

### Before we begin

All organisations funded through Delivering Equally Safe are required, through their grant agreement with The Scottish Government, to provide 6 monthly updates on the progress of their funded activity. For further information on the Delivering Equally Safe fund requirements, including reporting dates, and support available for your organisation please access the fund information pack [here](#) or through the DES Resources Page [here](#) (password 1nspire).

Delivering Equally Safe 6-month progress reporting is designed to:

- Support Inspiring Scotland to demonstrate the overall impact of Delivering Equally Safe funding to The Scottish Government
- Allow you to ‘check-in’ with how your funded activity is contributing to the outcomes you set
- Provide an opportunity for you to reflect on, and share, successes and challenges
- Help Inspiring Scotland identify opportunities where we may suggest or coordinate shared learning and networking between funded organisations

Once received, your progress report will be reviewed by Inspiring Scotland. Your Performance & Impact Advisor will discuss any feedback with you during your next quarterly catch up meeting.

Inspiring Scotland will produce a summary report for The Scottish Government that highlights the impact that Delivering Equally Safe funding has had during the relevant 6 month period. This report will include analysis of funded activity and where it has taken place, information on work with specific groups or in key thematic areas, and examples of the impact funding has had.

We also want you, as a funded organisation, to see how your work fits in to the ‘big picture’ and combines with the work of other funded organisations to contribute to the Equally Safe strategy objective of preventing & eradicating violence against women and girls <sup>1</sup>in

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<sup>1</sup> We use the terms *Violence Against Women and Girls* and *Gender-Based Violence* as overarching terms encompassing a range of experiences. These terms reflect the language used in the Equally Safe Strategy and are further defined within the strategy document.

Scotland. Once reporting to The Scottish Government has concluded, we will share a report with all funded organisations that gives an overview of findings.

## Completing your Progress Report Form

- You will be emailed a web link to access your online Progress Report Form
- Each funded project or application will receive a unique link as some information on the Progress Report Form will be automatically completed including your organisation & project name and the outcomes you have set.
- We will also share a basic template of the Progress Report Form for those who prefer to draft responses offline before completing the online form. Please note, to officially submit your Progress Reporting you will still need to transfer any responses from the basic template to the online Progress Report Form to complete.
- When completing the form using the online Progress Report Form link remember you can save your progress by clicking the 'save my progress and resume later' button at the top or the bottom of the form at any time. You will be asked to create an email sign in to return to your form. **We recommend saving regularly as you complete your form.**
- The 6 month period your Progress Reporting Form refers to is 1<sup>st</sup> October 2021-31<sup>st</sup> March 2022.
- **We recommend reading through the form and guidance in full before you begin to complete the form.**

## Section 1: Organisation Details

### 1. Organisation Name

This field will already be completed.

### 2. Project Name

This field will already be completed.

### 3. Name and contact details of the person completing this form

This should be the details of the person responsible for completing the progress reporting form, who would be the first point of contact should we have any further questions about the content of the form.

This does not have to be the 'key contact' for your organisation's funding.

Where more than one staff member has contributed to the completion of the form, or you are completing the form on behalf of a partnership, please enter the name and contact details for one responsible person who is happy to answer further questions or coordinate responses if necessary.

#### **4. Does this progress reporting form relate to a single or partnership award for your organisation?**

**Single** - You should select this option if this progress reporting form relates to funded work delivered by your organisation only.

**Partnership** – You should select this option if this progress reporting form relates to funded work delivered by your organisation in partnership with other organisations identified in your application.

Where your organisation has been funded through Delivering Equally Safe for both work delivered by your organisation only (single) and work delivered by your organisation in partnership with other named organisations (partnership) **you should complete a separate progress reporting form for each award** and use this question to identify which award this reporting form relates to. You will be sent two different online links.

**Remember you can SAVE your progress as you complete the form**

## **Section 2: Overview of Funded Activity**

In this section we want to gain an overview of the Delivering Equally Safe funded activity that has taken place during the relevant 6 month period. In particular:

- Where funded activity has been delivered
- What type of funded activity has been delivered
- What themes or groups of people funded activity has focused on
- In some cases, the number of people who have been engaged in funded activity

We do not expect answers within this section to go into significant detail about funded activity. You will have an opportunity to provide more detail on your funded activity in Section 3 of this form.

#### **5. Which local authority area(s) have you delivered funded activity in during the relevant 6 month period?**

You can select more than one local authority. You should select all areas you have delivered funded activity in.

