**WOMEN RETURNERS PROGRAMME 2020 – 2021**

**GRANT APPLICATION FORM**

Please complete this application form together with the budget form at Annex A. Please make sure that you answer all the applicable questions and that they are concise and succinct. **The deadline for applications is midnight on Wednesday 2 December 2020. Please return completed applications to** [**wefwrp@gov.scot**](mailto:wefwrp@gov.scot)**.**

**Applicant Organisation:**

|  |
| --- |
| **1. Title of Project** |

|  |
| --- |
| **2**. **Sector and Industry** (please provide information on sector and industry the project intends to work with e.g. private/public sector, finance/retail industry) |

|  |  |
| --- | --- |
| **3**. **Characteristics of group.** This programme is to support women only. Please provide the total number of women supported by this project and broken down by additional characteristics. Individual characteristics should add up to the total number supported. (We acknowledge that women may have multiple characteristics but please choose the most relevant as it affects their access to employment opportunities). | No. |
| **Total number of women supported** |  |
| Minority ethnic women workers |  |
| Older women workers (over 50 years and those transitioning through menopause) |  |
| Disabled women workers |  |
| Women who are or have experienced domestic abuse. |  |
| Female Veterans and spouse of veterans |  |
| Women from a rural area |  |
| Women from an SIMD area |  |
| Other group (please state) |  |

|  |
| --- |
| **4. Applicant organisation**  Name:  Registered Address:  Phone Number:  Email:  Website: |

|  |
| --- |
| **5. Main and alternative contact for project**  Name:  Job Title:  Address:  Phone Number:  Email:  (alternative contact)  Name:  Job Title:  Address:  Phone Number:  Email: |

|  |
| --- |
| **6. Further organisation information** |
| (a) Please provide the legal status of your organisation and relevant registration details |
| (b) In which local authority area is your registered office based? |
| (c) In which local authority area (s) will your proposal be delivered in? |
| (d) Please provide a PDF/electronic copy or web link to most recent audited Annual Financial Accounts. |
| (e) Please provide details of an Independent Referee who knows the work of your  organisation and/or the subject of this application.  Name:  Job Title:  Organisation:  Address:  Phone Number:  Email: |
| **7. State Aid** (This fund is subject to state aid. For information on whether state aid applies to your organisation or the services you will provide to other organisations under this fund please visit <https://www.gov.scot/publications/state-aid-guidance/> )  a) Please provide details of state aid funding you have received in the two years prior to this application and the current financial year. i.e. 2018-19,2019-21,2020-21)  b) Which state aid regulation was this funding issued under? |

|  |
| --- |
| **8. Project partners** Please providedetails of project partners, their role in the project and details of existing relationship with them. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **9. 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](https://scottishbusinesspledge.scot/) and in the [procurement guidance on fair work practices](http://www.gov.scot/Publications/2015/10/2086).  The Scottish Government is committed to embedding fair working practices in workplaces across Scotland and asks funded organisations to adopt policies, practices and procedures that are consistent with the [Dimensions of Fair Work](https://www.fairworkconvention.scot/the-fair-work-framework/). Specifically, organisations are asked to commit to [Fair Work First](https://economicactionplan.mygov.scot/fair-work/fair-work-first/) criteria.  Please outline, below, the approaches your organisation is taking/will take to meet the Fair Work First criteria.   |  | | --- | | **Appropriate channels for effective voice and employee engagement, such as trade union recognition** (200 words max) | | **Investment in workforce development** (200 words max) | | **Action to tackle the gender pay gap and create a more diverse and inclusive workplace** (200 words max) | | **No inappropriate use of zero-hours contracts** (200 words max) | | **Payment of the real Living Wage** (200 words max) | |

Effective voice is a critical dimension of Fair Work and requires workers, employers and trade unions or worker representative groups to work in partnership to make sure the right decisions on workplace issues are made and ensure workers are treated fairly and equitably. This approach for co-determining working practices is the key to delivering all of the dimensions of Fair Work effectively.

