significant advances in our ability to influence policy-making and this is something that we will focus on developing further. We have learned a great deal about making events and communications more accessible and how to reach and engage with a wider audience.

Guidance notes for six monthly progress report

Guidance note 1: About your funded project (no more than 250 words)

Please tell us about the part of your project that is funded by the Scottish Government grant. Please give us a brief outline of the project and, if the grant is providing part funding of the project alongside other grants, please tell us about the project as a whole.

Guidance note 2: What Fund Outcomes did you work towards?

The Fund Outcomes were set by the Scottish Government in application documentation. Please tick the relevant Fund Outcomes that you are working towards (you should be working towards a minimum of one and a maximum of three fund outcomes). Refer to your original application or re-profiling form if the original outcomes have changed.

Guidance note 3: How much progress has been made towards your Project Outcomes?

Project Outcomes were set individually by each organisation. In sections 3a and 3b, please tell us about each of your outcomes separately – no more than one page of A4 per outcome.

Guidance note 3a: What you actually did

Here we are interested in hearing about the activities you undertook to achieve the project outcomes. Please give a brief description of what you did under each, and the reason why you did this particular activity. For example, in addition to saying 'we provide group work', tell us about what the group does, who typically participated, how it supported the individuals involved and what happened during a session. You may wish to describe your activities in separate paragraphs or, if you prefer, you can use bullet points to identify key information.

We have provided separate headings in this section. If you would prefer to include the evidence of your work (what difference we made as a result) after each activity rather than in separate sections then please feel free to write as one narrative.

Guidance note 3b: What difference you made as a result

This section is where you provide your **evidence** of the difference you have made through your activities. This could include quotes and other soft evidence, hard evidence and statistics, links to electronic files/case studies/websites/videos, observations, questionnaire results, the media, or through relevant sections of anonymised support plans charting progress.

Guidance note 4: Has the project enabled your organisation to maintain and/or develop connections, networks and partnerships? (no more than 500 words)

Has the grant allowed your organisation to engage with other organisations, develop new connections and/or participate in new networks, including any funded through Equality Budget funding? If so, please give examples describing the relationships and what impact this has had on your work.

Guidance note 5: Have there been any significant challenges or changes? (no more than 500 words)

We are aware that you will experience many challenges due to the very nature of your work. However, this section is for capturing unforeseen challenges or changes to your circumstances, e.g. staffing issues, funding challenges, environmental or organisational changes, and partnership working. You may also want to talk about increased demand for your service or activities if appropriate.

Guidance note 6: What have you learned? (no more than 500 words)

What have you learned since the project started? What you have done, or what do you intend to do, as a result of this learning? Have you made, or do you intend to make, any changes to the way you operate as a result? For example, you may have changed or refined your outcomes.



Gender pay gap strategy engagement project

June 2018

1. Background

As part of its development work of a gender pay gap strategy for Scotland, a Ministerial group has been formed to consider and weigh the evidence for the inclusion of specific actions.

There is a considerable academic and grey literature that describes the factors that underpin the gender pay gap and proposes solutions to mitigate or remove them entirely. The Economy, Jobs, and Fair Work Committee of the Scottish Parliament has recently undertaken an inquiry in the gender pay gap, and took evidence from the range of academics and stakeholders working on relevant economic and policy domains. Close the Gap and Engender are very familiar with the literature across the causes of the gender pay gap, and with the policymaking discussions that have taken place around the pay gap during the last twenty years in Scotland.

Policymakers and officers within delivery agencies and Scottish Government outwith the Equality Unit do not necessarily share this in-depth familiarity. Although gender mainstreaming has been a formal and legal requirement of the public sector since the introduction of the Gender Equality Duty in 2009, work on the underpinning factors of the gender pay gap has largely been delivered by specialist organisations and (occasionally) teams or individuals operating inside large agencies. Consequently, delivery agencies and policymakers operating in relevant domains are working towards improving their gender competence and would benefit from working closely with specialist organisations.

