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Background

Following an announcement on the 24<sup>th</sup> of March, it was confirmed that the Delivering Equally Safe Fund would be a 2-year fund (formerly it was a 3-year fund). It will now run between October 2021 and September 2023. The fund will distribute up to £18m per year to organisations who are directly contributing to the ambitions of the Equally Safe strategy. There will be a joint strategic review led by the Scottish Government in partnership with COSLA and other stakeholders over the next two years. This will review the funding of frontline specialist services to help move to a longer term and more sustainable funding model by the end of the 2-year period.

A minimum of £14m of the £18m per annum will be secured for frontline services. For the purposes of the DES assessment, front line services are defined as:

Those whose core purpose is the provision of specialist support to survivors of gender-based violence either by:

- Direct provision of specialist services (including any national helpline) or
- A national specialist response supporting front line services.

Organisations can apply as both a single applicant, and/or as part of a partnership. Applications are open to third sector incorporated organisations that are registered with the Scottish Charity Regulator (OSCR) or that are Community Interest Companies or Public Agencies. Organisations can also be part of partnership applications. They can only be a lead partner in one application but can be part of multiple partnership applications. Organisations can only submit one single application.

Full information and guidance notes for the Fund can be found here: <https://www.inspiringScotland.org.uk/what-we-do/our-funds/delivering-equally-safe/>

Further information will be provided during the assessor training sessions.

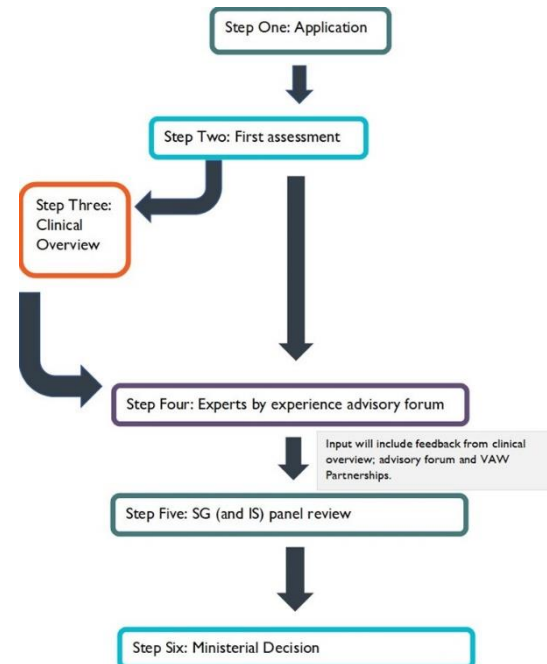
## Assessment overview

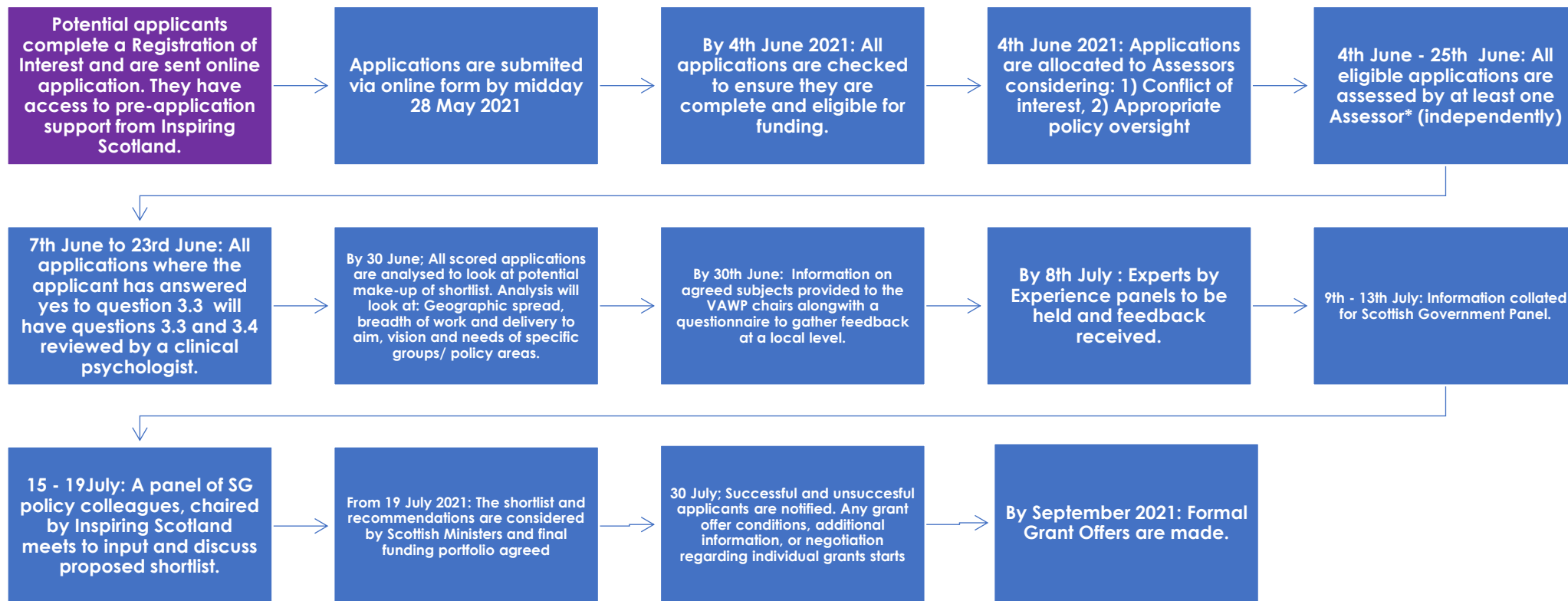
Assessment of applications to the Delivering Equally Safe fund will take place from **1<sup>st</sup> June 2021 for four weeks until 25<sup>th</sup> June**. The assessment process will be managed by the DES Fund Manager and Head of Funds at Inspiring Scotland supported by the DES Fund team, associate assessors, and Scottish Government Policy Colleagues.