Where your funded activity is delivered or focused throughout Scotland then you can select 'National'.

Some organisations may be funded to deliver work with a national focus as well as work focused in specific local authorities. Where this is the case please select 'National' **as well as** the relevant local authorities you also deliver work in e.g. you may deliver awareness raising campaigns that can be seen nationally whilst also delivering training sessions focussed on a local authority area (s).

**5a. Where you deliver activity in more than one local authority area please provide information on the approximate percentage split**

This question is designed to help us to develop a broad understanding of the geographical spread of Delivering Equally Safe funded activity throughout Scotland. We do not expect a detailed explanation of the percentages provided, an approximate split is sufficient.

**Example 1:** If you deliver activity in Tayside and select Angus, Dundee City & Perth & Kinross you should tell us approximately what percentage of your funded activity is delivered in each area e.g. Angus 20%, Dundee City 60% & Perth & Kinross 20%.

**Example 2:** If you are funded to deliver awareness raising campaigning throughout Scotland (National) as well as sessions with young people living in Glasgow, you should tell us approximately what percentage of your funded activity is delivered nationally and what percentage is delivered in Glasgow specifically.

If you have selected 'National' **only** in question 5 we do not expect you to answer this question.

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**Questions 6 & 7** are for organisations funded to deliver specialist support and/or directly work with people affected by Gender Based Violence.

If you have **not** been funded to deliver this type of work then please **leave these questions blank and move to Question 8.**

**6. Please select the type of activity you have delivered from the following options:**

This question asks about specialist support and direct work with people affected by gender based violence only. In question 8 we ask about other types of work funded through Delivering Equally Safe.

Answers to these questions will help us to pull together summary data on the types of activity Delivering Equally Safe funding has contributed toward in the past 6 months. For example, analysis of answers to these questions would allow us to see how many

organisations have delivered Refuge provision in the past 6 months using DES funding and how many women & children funded refuge provision has supported.

When completing this question we recommend reading the whole list of activities before selecting those that best fit your work. You can select all activity types that you have delivered in the past 6 months as part of your funded work.

- One to one support with women<sup>2</sup>** – This covers a variety of support delivered through a range of methods (include face to face, telephone etc) and on a range of topics. This does not include counselling which can be selected separately below. Remember in Section 3 we will gather more detail from you about the type of one to one support you have delivered.
- One to one support with children &/or young people** – This includes anyone under the age of 18 (for the purposes of this form). This covers a variety of support delivered through a range of methods (face to face, zoom, phone etc) and on a range of topics. Remember in Section 3 we will gather more detail from you about the type of one to one support you have delivered.
- Advocacy** – Advocacy is used as a broad term here to describe work to support and represent the voice of those supported. This includes the work of Independent Domestic Abuse Advocates and Advocacy workers working, for example, with people with learning disabilities. In Section 3 you will be able to provide more detail on the type of advocacy work you provide.
- Counselling** – This option should only be selected if funded activity includes counselling delivered by an accredited and registered counsellor.
- Group work with women** – This may include a range of group work covering different topics and delivered via a range of methods. If group work is part of the Cedar programme please select Cedar instead
- Group work with children &/or young people** - This may include a range of group work covering different topics and delivered via a range of methods. If group work is part of the Cedar programme please select Cedar instead
- CEDAR** – Select this option if funded activity includes the delivery of the [Children Experiencing Domestic Abuse Recovery](#) programme.
- Refuge Provision** – Select if, as part of your funded activity, your organisation has provided emergency temporary accommodation to women or children who need a safe place.
- Legal advice** - This refers to qualified legal advice only and is not designed to be selected by those providing legal information and signposting in the course of their support work.
- Financial advice** – This refers to qualified financial advice only and is not designed to be selected by those providing financial information and signposting in the course of their support work.
- Helpline support** – This includes national helplines as well as local support delivered both online and over the phone.
- Other**

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<sup>2</sup> Our use of the word women throughout is inclusive of Trans and Intersex women

For each of the above activity types selected you will be asked:

- **How many people did you engage in this activity during the relevant 6 month period?**

Here we want you to provide the number of people you have engaged with in funded activity. We understand and expect that the same individuals may be included against more than one activity type.

Where Delivering Equally Safe part-funds the selected activity type then please provide an estimated number of people who have been engaged using DES funding. For example, if DES funds 40% of your group work with Children & Young People then the number of people engaged will be approx 40% of the total C&YP engaged in group work.