2. Project purpose

To inform the Ministerial group, stakeholders from across a range of policy domains will be engaged with to produce a set of draft actions for the strategy and delivery plan. These recommendations will be rooted in both the evidence-base around the gender pay gap and in the contexts that exist within specific policy domains.

The engagement programme will be a joint initiative between Close the Gap, Engender, and Scottish Government officials leading on support for the Ministerial group.

3. Methodology

3.1 Domain-focused engagement

This engagement will test and develop recommendations for action on the gender pay gap with policymakers and officers from delivery agencies with expertise around specific salient domains.

Themes

There will be domain-focused engagement across the following themes:

- Early years and childcare
- School
- Skills and training, including further and higher education
- Employment
- Social security
- Economic development
- Procurement

Close the Gap and/or Engender, and Scottish Government officials will collaborate with the ministerial working group on women and enterprise with a view to testing recommended draft actions on enterprise.

Cross-cutting factors

Under each theme the cross-cutting factors underpinning the pay gap will be engaged. These are:

- Vertical and horizontal occupational segregation and stereotyping
- Discrimination within pay systems
- Employment that is insufficiently flexible to meet women's needs

- Unequal division of caring responsibilities within households

Each theme will also consider intersectionality and relevant asks of the UK Government.

3.2 Women’s voices

This engagement will test and develop recommendations for action on the gender pay gap with policy officers from women’s organisations, and race, disability, and LGBTI organisations. A session will also be delivered with women currently engaged with the Women’s Centre Glasgow.

Scottish Government will lead on engagement with trade unions, including GMB and UNISON, to capture the voices of trade union women.

Process

The process for engagement will be:

Thematic sessions	
Preparation	<p>Close the Gap and/or Engender, along with Scottish Government, develops the invite lists for each thematic group.</p>
	<p>Close the Gap and/or Engender will prepare a three page background paper including:</p> <ul style="list-style-type: none"> • Two-page summary of the key issues and evidence around the theme and its sub-themes. • One page description of questions with some suggested draft recommendations for actions, including those developed by the sub rosa group, and generated by previous work. The questions should tease out if participants think that the current recommendations for action should be amended, where there are gaps in existing actions, and whether new actions are required. <p>Scottish Government will share the background paper with the working group for agreement.</p>

	<p>Scottish Government provides background briefing, capacity building, and/or other relevant and appropriate interventions to Scottish Government colleagues participating in the thematic session.</p>
Session	<p>Half-day meeting, chaired by Scottish Government, including:</p> <ul style="list-style-type: none"> • Presentation from Close the Gap and/or Engender on the key issues and evidence around the theme and its sub themes. • Introduction to the draft recommendations for testing, development, and challenge. • Members of the working group will be invited to participate. <p>Participants:</p> <ul style="list-style-type: none"> • Senior officers with knowledge of the policy domain, and/or gender in the specific context.
<p>Policy officers from women’s and other equality organisations</p>	
Preparation	<p>Close the Gap and/or Engender develops the proposed invite list for the session.</p>
	<p>Close the Gap and/or Engender will prepare a five page background paper including:</p> <ul style="list-style-type: none"> • Three page summary of the key issues and evidence around the themes and sub-themes, and informed by the thematic sessions. • Two page description of questions with some suggested draft recommendations for actions, including those developed by the sub rosa group, and generated by previous work. The questions will tease out if participants think that the current recommendations for action should be amended, where there are gaps in existing actions, and whether new actions are required. <p>Scottish Government will share the background paper with the working group for agreement.</p>

