

EQUALITY BUDGET

Equally Safe (Violence Against Women and Girls) Fund

Six monthly Progress Report

Organisation:

Project:

Completed By:

Please return to:

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

Project Information

Name and Position of Main Contact Person	
Funding Programme	
Amount of Grant Received	
Project Website (if applicable)	

1	In a few sentences, tell us about your funded project (see Guidance Note 1)
2	What Fund Outcomes are you working towards? (see Guidance Note 2)
<input type="checkbox"/>	Societal understanding of gender based violence is increased and tolerance of it is decreased (leading to a reduction in violence and abuse experienced by women and children, and an increase in positive gender norms and expectations).
<input type="checkbox"/>	Service providers have increased understanding of all forms of gender based violence, and work effectively together to address these issues through the provision of appropriate, high quality services.
<input type="checkbox"/>	The harmful effects of gender based violence experienced by women and children are reduced by early intervention and their safety and wellbeing needs are better met by effective service provision.
<input type="checkbox"/>	Interventions, service design and service delivery are improved as a result of the participation of women and children affected by gender based violence.
3	How much progress has been made towards your project outcomes? (see Guidance Note 3a and 3b)
	Project Outcome 1:
	What you actually did:
	What difference you made as a result:
	Example 1:

	Project Outcome 3:
	What you actually did: What difference you made as a result: Example 1: Example 2:
	Project Outcome 4:
	What you actually did: What difference you made as a result:
4	Has the project enabled your organisation to maintain and / or develop connections, networks and partnerships? (see Guidance Note 4)
5	Have there been any significant challenges or changes? (see Guidance Note 5)
6	What have you learned? (see Guidance Note 6)

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 administered to you by VAF. 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 the 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).

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

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, 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, eg. staffing issues, funding challenges, environmental or organisational changes, and partnership working. You may also want to talk about increased demand for your 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?