The clinical overview stage will be carried out by the approved clinical psychologists.

Feedback will also be gathered from “experts by experience” (people with lived experience of gender-based violence). They will feedback on anonymised thematic level information on the assessed applications. Feedback will also be gathered from the VAWP network Chairs.

The assessment process is as follows:





\*Given the volume of expected applications, we are targeting at least 50% of all applications will be reviewed by 2 assessors. It is likely to be all applications who are requesting funding of less than £35,000 will be reviewed by one assessor only.

## ASSESSMENT

- Assessment preparation sessions will be held
  - 1) Wednesday 19<sup>th</sup> May (10.30am – 11.30am) – Introduction to the DES Fund
  - 2) Monday 24<sup>th</sup> May (2pm – 4pm) - Assessment guidance
  - 3) Wednesday 26<sup>th</sup> May (2pm-4pm) – Completing assessments

These sessions will be recorded for those that can't attend.
- Assessment of applications will be completed electronically with all Assessors completing an online form which has scores for relevant application questions and a narrative about the proposal. This narrative will include information on why the scores were given, what assessors did and did not like about the application and any areas for follow up or consideration.
- This form is linked to the Inspiring Scotland Salesforce database which will hold all applicant information and will collate assessment scores and narrative. For assessors who are not Inspiring Scotland staff application forms and accompanying attachments will be emailed to the relevant assessor alongside the links to complete the assessment.
- Allocation of assessments will be done according to whether there are any Assessor conflicts of interest<sup>1</sup> and to the people with relevant policy and/or specialist expertise. Where possible, applications from national intermediaries will be allocated to SG colleagues; those that focus on campaigns will be assessed by SG marketing colleagues and questions 3.3 and 3.4 will be assessed by a clinical psychologist.
- Where possible applications will be assessed by an SG and Inspiring Scotland member of the team. This may not be possible given volume of applications. Allocation will be carefully considered with SG input.
- Additional information such as: outline of relevant action plans that the fund contributes to, benchmarking of salaries for different types of projects/ organisations, accessibility considerations will be made available and discussed at pre-assessment sessions.
- Assessors will work independently to assess applications. To ensure consistency in scoring, they will discuss overall approaches to scoring at regular opportunities throughout the assessment process.
- All scores will be reviewed and where necessary a 3<sup>rd</sup> assessment undertaken to moderate scoring.
- Once scoring is complete the data will be analysed looking at a range of factors. Assessment is one part of the decision-making process. Other considerations will be looked at to ensure any shortlist or recommendations to Ministers have a good balance of:
  - Geographic spread
  - Spread across Policy areas
  - Spread across the 4 objectives of the Fund and contribution to Fund outcomes.

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<sup>1</sup> For the purposes of this Fund, Inspiring Scotland staff will note what organisations they have either provided pre-application support to and/ or have had an active role in supporting in the last 2 years, either as a staff member or volunteer. Where they have, they will not undertake an assessment.

- Spread across the priority areas of the Fund
- Feedback from the “experts by experience” panels
- Feedback from the VAWP leads

## Assessing and Scoring Guidance

Assessment requires full reading of the application and then scoring of application questions. There will also be attachments to the application to consider, including:

- A budget for the proposed work
- A copy of the Memorandum and Articles/ Constitution for applying organisation(s)
- Financial accounts for the applying organisation(s)

The application has four main sections:

<b>Section 1</b>	Information about the applying organisation(s)
<b>Section 2</b>	Information about the work they would like to be funded
<b>Section 3</b>	Staff and volunteers delivering the proposed work
<b>Section 4</b>	Proposal budget
<b>Section 5</b> is the application declaration, which will be checked separately by Inspiring Scotland as part of the first stage eligibility check.	