- **If this activity is delivered in a specific local authority area rather than across all identified in Qu 5 please let us know here**

This question will help highlight any work that is taking place in a specific local authority area, **different to those you selected in Question 5.**

This question is optional and should only be completed if needed.

Where unanswered we will work on the assumption that the selected activity is delivered in the local authority areas you identified in Question 5.

## **7. In total, how many individuals have you worked with over the relevant 6 month period?**

Here we are looking for a total number of unique individuals who you have engaged in your Delivering Equally Safe funded work in the past 6 months. This will likely differ from the combination of numbers provided in Qu 6 as we know that many people will have accessed more than one type of support and therefore have been 'counted' twice in Qu 6.

We ask for the total number of adults and children & young people you have worked with as well as a breakdown of how many, within this total, were new to engaging with you during the past 6 month period.

**For the purposes of this question children & young people are considered to be ages 0-18.**

If your funded activity is new your answers to 'total number of adults/children & young people' and 'total new to engaging' will be the same in your first 6 month progress report.



**8. Please select the type of activity you have delivered from the following options:**

This question is for organisations funded to deliver preventative work, development work and other activity which does not focus on providing specialist support/direct work. If your funded activity **does not fit** with this type of work please **leave this question blank and move to Question 9.**

- Education & awareness raising sessions with C&YP** – this may include education and awareness raising work on GBV with children & young people in a variety of settings. For example, in schools, youth work, supported accommodation etc.
- Education & awareness raising sessions with third sector** – This may include sessions with other VAWG focused organisations or with organisations in the wider third sector.
- Education & awareness raising sessions with statutory & private sector** – This may include, for example, sessions with local authorities, NHS, police, higher education and private businesses. Remember you have the opportunity to go into more detail about this work further in Section 3.
- Safe & Together training** – Select if funded activity includes the delivery or coordination of training from the [Safe & Together institute](#)
- Influencing policy** – This may include a range of work designed to directly or indirectly influence public policy. This work may crossover with other activity types identified.
- Development of resources** – This includes the development of media, tools, information etc for organisations, people, communities, policy makers.
- Capacity building & Coordination** – This may include a range of activity designed to build the capacity of other third sector organisations and coordinate responses for example through providing network support or through coordinating work or meetings.
- Campaigning & awareness raising** – This may include a range of different work on social media, through online or in person events, marketing, public campaigns etc.
- Research** – This may include gathering and reporting on data related to your service as well as more focused pieces of research work into particular VAW&G issues.
- Contributing to/coordinating responses to consultations** – For example, completing consultation response or providing suggested scripts to support others to respond to consultations. This activity may crossover with influencing policy – you should choose whichever fits best for your organisation.

If you select any of the education & awareness raising session options and/or safe & together training you will be asked:

**How many people have taken part in these sessions during the relevant 6 month period?**

**How many sessions have you run during the relevant 6 month period?**

Please provide this information where possible. If you have not gathered this information for your selected activity then please leave blank. Further information on sessions and who they were delivered to can be provided in Section 3.

**9. Please select which area(s) your funded work is focused on:**

This question will allow us to easily analyse progress reporting and funded activity delivered across different thematic areas.

You **can select more than one option** however please only select an option if it is the primary focus of your funded activity.

**Example 1:** if you are a Women's Aid you will likely select 'Domestic Abuse' as the primary focus of your work. You may also have provided support to people who have experienced 'intimate image abuse' but the primary focus of your funding and specialist support would be to tackle domestic abuse

**Example 2:** If you are an organisation operating nationally who has received funding to raise awareness of violence against women and girls and women's inequality you may wish to select 'All forms of VAWG'. However, as part of your funding you may also deliver a focused project or campaign on FGM – you may then wish to select FGM as well.

**10. Please tell us who your funded activity is directly focussed on or who it is intended to have the greatest impact on:**

All funded organisations will likely work with people who fall into many of these groups however, this question is designed to allow us to analyse reporting and identify those organisations that have been funded to deliver specialist support or work focused on a particular group of people.

You can select more than one option however please only select an option if your funded activity is directly focused on the selected group(s).

Where you carry out preventative or development work please select the group your funded work is focused on impacting or leave blank if your work is directed at society more generally.

**Example 1:** A Rape & Sexual Abuse Support Centre who, in the delivery of their core work, has supported people with learning disabilities would not select that their funded activity is directly focused on engaging with 'people with learning disabilities'. Whereas an organisation funded to provide specialist advice and support to people with learning



disabilities affected by gender based violence, or a Rape & Sexual Abuse Support Centre with a funded project specifically focused on people with learning disabilities, would select this option.