Session	Half-day meeting, chaired by Scottish Government including: <ul style="list-style-type: none"> • Presentation from Close the Gap and/or Engender on the key issues and evidence around the themes and sub themes. • Introduction to the draft recommendations for testing, development, and challenge.
The Women's Centre Glasgow	
Preparation	Close the Gap and/or Engender liaise with the Women's Centre to convene a group of women to participate in the session.
Session	Two-hour session delivered by Close the Gap and/or Engender which will summarise the evidence and issues, and test the recommended actions: <ul style="list-style-type: none"> • Content, format and tone to be determined, depending on audience, once participants and purpose have been identified.
All engagement	
Post-sessions	Close the Gap and/or Engender will prepare a five page paper for the Ministerial working group, including: <ul style="list-style-type: none"> • Two page summary of the key issues and evidence around the theme and its sub-themes. • One page description of recommendations for actions, amended in response to the engagement session. • Two page summary of the discussion at the session, including key points of criticism or challenge, key points of support, and any useful context.

Outputs

The outputs of the work of **Close the Gap** and **Engender** will be:

- Seven sets of proposed invitation lists in thematic engagement events;
- Seven thematic background papers;
- Seven thematic presentations including evidence around the theme, to be delivered at the thematic events;
- One proposed invitation list for policy officers' session;
- One background paper for the policy officers' session;
- One presentation for the policy officers' session;
- Materials for one session with women engaged with the Women's Centre Glasgow; and
- Seven refreshed thematic background papers, incorporating summaries of discussions and recommendations.

4. Timescales

To be agreed, contingent on the overall shape of the calendar of thematic days and voices sessions, but with:

- **Invitation lists** with Scottish Government officials six weeks before thematic events;
- **Background briefings** with Scottish Government officials and the working group two weeks before thematic events, for final sign-off; and
- **Refreshed briefings** with Scottish Government officials two weeks before Ministerial group meetings, for final sign-off.

Costs

- Close the Gap: £9,999 (including VAT)
- Engender: £9,999 (including VAT)

Local Government and Communities Directorate
Equality, Human Rights and Third Sector Division

T: [Redacted]
E: [Redacted]

[Redacted]
Executive Director, Engender
10 Old Tolbooth Wynd
Edinburgh
EH8 8EQ



13 February 2020

Dear [Redacted],

**OFFER OF GRANT – GENDER EQUAL MEDIA SCOTLAND PROJECT:
17 FEBRUARY 2020 – 17 FEBRUARY 2021**

The Scottish Ministers in exercise of their powers under Section 10 of the Social Work (Scotland) Act 1968 hereby offer to give to Engender (“the Grantee”) a grant of up to £68,943 payable over 17 February 2020 – 17 February 2021, in connection with the Gender Equal Media Scotland Project, which is more particularly described in Part 1 of Schedule 1 (“the Project”) and subject to the following terms and conditions.

1. Definitions and Interpretation

1.1 In these Conditions, the words and expressions set out in **Schedule 4** shall have the meanings ascribed to them in that Schedule.

1.2 In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.

1.3 The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.

1.4 Except as otherwise provided in these Conditions, any reference to a clause, paragraph, sub-paragraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions. The schedules are intended to be contractual in nature. They form part of the Agreement and should be construed accordingly.

1.5 This Agreement shall not be varied except by an instrument in writing signed by both parties.

2. Purposes of the Grant

2.1 The Grant is made to enable the Grantee to carry out the Project.

2.2 The Grant shall only be used for the purposes of the Project and for no other purpose whatsoever.

2.3 No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.

2.4 The expected outcomes of the Grant are:

- The profile of GEMS is raised with key media, equalities and cultural institutions;
- GEMS and stakeholders have a richer understanding of the attitudes and perceptions within media, equalities, and cultural bodies to gender equality in the Scottish media;
- GEMS and stakeholders have a sound understanding of different models and approaches to reducing gender inequality within the media;
- Previously under-researched areas of women's intersectional inequality in Scotland's media will be understood;
- GEMS, Scottish Government, and stakeholders have an evidence-based set of options for future delivery of a Women in Media Body & associated programmes.