Assessors will be asked to read all four sections. The Inspiring Scotland team will assess Sections 1- 4, as will our Scottish Government colleagues.

It is anticipated that each assessment will take approx. 2.5 hours to complete. This may be longer for partnership applications.

It is important that the full application is read and scores for questions incorporate evidence throughout the application. It is likely that some applicants will answer points that are relevant to one question in another question, and this should be considered as part of the scoring. The following pages provide guidance for scoring each question.

Throughout the assessment a view on how the work fits with the Strategic Framework for the fund should be considered. As part of Section 2 Assessors will be asked to say in their opinion which Outputs, Outcomes, Priorities and protected characteristic groups the proposal meets.

## Question scoring scale

All scored questions marked out of 4 to the scale below. They will then be weighted to calculate a total score for the application out of 100.

Question scoring scale

Score		Confidence rating
0	Not answered	The answer is vague, incomplete, or insufficient to make an assessment
1	Unsatisfactory	The answer lacks in detail or clarity and does not answer the question sufficiently
2	Limited	There is some information, but some key points not addressed.
3	Reasonable	The answer has reasonable or adequate detail and all points have been addressed
4	Strong	The answer has good detail and examples of exceptional practice

## Section Weighting

Section	Topic	Weighting
1	[Eligibility] plus Details of applicant organisation(s) including main aims and activities, governance, and financial position	15%
2	Work to be funded Details of activity, fit with Strategy, impact	60%
3	Staff and Volunteers (not question 3.3 and 3.4 – these will be reviewed separately) Skills and experience	10%
4	Budget	15%
5	is the application declaration, which will be checked separately by Inspiring Scotland as part of the first stage eligibility check.	N/A

Assessment and scoring guide

Section 1 – Organisation information - 15% weighting

**Questions to read for information and that are not scored.**

Q	Content	Assessor tasks
1.1	Legal name AKA (If relevant)	
1.2	Registered address	Note if the organisation has a registered address outside Scotland and cross check for OSCR registration
1.3	Main contact for application	
1.4	Legal status of organisation	<ul style="list-style-type: none"> <li>• Check the legal form matches with submitted constitution</li> <li>• Check the constitution shows the organisation is incorporated</li> <li>• Check charity number with OSCR / Salesforce records</li> </ul>
1.5	Current areas of operation in Scotland	
1.6	People involved in organisation	<ul style="list-style-type: none"> <li>• Check there are at least 3 Directors or Board members of any charity or CIC. Note if less.</li> </ul>
1.7	Active protocols or policies	<ul style="list-style-type: none"> <li>• Check first 6 are checked as a minimum and note any that are not as part of governance assessment.</li> </ul>
1.8	Financial signatories	<ul style="list-style-type: none"> <li>• Confirm this is ticked. If not, it needs to be noted and will need to be addressed with the applicant prior to funding being offered.</li> </ul>
1.14	<b>PARTNERSHIP APPLICATIONS ONLY</b> How much of the total are you applying for %	

**Questions to score in Section 1:**

There are four questions to score out of 4. Scores are calculated to contribute to a section score of 15%.

Questions within the section are also weighted.

**Look at this section as a whole. If the answer is in the application (but not in the right question it should be considered).**

For partnership applications, each partner will submit Section 1. Read all and score for a combination of the partner information. If you think different partners score differently for the questions, score an 'average' and note in the assessment narrative the differences e.g., Partner 1 has a strong financial position and scores highly and partner 2 provided a limited answer.

Q	Content	Scoring guidance
1.9	Main aims and activities of your organisation	<p>Also refer to Memorandum and Articles/ Constitution Score 0-4</p> <p>0. An answer is not complete.</p> <p>1. An unsatisfactory answer (1) will not have any clear link between the main aims and activities of the organisation and tackling violence against women and girls</p>