Applicants should include a statement provided and signed by the relevant trade union or, if a union does not have a presence in the organisation, an appropriate employee representative confirming that workers have been involved in influencing the organisation’s fair work priorities.

|  |
| --- |
| **Effective Voice statement** (200 words max)  *Signed by: …………………………………... on behalf of: ………………………………….*  *Date ………………………………*  *Note: the trade union/employee representative will require to provide a further statement, confirming the organisation has met its fair work commitments, to support the end-year claim.* |

|  |
| --- |
| **10. Summary of project** (300 words max) |

|  |
| --- |
| **11. Previous Experience.** (We want to ensure that an organisation is undertaking activity which is in their area of their expertise. Therefore, please provide examples of previous work you have done reaching (the equality group(s) that you plan to reach with your proposed project in this application - 200 words max) |

|  |
| --- |
| **12. Purpose of and need for the project**  Please consider the following in this section:   * why the project is needed * cite evidence used to support the need for the project from a client/employer/sectorial/economic growth perspective * explain how this project will contribute to the delivery of Scottish Government policies/strategies * discuss any consultation you have undertaken with relevant organisations in the area of delivery * make clear the added value this project brings to statutory or other provision   (500 words max) |

|  |
| --- |
| **13. Project delivery method and mitigating risk**  (a) Please outline delivery methods and rationale for this approach. Include staff involved, activity undertaken, mode of delivery and any partners involved and their respective roles and any other relevant information. Please also confirm whether employers/partners chosen are/will adopt Fair Work practices listed in section 8. (250 words max)  (b) If your intended delivery method is interrupted (e.g. due to the impact of coronavirus) what mitigations will you put in place to ensure that your project can continue to deliver on the outcomes of the Programme? (250 words max) |
| **14. Monitoring and Evaluating**  (a)Please explain your monitoring and evaluation arrangements and processes in place to record information on the target group, sectors targeted etc. (150 words max)  (b) What evidence will you record to show the project has met the intended outcomes? (150 words max)  (c) What is the intended impact of the project and how will you evidence this? (150 words max)    *Successful projects will also require to complete and submit a pro-forma template demonstrating the change achieved as a result of adopting the Fair Work First criteria. (The template and guidance will be provided by the Scottish Government in due course.)* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **15. Project period** Please list key deliverables each month.  Start date:  End date:   |  |  | | --- | --- | |  | January 2021 | |  | February 2021 | |  | March 2021 | |

|  |
| --- |
| **16. Cost**  Total cost of Project:  Amount requested from Scottish Government, Fair Work Division:  Does the project receive other sources of funding including income?  (please list organisation, amount and year). |

|  |
| --- |
| **17.** **Learning and dissemination** (please explain how the findings and learning from the project will be disseminated widely) (100 words max) |

|  |
| --- |
| **18. Further information** (to support your application which that has not been captured in previous questions) (100 words max) |

|  |
| --- |
| **19. Outputs and impact** (Please provide detail on the expected outputs referring to section 7 of the programme criteria).  (a) What are the intended outputs of the project?  (b) What evidence will you record to show the project has met the intended outputs? (100 words max)  (c) What is the intended impact of the project and how will you evidence this? (100 words max) |

|  |  |  |  |
| --- | --- | --- | --- |
| **ANNEX A**  **Women Returners Programme 2020 – 2021: Budget Form** | | | |
|  |  |  |  |
| Name of Organisation: |  | | |
| Budget |  |  |  |
| **Project Budget** | **Other Funders Contribution** | **SG**  **Contribution** | **Total** |
| **INCOME** | | | |
| SG Contribution |  |  |  |
| *(list other funders)* |  |  |  |
| *(list any commercial income)* |  |  |  |
| **TOTAL INCOME** |  |  |  |
| **STAFF COSTS** | | | |
| *(list each member of staff required, time spent on the project, annual salary equivalent)* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL STAFF COSTS** |  |  |  |
| **DIRECT PROJECT COSTS** | | | |
| (*e.g. training costs, marketing costs, materials)* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL DIRECT PROJECT COSTS** |  |  |  |
|  |  |  |  |
| **CONTRIBUTIONS TO OVERHEADS** | | | |
| *(e.g. rent, utilities)* |  |  |  |
| *(apportionment method)* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL CONTRIBUTIONS TO OVERHEADS** |  |  |  |
|  |  |  |  |
| **TOTAL EXPENDITURE** |  |  |  |
|  |  |  |  |