2.5 The activity and outputs for funding over the specified period are set out in the attached funding bid.



Gender Equal
Media Project - Febr

2.6 The eligible costs for which the Grant can be claimed are:

- staff salaries and associated costs
- direct project costs

2.7 The eligible costs exclude:

- reclaimable Value Added Tax
- redundancy payments
- capital expenditure, including the purchasing of property
- dissemination of funds to other recipients.

3. Payment of Grant

3.1 The Grant shall be paid by the Scottish Ministers to the Grantee in accordance with the terms of **Schedule 1** attached.

3.2 In addition to the progress and financial reports to be submitted in relation to the funded project, the Grantee shall within four weeks of the end of the funded period in which the Grant has been paid submit to the Scottish Ministers a statement of compliance with the Conditions of the Grant using the form of words provided in **Schedule 3**. The statement shall be signed by the Grantee's Director/CEO/authorised signatory.

3.3 In the event that the amount of the Grant paid by the Scottish Ministers to the Grantee at any point in time is found to exceed the amount of the expenses reasonably and properly incurred by the Grantee in connection with the Project, the Grantee shall repay to the Scottish Ministers the amount of such excess within 14 days of receiving a written demand for it from or on behalf of the Scottish Ministers. In the event that the Grantee fails to pay such amount within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of two per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest.

3.4 The Scottish Ministers shall not be bound to pay to the Grantee, and the Grantee shall have no claim against the Scottish Ministers in respect of, **any instalment of the Grant which has not been claimed by the Grantee by the end of 28 February 2021 as set out in Schedule 1**, unless otherwise agreed in writing by the Scottish Ministers.

4. Inspection and Information

4.1 The Grantee shall keep the Scottish Ministers fully informed of the progress of the Project in the form of quarterly progress reports, and quarterly financial reports. Details shall include actual expenditure to date compared with profiled expenditure and any change to estimated expenditure for the 12 month period and/or the Project as a whole, the reasons for any such changes and progress in achieving objectives/outcomes.

4.2 Revisions to the activity, outputs and outcomes as described in the funding bid attached at paragraph 2.5 shall be subject to the written agreement of the Scottish Ministers.

4.3 The Grantee shall, on completion of the Project, submit a report to the Scottish Ministers summarising the outcomes and performance of the Project. Such a report shall include such statistical and other information relating to the impact of the Project as shall be required by the Scottish Ministers.

4.4 The Grantee shall also provide any other information that the Scottish Ministers may reasonably require to satisfy themselves that the Project is consistent with the Agreement. The Grantee shall provide the Scottish Ministers with prompt access to any information they reasonably require to ensure compliance with these Conditions.

4.5 The Grantee shall keep and maintain for a period of six years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by the Scottish Ministers by way of the Grant. The Grantee shall afford the Scottish Ministers, their representatives, the Auditor General for Scotland and their representatives and such other persons as the Scottish Ministers may reasonably specify from time to time, such access to those records and books of account as may be required by them at any reasonable time in response to a written request for such access from the person seeking it. The Grantee shall provide such reasonable assistance and explanation as the person carrying out the inspection may from time to time require.

4.6 The Grantee must have robust safeguarding policies in place to protect vulnerable groups. The Grantee must also have in place clear processes which must be followed if it becomes aware of specific incidents, including referral to the relevant authorities where necessary. Where the Grantee is working directly through a partner organisation, the Grantee is required to have undertaken due diligence in relation to safeguarding arrangements, including obtaining evidence of satisfactory safeguarding policies and / or procedures by the Grantee's partner organisation. The Grantee must report all and any cases of suspected abuse or malpractice relating to anyone involved in delivery of the Project or any beneficiary of the Project to Scottish Ministers and the relevant authorities immediately. The Grantee must, upon request from Scottish Ministers, provide copies of the safeguarding policies and procedures referred to in this clause.