	<p>20% of section</p> <p>3% of overall score</p>	<p>2. A limited answer will demonstrate some work in the VAWG field but will not be framed in the priorities, outcomes of either Equally Safe or the National Performance Framework</p> <p>3. A reasonable answer will demonstrate clear work in the VAWG field and some direct links to ES or NPF</p> <p>4. An exceptional answer will demonstrate clear delivery tackling VAWG and be clearly articulated within the ES and NPF framework.</p>
1.10	<p>Governance, leadership, and management arrangements</p> <p>40% of section</p> <p>6% of overall score</p>	<p>It is useful to refer to Question 1.6 about number of Board members, (For a CIC check there are at least 3 Directors), policies in place and LGBTI inclusion plan</p> <p>Score 0-4</p> <p>0. An answer does not give any information related to the question or not answered at all.</p> <p>1. An unsatisfactory answer does not provide detail on policies and procedures that evidence that the governing body has oversight and leadership.</p> <p>2. A limited answer will provide some information on policies and procedures in place to ensure the governing body has oversight but lacks clarity and evidence of effectiveness. There may be questions over lack of some policies or an insufficient LGBTI inclusion plan.</p> <p>3. A reasonable answer will provide a clear picture of an engaged and functional governing body. It will be clear that there are policies and procedures in place that ensure the board is informed, works effectively with SMT, contains diversity of skills and perspectives, and looks to continuous improvement.</p> <p>4. An exceptional answer provides good detail of a proactive governing body and provides examples of their effectiveness. There will be good detail of the policies and procedures that ensure the diversity of skills, perspectives and processes that allow them to lead the organisation effectively and collectively and are committed to understanding their impact and continuous improvement. They will also have good input or lived experience involvement.</p> <p><b>LBTI Inclusion plan:</b> This must be submitted by all applicants. It needs to set out how organisations will consider and build trans-inclusive services and be informed by survivors and lived experience. This should be reviewed when scoring this question.</p> <p><b>Please note</b> in narrative if Board has less than 3 members.</p>
1.11	<p>Annual income</p>	<p>For info and inclusion in assessment of financial position question (1.12) Look at it in context of size and age of organisation. If comfortable to, please review their accounts.</p>



<p>1.12</p>	<p>Financial and reserves position</p> <p>25% of Section</p> <p>4% of overall score</p>	<p>Score 0-4</p> <p>0. An answer is not complete.</p> <p>1. An unsatisfactory answer will not be clear on how income is generated, or the level of reserves held, operating costs (or these may not match with accounts)</p> <p>2. A limited answer will have information about income and expenditure but limited detail on how this covers operational costs. Poor reserves or reliance on one funder</p> <p>3. A reasonable answer will show several funders or some efforts at fundraising/ income generation and a reserves policy</p> <p>4. An exceptional answer will have the above with the organisation is a very healthy financial position and good level of reserves (3 – 6months +)</p> <p><i>Please note in narration percentage of annual income funding request represents.</i></p>
<p>1.13</p>	<p>Engagement with national and local VAW Partnerships</p> <p>15% of section</p> <p>2% of overall score</p>	<p>Score 0-4</p> <p>0. An answer is not complete.</p> <p>1. An unsatisfactory answer will not be clear on what the national and local VAW networks are.</p> <p>2. A limited answer will list the network in the area they operate within but have limited detail on how they engage.</p> <p>3. A reasonable answer will demonstrate regular engagement with local and national networks.</p> <p>4. An exceptional answer will have the above with the organisation clearly an active participant/ influencer or leader of networks.</p>
<p>Assessment summary to include:</p> <p>Outline what the organisation(s) do(es) and provide brief narrative on governance and financial position.</p> <p>Outline areas where exceptional answers have been provided including lived experience on the Board/ user led organisations.</p> <p>Outline areas of concern including if list of policies is not in place, only one person needs to authorise payment and there are less than 3 people on the Board.</p> <p>For CICs note if the Board is entirely made up of paid staff and what policies they have in place to ensure conflict of interest is managed.</p>		

Section 2 – Work to be Funded (weighting 60%)

**For information Questions**

Q	Content	Assessor tasks
2.1	Summary	For information and to be used to as part of assessment reporting and analysis. This should include: 1) what they want funding for 2) What they will do with it, with who and where. 3) What difference this will make
2.2	Geographic remit	For information and to be used for analysis on geographic spread of funding
2.13	Number of Beneficiaries	For information: You can make comment on the numbers/whether they appear realistic or ambitious as part of the assessment narrative.

**Questions to score**

10 questions to score out of 4 for single applications and 11 questions for partnerships. Scores are calculated to contribute to a section score of 60%. Questions within the section are also weighted.

Look at this section as a whole. If the answer is in the application (but not in the right question it should be considered). For example, if they have put a point in 2.6 that relates to 2.7 (or makes the case for a better score in 2.7) note and score 2.7 incorporating the point made in 2.6

Q	Content	Scoring guidance
2.3(single) 2.4 (partnership)	Activity planned  10% of section  6% of overall score	This is an assessment on their proposed activity (not whether they can deliver it). This score should reflect how much planning has gone into proposed activity and whether the activity is appropriate to meet the and fits with the fund. They may describe how it fits with the Fund outputs and outcomes here however, and this should also contribute to scoring of Q2.6 and 2.7  Score 0-4 0. An answer is not complete. 1. An unsatisfactory answer will not have reference to the ES strategy  2.A limited answer will refer to the strategy, but it may not be clear how work contributes to one (or more) priority.  3. A reasonable answer will show contribution to ES priorities or objectives. It will have some information about impact of Covid and what they've learned during this period.  4. An exceptional answer will clearly distinguish between core and time-limited project work. It will clearly demonstrate delivery against 1 or more ES priorities (and relevant objectives). There will be information about plans for managing the impact of