**Example 2:** If you are an organisation providing awareness raising and campaigning on gender-based violence and part of your funded work includes a project focused on engaging with or providing information to black and minority ethnic communities you may select 'black and minority ethnic people'.

- Adult women** – over 18 (for the purposes of this report)
- Children & Young People** – between the ages 0-18 (for the purposes of this report)
- People with physical disabilities** - People with any condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying
- People with learning disabilities** – People with any condition, present since childhood, that affects the way they learn, understand information and communicate.
- People with sensory disabilities** – This includes deafness, partial hearing loss, blindness, partial sight loss and/or any condition that affects the senses.
- Neurodiverse people**
- Black & minority ethnic people**
- LGBTI people**
- Asylum seekers & refugees**
- People with mental health conditions** – any condition that affects a persons emotional, physical and mental wellbeing
- People with problematic or harmful substance use** – drug or alcohol use
- Victim-Survivors, Witnesses or Families in the criminal justice system**
- People in the criminal justice system** – people with convictions or at risk of conviction
- People who are, or are at risk of, homelessness**
- Male perpetrators of gender-based violence**
- Gypsy Traveller & Roma people**
- Eastern European people**
- Other group** – please detail any group which is not listed above but is your primary focus of support. While many organisations may carry out work focused on engaging different policy makers, politicians etc we do not expect you to include these groups within this question.

**Remember you can SAVE your progress as you complete the form**

## Section 3: Detail & Impact of Funded Activity

In this section we want to hear about the funded activity you have delivered in the relevant six month period. This is your opportunity to tell us how your funded activity has progressed and the impact it has had on people affected by gender based violence, communities across Scotland, and/or ongoing work & policy in this area.

We expect all funded organisations to answer all four questions listed under each of the outcomes you have set. Your answers should relate to your funded activity during the relevant 6 month reporting period only.

Suggested word counts offer a loose guide as to how much you may wish to write. The detail you provide will be dependent on the stage you are at with your funded activity, the amount of funding you have received through Delivering Equally Safe and your style of reporting.

You may also wish to use Question 12 to attach supporting documentation or information on your funded activity, or its impact, in a different format.

### **11. For the outcomes below, as set by your organisation, please answer the questions listed:**

The outcomes you have set for your organisations funding will be prepopulated in this question. Outcomes listed will be those provided within your application unless you have since amended these (e.g. during reprofiling or with support from your PIA).

With reference to each listed outcome you should answer:

#### **What funded activity did you deliver?**

You will likely need between **350-500 words** to answer this question

While earlier in the progress report you identified types of funded activity you have delivered in the past 6 months, here we want to hear about this activity in more detail.

You may want to include in your answer:

- The type of activity you have carried out
- Who this activity has been with
- The purpose or focus of this activity
- The scale of your funded activity

**Example 1:** If you have delivered one to one support to children & young people you might tell us who this support was focused on, what their experiences were, what this one to one support entailed, how much of this type of support you provided and so on.

**Example 2:** If part of your funded activity has been to develop resources and build the capacity or understanding of other third sector organisations in a certain thematic area, you might tell us what resources you have developed, how you developed these and who with, how you have used these resources or what specific work you have done to build capacity and understanding.

Remember we are talking about **funded** activity – this will not necessarily mean the activity of your organisation as a whole.

### **Which Equally Safe priority does this activity best contribute to?**

You can read the Equally Safe Strategy priorities [here](#) and they are also provided beneath Outcome 1 in the form for reference.

You may remember, during the application process, we collected information from you about the Equally Safe Strategy Outcomes that your work will address. These are different from the priorities and we are not asking you about these outcomes because we already have this information.

The four priorities are broad in nature and we understand that some activity will contribute to more than one, or even all of, the priorities. However, for this question please choose the priority that fits most strongly with your work under this outcome.

### **What difference did your funded activity make?**

You will likely need between **350-500 words** to answer this question.

While the above question outlines what funded activity actually is, here we want to know what impact it has made. You should consider what difference your funded work has had in relation to your stated outcome. This difference may be to the people you support, community as a whole, policy in the area and so on.

We know that for some organisations funded through Delivering Equally Safe funded activity is relatively new. Your answer on impact should detail the difference you feel work has made so far. This will build over the two year fund.

If you receive funding for core costs or for ongoing long term work we still expect you to consider what difference the funding is ultimately making.