- 4.7 In the event of the Grantee becoming aware of or suspecting:
- any irregular or fraudulent activity in relation to the Grant or Project, or any part of either of them; and/or
 - any safeguarding incident by or in respect of any person involved in the Project,

the Grantee shall immediately notify the Scottish Ministers of such activity or incident and provide such other information as the Scottish Ministers may reasonably require in relation to the impact on the Project and the use of the Grant. In so notifying Scottish Ministers, the Grantee must also confirm that such irregular or fraudulent activity or safeguarding incident has been referred to the relevant regulatory or other authorities as appropriate, in line with any statutory duty and otherwise in line with any guidance issued from time to time on Notifiable Events by either the Office of the Scottish Charity Regulatory (OSCR) or as appropriate the Charity Commission for England and Wales. For the avoidance of doubt, in this agreement, a "safeguarding incident" includes any incident of abuse or mistreatment of any vulnerable person.

4.8 The grantee shall immediately inform the Scottish Ministers of any change in its constitution, for example, but not limited to, a change in status from one type of body corporate to another.

5. Confidentiality and Data Protection

5.1 The Grantee will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Project.

5.2 Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the Scottish Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement

5.3 The Grantee shall ensure that all requirements of Data Protection Laws are fulfilled in relation to the Project.

5.4 To comply with section 31(3) of the Public Services Reform (Scotland) Act 2010, the Scottish Ministers publish an annual statement of all payments over £25,000. In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of all payments over £25,000. The Grantee should note that where a payment is made in excess of £25,000 there will be disclosure (in the form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.

6. Disposal of Assets

The Grantee shall not, without prior written consent of the Scottish Ministers, dispose of any asset funded, in part or in whole, with Grant funds during the lifetime of the asset. During that period the Scottish Ministers shall be entitled to the proceeds of the disposal – or the relevant proportion of the proceeds based on the percentage of grant funding used in connection with the acquisition or improvement of the asset against the whole proceeds. The Scottish Ministers shall also be entitled to the relevant proportion of any proceeds resulting from any provision included as a condition of sale. Recovery by the Scottish Ministers shall not be required where the value of the asset is less than £1,000.

7. Publicity

The Grantee shall where reasonably practicable acknowledge in all publicity material relating to the Project the contribution of the Scottish Ministers to its costs. The Scottish Ministers may require to approve the form of such acknowledgement prior to its first publication.

8. Intellectual Property Rights

8.1 All Intellectual Property Rights are hereby assigned to and shall vest in the Crown or its assignees.

8.2 The Grantee shall ensure that nothing contained in any materials produced or submitted to the Scottish Ministers by the Grantee or anyone acting on its behalf nor the reproduction of such materials, shall constitute an infringement of any third party copyright or intellectual property right and shall indemnify the Scottish Ministers against all actions, proceedings, claims and demands made by reason of any such infringement.

9. Default and Recovery etc. of Grant

9.1 The Scottish Ministers may re-assess, vary, make a deduction from, withhold, or require immediate repayment of the Grant or any part of it in the event that:

9.1.1 The Grantee commits a Default;

9.1.2 The Scottish Ministers consider that any change or departure from the purposes for which the Grant was awarded warrants an alteration in the amount of the Grant;

9.1.3 The Grantee fails to carry out the Project;

9.1.4 In the Scottish Ministers' opinion, the progress on the Project is not satisfactory; or

9.1.5 In the Scottish Ministers' opinion, the future of the Project is in jeopardy.

9.2 If, in the Scottish Ministers' opinion, the Grant or any part of it is state aid and they consider that they are required to recover such sum in order to ensure compliance with their obligations, Scottish Ministers may require immediate repayment of the Grant or any part of it together with interest at such rate and on such basis as may be determined from time to time in accordance with law.