		<p>Covid and their clear information or plans about how the work will do one or more of the following:</p> <ul style="list-style-type: none"> <li>- Develop holistic pathways</li> <li>- Deepen understanding of patterns of need</li> <li>- Broaden access</li> <li>- Develop the workforce</li> <li>- Delivery of key support services</li> <li>- support implementation of Female Genital Mutilation Act or work towards ending commercial sexual exploitation. Equally Safe's definition of violence against women and girls encompasses (but is not limited to): ' physical, sexual, and psychological violence occurring in the family (including children and young people), within the general community or in institutions, including domestic abuse, rape, and incest ' sexual harassment, bullying and intimidation in any public or private space, including work ' commercial sexual exploitation, including prostitution, lap dancing, stripping, pornography and trafficking ' child sexual abuse, including familial sexual abuse, child sexual exploitation and online abuse ' so called 'honour based' violence, including dowry related violence, female genital mutilation, forced and child marriages, and 'honour crimes''</li> </ul>
2.4	<p>Need and efficacy</p> <p>25% of Section</p> <p>15% of overall score</p>	<p>Score 0-4</p> <p>0. An answer is not complete.</p> <p>1. An unsatisfactory answer will have little reference to what they have done to understand need or how they know it will be effective</p> <p>2. A limited answer will have some evidence of need or efficacy but not both/ and is limited</p> <p>3. A reasonable answer will outline the research, evaluation or experience they must indicate well understood need and will give some information on how they know it may be effective</p> <p>4. An exceptional (4) answer will outline the above and explain how those with lived experience are involved in design, delivery (and evaluation) of proposed activity efficacy.</p>
2.5	<p>Gendered approach</p> <p>5% of section</p> <p>3% of overall score</p>	<p>Score 0-4</p> <p>0. An answer is not complete.</p> <p>1. An unsatisfactory answer will not demonstrate an understanding of adopting a gendered analysis or approach.</p> <p>2. A limited answer will demonstrate some understanding of the causal relationship between gender inequality and violence against women and girls, but it will not be clear how this relates to the work being applied for. Some revision of the application may be required.</p>

		<p>3. A reasonable answer will demonstrate a reasonable understanding of the causal relationship between gender inequality and violence against women and girls, and demonstrate some direct link to its project and/or organisational aims and outcomes.</p> <p>4. An exceptional answer will demonstrate clear understanding of the causal relationship between gender inequality and violence against women and girls and apply a detailed gendered analysis to its project and/or organisational aims and outcomes.</p> <p>For reference: Gender based violence is a function of gender inequality, and an abuse of male power and privilege... By referring to violence as 'gender based' this definition highlights the need to understand violence within the context of women's and girl's subordinate status in society. Such violence cannot be understood, therefore, in isolation from the norms, social structure and gender roles within the community, which greatly influence women's vulnerability to violence. Scottish Government (2016), Equally Safe: Scotland's Strategy for Preventing and Eradicating Violence Against Women and Girls</p> <p>Adopting a gendered-analysis of VAWG supports a preventative approach by highlighting the value of ensuring that policy and practice effectively addresses the root cause of VAWG, rather than only dealing with the negative consequences of it. The Improvement Service (2018) ELECTED MEMBER BRIEFING NOTE: Why Adopt a Gendered Analysis of Violence and Abuse</p>
2.6	<p>DES Outcomes the work will contribute to</p> <p>15% of the Section</p> <p>9% of overall score</p>	<p>Score 0-4</p> <p>0. An answer is not complete.</p> <p>1. An unsatisfactory answer will give activities but will not state an impact of these or how they contribute to the fund outcome</p> <p>2. A limited answer will give activities and impact but the link to the fund outcome will not be clear</p> <p>3. A reasonable answer will give activities with a realistic impact and will show some direct link to the fund outcome</p> <p>4. An exceptional answer will give activities with a realistic impact and show very clearly how this contributes to the selected fund outcome</p> <p>At the end of the Section, you will be asked which outcomes you think the proposal will contribute to. It may not be all the outcomes selected by the applicant. Which outcomes do they make the strongest case for contributing to?</p>
2.7	Assessing impact	Score 0-4