## How do you know what difference your funded activity has made?

You will likely need between **350-500 words** to answer this question.

While you have told us in the above question the difference that your work has made, here we want to know how you came to this conclusion. How have you measured the impact of your funded activity?

In your answer you may wish to provide information about evidence you have gathered on the impact your work has had

Evidence such as brief quotes, data gathered and research can help to illustrate the impact of funded activity.

In question 12 you can attach evidence in an alternative format or add a URL link. You may wish to do this and use your answer here to refer to this evidence.

### **12. You can attach any evidence or alternative information which helps to illustrate the impact of your funded activity here:**

This is an opportunity to provide any additional or alternative evidence of the impact that your funded work has had during the relevant time period. Any attachments provided should:

- Have the necessary consent to allow them to be shared with The Scottish Government
- Clearly evidence the impact of funded activity

The types of information attached or linked to may, for example, include things like:

- Infographics demonstrating the impact of funded work
- Quotes or feedback from people who you have worked with
- Preliminary research findings
- Case studies or stories from people who have engaged in funded activities
- Photographs or Videos

**This is not mandatory** however if you do add an attachment or URL link you should use the free text box to provide a clear description identifying what it is, the outcome or activity it relates to and (where relevant) information on response rates.

#### **Please note:**

- Attachments should not exceed 20mb.
- Our form will accept most still media including Microsoft Office word, excel & powerpoint, PDF documents & Jpeg images.

- If you wish to attach a video or audio file we would recommend uploading it to your own website or other streaming platform (can be done privately) and providing us with the URL link.

**13. Please tell us about any challenges you have faced in the delivery of your funded activity.**

Please use this space to tell us any challenges you have experienced when delivering your funded work. This will help us to identify any common challenges affecting DES funded work. We can then feed these back to SG anonymously to help support policy development in this area.

If you have not faced any challenges in the delivery of your funded activity then please leave blank and move to the next question.

**14. As part of your funded work, have you directly contributed to or been part of any Scottish Government strategies, steering groups, taskforces, action plans, papers and performance frameworks?**

We know that all organisations will contribute to SG strategies in the delivery of their funded activity (namely the Equally Safe Strategy). However, this question is designed to gain information on specific interventions and direct working with the Scottish Government. They are interested to know the different ways in which DES funded organisations have been directly working with colleagues from across the SG to contribute to strategies, steering groups, taskforces, action plans, papers and performance frameworks.

Please answer yes or no. If yes, please provide names and examples of the work you have been a part of during the past 6 months.

If your organisation has not engaged directly with the Scottish Government in the course of your funded activity then please leave this question blank and move to the next question. **There is no expectation that Delivering Equally Safe funded organisations sit on any Scottish Government groups or make direct contributions to SG strategy etc.**

**Remember you can SAVE your progress as you complete the form**

## Section 4: Connections & Support

### 15. Are you part of a local Violence Against Women Partnership (VAWP)?

Where you deliver funded activity or are engaged in work in a specific local authority area, are you connected with or a member of the local VAWP? Please answer yes or no. You can provide more information on your work with local VAWP or other partners in question 16 and/or 17. You can access information on Violence Against Women Partnerships [here](#).

### 15b. Are you part of the National Violence Against Women Network?

Where you deliver funded activity or are engaged in work affecting the whole of Scotland, are you a member of the National VAW network? Please answer yes or no. You can provide more information on your work with the National VAW network or other partners in question 16 and/or 17.

### 16. How have you worked with local or national VAWP partnerships during the last 6 months in the delivery of your DES funded activity?

You will need between **150-250 words** to answer this question.

Local Violence Against Women Partnerships and the National VAW Network are key to the delivery of the Equally Safe strategy. This question is designed to gather examples of how DES funded organisations have worked with partnerships to further the outcomes of their funded work and the Equally Safe Strategy more widely.

### 17. How else have you worked in partnership with other organisations during the last 6 months in the delivery of your DES funded activity?

You will need between **250-350 words** to answer this question.

Please provide any key examples of ways you have worked in partnership with other organisations to support the delivery of your DES funded activity.

We are particularly interested in hearing if DES funding has enabled your organisation to engage with other organisations in the sector, develop new connections and/or participate in new networks. If so, please give examples describing the relationships and what impact this has had on your work.

### 18. Any other comments

Please use this question to add any additional information that you feel is relevant and you have not been able to include elsewhere in the form. If you have any feedback, suggestions or ideas for future support we can offer DES funded organisations then we would be grateful to hear this too.