9.3 The Scottish Ministers may withhold the payment of the Grant if at any time within the duration of the Agreement:

9.3.1 The Grantee passes a resolution that it be wound up, or a court makes an order that the Grantee be wound up, in either case otherwise than for the purposes of reconstruction or amalgamation, or circumstances arise which would enable a court to make such an order or the Grantee is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;

9.3.2 Where the Grantee is an individual, if a petition is presented for the Grantee's bankruptcy or the sequestration of his estate or a criminal bankruptcy order is made against the Grantee; or the Grantee makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignation for the benefit of creditors, or if an administrator or trustee is appointed to manage his affairs; or

9.3.3 A receiver, manager, administrator or administrative receiver is appointed to the Grantee, or over all or any part of the Grantee's property, or circumstances arise which would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.

9.4 In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of clause 9.1, the Grantee shall pay the Scottish Ministers the appropriate sum within 14 days of a written demand for it being given by or on behalf of the Scottish Ministers to the Grantee. In the event that the Grantee fails to pay the sum within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of two per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand, from the date of the written demand until payment in full of both the sum and interest.

9.5 Notwithstanding the provisions of this clause 9, in the event that the Grantee is in breach of any of the Conditions, the Scottish Ministers may, provided that the breach is capable of a remedy, postpone the exercise of their rights to recover any sum from the Grantee in terms of clause 9 for such period as they see fit, and may give written notice to the Grantee requiring it to remedy the breach within such period as may be specified in the notice. In the event of the Grantee failing to remedy the breach within the period specified, the Grantee shall be bound to pay the sum to the Scottish Ministers in accordance with the foregoing provisions.

9.6 Any failure, omission or delay by the Scottish Ministers in exercising any right or remedy to which they are entitled by virtue of clauses 9.1 to 9.3 shall not be construed as a waiver of such right or remedy.

10. Assignment

The Grantee shall not be entitled to assign, sub-contract or otherwise transfer its rights or obligations under the Agreement without the prior written consent of the Scottish Ministers.

11. Termination

The Agreement may be terminated by the Scottish Ministers giving not less than three months' notice in writing from the date of the notice being sent.

12. Corrupt Gifts and Payments of Commission

The Grantee shall ensure that its employees shall not breach the terms of the Bribery Act 2010 in relation to this or any other grant. The Grantee shall ensure that adequate controls are in place to prevent bribery.

13. Continuation of Conditions

13.1 These Conditions, except for Condition 6, shall continue to apply for a period of five years after the end of the financial year in which the final instalment of the Grant was paid.

13.2 Condition 6 shall continue to apply until the end of the period referred to in that Condition.

14. Compliance with the Law

The Grantee shall ensure that in relation to the Project, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.

15. Governing Law

This contract is governed by the Law of Scotland and the parties hereby prorogate to the exclusive jurisdiction of the Scottish Courts.

If you wish to accept the offer of this Grant on the whole terms and conditions as set out in the letter and annexed Schedules, you should sign and date both copies of the Grant Acceptance below and return one full copy of the offer of Grant and Schedules electronically to EqualityBudgetFunding@gov.scot. If you are unable to do so electronically, hard copies can be sent to the Equality Unit, 3H North, Victoria Quay, Edinburgh, EH6 6QQ. You should retain the second copy of the offer of Grant and Schedules for your own records.

Yours sincerely

[Redacted]

[Redacted]

Head of Equality Unit

GRANT ACCEPTANCE

On behalf of Engender I accept the foregoing offer of Grant by the Scottish Ministers dated 13 February 2020 on the whole terms and conditions as set out in the letter and annexed Schedules. I confirm that I hold the relevant signing authority.

Signed: *[Director/Company Secretary/Authorised Signatory]*

Print Name:

Position in Organisation of Person Signing:

Date:

Place of Signing:

Witness Signature:

Witness Name:

Address:

Date:

Place of Signing:

SCHEDULE 1

PART 1: THE PROJECT

The Gender Equal Media Scotland Project, more fully described in the funding bid attached at paragraph 2.5, has the following outcomes:

- The profile of GEMS is raised with key media, equalities and cultural institutions;
- GEMS and stakeholders have a richer understanding of the attitudes and perceptions within media, equalities, and cultural bodies to gender equality in the Scottish media;
- GEMS and stakeholders have a sound understanding of different models and approaches to reducing gender inequality within the media;
- Previously under-researched areas of women's intersectional inequality in Scotland's media will be understood;
- GEMS, Scottish Government, and stakeholders have an evidence-based set of options for future delivery of a Women in Media Body & associated programmes.