	<p>(evaluation plans)</p> <p>5% of section</p> <p>3% of overall score</p>	<p>0. An answer is not complete.</p> <p>1. An unsatisfactory answer will not be clear about what data &amp; information is collected or what is done with it.</p> <p>2. A limited answer will give details of what data &amp; information is collected and some details on how it is used but it will not be clear how this relates to the work being applied for and will not show how data &amp; information is used to inform learning.</p> <p>3. A reasonable answer will be clear about what existing and new data &amp; information is to be collected. Will have some detail about how and why. There will be evidence of an evaluation plan. There will be some evidence of data &amp; information being used in learning.</p> <p>4. An exceptional answer will be clear about what data &amp; information is currently collected, how and why. It will detail any new data, how and why it will be collected. It will provide evidence of an evaluation plan and detail how data &amp; information is used in developing and learning from the work and will be clear about measurement techniques.</p>
2.8	<p>Lived experience in delivery</p> <p>5% in Section</p> <p>3% of overall score</p>	<p>Score 0-4</p> <p>0. An answer is not complete.</p> <p>1. An unsatisfactory answer will not indicate how or who they engaged with to shape their answer.</p> <p>2. A limited answer will refer to engaging with people with lived experience but will not demonstrate how they used this information to shape their proposed delivery.</p> <p>3. A reasonable answer will clearly demonstrate that they have engaged with and listened to people with lived experience. They will clearly outline who they engaged with, how they engaged and will give some indication of how this information was used to shape delivery of proposed activity.</p> <p>4. An exceptional answer will deliver what is required for 3 and will also clearly show how this engagement shaped their proposed delivery and how they expect it to continue shaping their work.</p>
2.9	<p>Planning</p> <p>10% in Section</p> <p>6% of overall score</p>	<p>Score 0-4</p> <p>0. An answer is not complete.</p> <p>1. An unsatisfactory answer will have little information on timescales or milestones or how delivery will be managed</p> <p>2. A limited answer will have limited information on how delivery will be managed and timescales but no milestones (or vice-versa)</p>

		<p>3. A reasonable answer will have content, but there will be questions over whether delivery is fully achievable against the plan, or there are some questions over some of the timescales, milestones.</p> <p>4. An exceptional answer will clearly delineate between core and project if relevant. It will be clear what is existing work and how this is managed, what are the relevant timescales and will set out appropriate and achievable milestones for new developments. The timings appear realistic.</p>
2.10	<p>Partnership</p> <p>10% in Section</p> <p>6% of overall score</p>	<p>Score 0-4</p> <p>0. An answer is not complete.</p> <p>1. An unsatisfactory answer will not have many partners and it will not be clear how the organisation works with them or doesn't duplicate existing work</p> <p>2. A limited answer will list some partners or collaborations but not give much information on how they work together</p> <p>3. A reasonable answer will have a good list of partners, collaborators and be actively working with them and ensuring their work isn't duplicating existing work.</p> <p>4. An exceptional answer (in addition to above) will have a clear rationale for partnerships and collaborations which clearly improve performance or the ability to deliver outcomes.</p>
2.11	<p>Who will benefit?</p> <p>10% in section</p> <p>6% of overall score</p>	<p>Score 0-4</p> <p>0. An answer is not complete.</p> <p>1. An unsatisfactory answer will talk in general terms about the people they will support without any detail of who/ where/ how</p> <p>2. A limited answer will provide some detail of who/ where they will provide support but will have limited detail of their links with communities or how they will work with them and engage them in the delivery of services. Limited partnership with other third sector/ public bodies and Scottish Government</p> <p>3. A reasonable answer will set out who and how they will work with communities and how they plan to engage with them but may not demonstrate that they have established links. There will be some links with other local and national partners.</p> <p>4. An exceptional answer will set out who and how they will work with communities and how they plan to engage with them. There will be well established links with the community and the people who will benefit from the work will be fully involved or lead development of work. There will be good links with other local and national partners.</p>