PART 2: PAYMENT OF GRANT

1. The total Grant of £69,943 shall be payable by the Scottish Ministers to the Grantee in one payment upon receipt of a completed claim for Grant in the form set out in **Schedule 2**.

2. The total Grant shall be payable over 17 February 2020 – 17 February 2021 in one instalment as per the payment schedule table below. The Scottish Ministers shall not be bound to pay any instalment of the Grant which has not been claimed by 28 February 2021, unless otherwise agreed in writing by the Scottish Ministers.

	Amount	Claim Date
Payment 1	£69,943	17 February 2020
Total	£69,943	

3. Any change to the profile or to the overall costs of the Project shall be notified to the Scottish Ministers at the earliest opportunity or via the quarterly financial reports required as per paragraph 4.1.

4. In order to facilitate the accrual of expenditure of the Grant for the period of funding the Grantee shall, where appropriate, advise the Scottish Ministers in writing by 28 February 2021 the amount of the Grant actually expended up to and including 17 February 2021.

SCHEDULE 2

When making a claim for payment, please only return Schedule 2 (below).

EQUALITY FUNDING 17 FEBRUARY 2020 – 17 FEBRUARY 2021 CLAIM FORM – EQUALITY	
Scottish Charity Number (if applicable)	
Grant Recipient	
Address	
Post Code	
Telephone	
Email	
Name of Project	
Period of Claim	
Amount claimed	
Bank Name	
Bank Address	
Sort Code	
Account Number	
Declaration	I hereby state that this claim for payment complies with all conditions set out in the grant offer and that the information above is true and complete.
Signature	
Name	
Designation	
Date	
Scottish Government - Payment Authorisation (SG use only)	
Date received	
Cost Centre	
Entity Code	
Account Code	
Programme Code	
Amount	
Authorised by	
Name	
Date	

SCHEDULE 3

STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT

Engender – Gender Equal Media Scotland Project

This is to confirm that the grant claimed by Engender in relation to the above Project [during the period 17 February 2020 – 17 February 2021] was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of Engender.

Signed:

Name in block capitals:

Position:

Date:

SCHEDULE 4

DEFINITIONS

“Agreement” means the agreement constituted by the Scottish Ministers’ invitation to apply for a grant, the Grantee’s Application, these Conditions and the Grantee’s acceptance of these Conditions;

“Conditions” means these grant conditions;

“Data Protection Laws” means any law, statute, subordinate legislation, regulation, order, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body including the Data Protection Act 1998, the Data Protection Act 2018 and any statutory modification or re-enactment thereof and the GDPR.

“Default” means:

- (a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);
- (b) Any failure to perform or the negligent performance of any obligation under this Agreement;
- (c) Any breach of any legislation; or
- (d) Any negligence or negligent or fraudulent mis-statement or misappropriation of Grant, or any other default,

In all cases by either party, its employees, agents or representatives;

“Period of funding” means the period from 1 July one year until 30 June the following year;

“Grant” means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

“Grantee” means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the “Grantee” are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally;

“Intellectual Property Rights” means all rights of ownership, including all copyrights and other intellectual property rights in books, leaflets and other printed and published materials in whatever form produced as part of the Project by or on behalf of the Grantee including all reports and any such published materials stored in or made available by means of an information technology system and the computer software relating thereto and all patents, trademarks, registered designs and other rights in the nature of intellectual property;

“Project” means the purpose for which the Grant has been awarded as described in the Offer of Grant;

“Payment” means each of the payments specified in Schedule 1 hereto.