		When reviewing applications from national intermediaries' comment on how they work with members or local people and how that feeds into the development of their output.
2.12	<p>Accessibility</p> <p>5% in Section</p> <p>3% of overall score</p>	<p>Please also refer to the LGBTI inclusion plan and Equality and Diversity plan</p> <p>Score 0-4</p> <p>0. An answer is not complete.</p> <p>1. An unsatisfactory answer will not have an appropriate LGBTI inclusion plan and little information about monitoring accessibility or being accessible.</p> <p>2. A limited answer will have a basic (or limited) LGBTI inclusion plan and there will be some assurance that the organisation is open to all, or accessible without detail on how they know this is the case.</p> <p>3. A reasonable answer will give detail of how people can access the service, and what they do to support people to access the service.</p> <p>4. An exceptional answer will (in addition to above) outline regular, review of who is accessing services and be proactively removing barriers or developing services in response to needs of different groups</p>
2.3	<p><b>Partnership applications only</b></p> <p>Describe your partnership</p> <p>Partnership applications: 5%</p>	<p>Score 0-4</p> <p>0. An answer is not complete.</p> <p>1. An unsatisfactory answer will not say which partnership criteria will be met (first time partners, scaling up, innovation). Will not be clear about the rationale and will not give clear information about how the partnership will be managed.</p> <p>2. A limited answer will give some detail about how the rationale of the partnership, how it will function and its impact but will be lacking full clarity.</p> <p>3. A reasonable answer will explain which of the partnership criteria will be met and how this interacts with the proposed work. The rationale for partnership will be clear and there will be details on how the partnership will be managed and governed.</p> <p>4. An exceptional answer will explain which of the partnership criteria will be met and be clear how the proposed work matches the criteria. There will be a clear rationale for partnership and good detail of working relationships and demonstrate commitment from partners. Good evidence of collaborative planning, both of activities and oversight, will be provided.</p>

		This question is not weighted highly. If there are any concerns about the partnership – or if it is very well established – outline in the assessment narrative.
<p><b>Assessment narrative:</b>          Outline the broad proposal (what, who with, number of beneficiaries) and include evidence of contribution to National action plans/ strategies and where it will be delivered (community level, local, national)          Outline areas where exceptional answers have been provided including where lived experience contributes to activities and oversight of work          Comment on fit with strategic framework for funding and fit with priorities (protected characteristics, innovative VAWG work)          Outline areas of concern including whether you think their answers in Questions 2.6 (Fund outcomes) 2.8(lived experience), 2.13 (number of beneficiaries) aren't reflected in planning/ are not realistic.</p>		

**Section 2 – Assessor select questions**

From your overall reading of the work proposed in Section 2, in your view select:

**A. Which DES Fund priority(s) the proposal has given good evidence that it will meet (please select all that apply)**

1. Scottish society embraces equality and mutual respect, and rejects all forms of violence against women and girls
2. Women and girls thrive as equal citizens – socially, culturally, economically, and politically
3. Interventions are early and effective, preventing violence and maximising the safety and wellbeing of women, children, and young people.
4. Men desist from all forms of violence against women and girls, and perpetrators of such violence receive a robust and effective response
5. None of the above

**B. Which DES Fund outcomes(s) the proposal has given good evidence that it will meet *Outcomes are: (tick all that apply)***

- Women and children affected by violence are identified (early)
- Women and children’s safety needs are met
- Women and children’s wider wellbeing needs are met
- Fewer people adhere to gender stereotypes
- People have increased understanding of all forms of VAWG (causes, consequences, and appropriate responses)
- Power, decision-making and material resources are distributed more equally between men and women.
- Tolerance of VAWG is reduced and people are more likely to recognise and challenge it
- Perpetrators are identified early



- Perpetrators are supported to change their behaviour
- Perpetrators are sanctioned / held to account
- Violence against women and girls is reduced / eradicated
- Negative impacts on women and children who have been affected by violence are reduced / eradicated

### Section 3 – Staff and volunteers (weighting 10%)

#### Questions to consider when scoring application

2 questions to score out of 4 for single applications. Scores are calculated to contribute to a section score of 15%. Questions within the partnership section are weighted.

Q	Content	Scoring guidance [to complete]
3.1	Key staff, duties, relevant skill, and experience  Single applications: 50% of section  5% of overall score	Score 0-4 0. An answer is not complete.  1. An unsatisfactory answer will not make key duties clear.  2. A limited answer will list staff and key duties but there may be some questions over the relevance or how duties and experience of staff will deliver the proposed work  3. A reasonable answer will clearly list staff and key duties and it will be clear how staff have the skills and experience to deliver the proposed work.  4. An exceptional answer will have an accurate and relevant staff list and key duties and staff will clearly have the skills and experience to deliver the proposed work. Staff will be representative of the groups that they are supporting.
3.2	Training, accreditation, and supervision of staff / volunteers  Single applications: 50% of section  5% of overall score	Score 0-4 0. An answer is not complete.  1. An unsatisfactory answer will not offer much training beyond introduction to work or any support for staff and volunteers.  2. A limited answer will give evidence training and support is available but may be ad hoc.  3. A reasonable answer will list staff and key duties and will give examples of training available. Staff and volunteers will have support meetings.  4. An exceptional answer will show that training is linked to skills analysis and that staff and volunteers are supported to set and achieve goals.

**Assessment narrative:**

Outline the key staff involved and their experience, duties.  
Outline areas where exceptional scores have been given and why  
Outline any areas of concern

**For passing for clinical review**

<b>Q</b>	<b>Content</b>
3.3 & 3.4	Specific therapies to be engaged by applicants providing counselling or therapeutic support

Section 4 – Budget

**For information Questions**

Q	Content	Assessor tasks
4.1	Amount in total	Ensure this matches with budget submitted
4.2	Amount for core and project/partners	Ensure this matches with budget submitted
4.3	Funding per year	Ensure this matches with budget submitted
4.5	Other SG funding	For info (note if there is relevant funding programmes)
4.8	Accredited living wage	Check Yes is ticked – note if not
4.9	Payment of living wage plans	Check if yes- if not check if provide plan for working towards this – note if plan not clear enough
4.10	Fair Working Practices	Check all boxes are ticked – note if not

**Questions to score**

Provide one overall score for the budget and information provided in Q4.4 ,4.6 and score 4.7 separately. These 2 scores will be weighted to provide the section score of 15% of the total application.

Some organisations will employ staff and volunteers and engage with people who require support to access work, volunteering, and support opportunities. Costs for personal assistants, transport, translation, production of accessible materials are often quite high and will be built into the application. Where an organisation shows they have lived experience involvement and this has some additional costs, this should not be penalised against or viewed as costing more. The narrative can explain the costs (as the applicant should in Q4.4).

Q	Content	Scoring guidance
4.4/4.6	Information about the budget / Funding from other sources  75% of section  11% of overall score	Review the DES Fund budget form alongside <b>Q4.4 and Q4.6</b> which gives details of how the figures have been arrived at and what other funding will be sought if required. Score 0-4 0. The budget is not complete or is so limited in detail it is impossible to score/ assess.  1. An unsatisfactory budget will have some detail but will be missing explanatory information (in Q4.4/ 4.6) or have some major mistakes such as salary calculations being incorrect, or very vague budget headings. There may be costs included that appear unreasonable or that do not appear to provide value for money.  2. A limited budget will be complete with some explanation of how costs were calculated in Q4.4. There may be unsatisfactory information in Q4.6 For example, it may list potential funders without giving sense of whether these are realistic or have poor ideas for income generation. There may be some budget lines where there is limited information and some questions on how costs have been arrived at. Overall costs will seem reasonable but there is likely to be some questions of individual budget lines or some minor mistakes. You may feel they have poorly costed how much the proposal will cost to deliver or left out some budget lines you would expect to see included.  3. A reasonable budget will have a good level of information in Q4.4 / 4.6 and you will be satisfied it is matching the proposed activities of the

		<p>application. There will be well considered, developed ideas on appropriate funders to approach, or to generate income. There may be some minor questions or omissions such as salary increases for staff not included (or appear quite high). It will appear overall reasonable for the volume of work / outputs/outcomes proposed.</p> <p>4. An exceptional budget will be fully complete, with a full explanation of how costs were met under each relevant budget heading. All salary calculations will be correct, and the budget will appear sufficient and reasonable to deliver the proposed work. There will be clear plans to source additional funding if required with evidence of a funding pipeline (timing and chances of success) with funders, and well-developed ideas for fundraising or income generation.</p> <p>You may need to use .25 or .5 or .75 scores for this section (e.g., give a score of 3.75). You will need to consider all the information to provide a score.</p>
4.7	<p>Sustainability</p> <p>25% of section</p> <p>4% of overall score</p>	<p>Score 0-4</p> <p>0. An answer is not complete.</p> <p>1. An unsatisfactory answer will have poor detail on sustainability planning</p> <p>2. A limited answer will have some information on how to gain more funding to sustain the work being delivered</p> <p>3. A reasonable answer will have good ideas how to champion or share the impact of work, what to look at to amend services and who to include in learning about the work. It will have some information on how the impact of the proposal will be sustained for individuals beyond the life of the grant. Some mention of funding.</p> <p>4. An exceptional answer will (in addition to the above) build sustainable impact into all stages of work and explain how this will be achieved. It will be confident in what impact will be sustained (and how they will know this).</p>
<p><b>Assessment narrative:</b>          Provide a commentary on the main things the proposed budget will cover.          Provide an overview of why the score given was given.          Note where there are higher costs or expenditure required to ensure accessibility or to support people with lived experience to work, volunteer or access support.          Whether or not you expect the activity to be able to continue beyond the 2-year fund.</p>		

Final comments

After you have completed your scoring (or as you go along) note:

<p>What you liked about the application</p>	<p>Things that stuck out or your overall positive impression of the proposal</p>
<p>What you didn't like about the application</p>	<p>Note anything that you think should be followed up, e.g., key policies not in place or a small number of Board members</p> <p>Note any concerns about the proposal or any overall negative impressions from the proposal</p> <p><b>If the applicant has applied for multiple streams of work in the one application form, please indicate whether you think all the streams of work should be funded. If you do not think all should be funded, please indicate what should be funded and why?</b></p>