

Workplace Equality Fund

Frequently Asked Questions updated 20 June 2018

General

Q. Can I have more information about the grant?

A. Yes, you can download an information flyer from the website

Q. Is there a limit to the amount that will be funded towards Capital Items?

A. Capital items must relate directly to delivery of the project. We would not expect the total of capital items to exceed 25% of the cost of the project. All other avenues must have been explored e.g. DWP access to work. Applicants will be expected to evidence the difference the capital expenditure has made to target group(s) in reporting

Q. We do not yet have a bank account in the name of the organisation. Can we still apply?

A. If you do not yet have an account set up in the name of the applicant organisation, VAF are unable to consider your application. The bank account should be in place at the point of application.

Q. Can organisations that are not charities apply?

A. Yes, the fund is aimed at private businesses and third sector organisations

Q. Why do third sector organisations have to have a project that proposes to work with a private business?

A. The purpose of this fund is to help private businesses in Scotland to improve diversity in the workplace, focussing on particular industries and participant groups. The fund recognises that there is a lot of knowledge and experience in the third sector which could have a positive impact in this area, and we are keen for 3rd sector organisations to work with private businesses, to help improve their work practices etc. Due to the length of the fund (9 months), we can only consider projects where links have already been made with one or more private businesses, so that direct delivery can begin when the project begins.

Q. Why is it important that private businesses apply?

A. There are many economic benefits to having a diverse workforce.

- Organisations are better placed to understand the needs of a wide range of customers if their workforce represents the population
- A diverse workforce helps to encourage creativity and foster innovation. Organisations won't grow if everyone employed there thinks and behaves the same way.
- A positive reputation means that job seekers are attracted to companies with a diverse workforce, as are customers

Q. How do I know if my project will work towards the principles of the Fairwork Framework?

A. You can access the framework from the VAF web pages or directly from the Scottish Government website. It isn't very long and clearly describes the principles and includes useful case studies. We would like to know how the project will positively change the way the private company will operate in line with the Fairwork Framework.

Q. Will priority be given to projects focusing on a particular participant group?

A. Priority will not be given to a particular participant group. However, we are keen to receive applications which demonstrate intersectionality (includes more than one participant group).

Q. Why does the flyer encourage applications which will focus on Ethnic Minority People or Disabled People?

A. In Round 1 we did not receive many applications for these two participant groups, and we would like a balanced set of applications to consider.

Q. Can organisations apply for current work?

A. The fund will consider expansion of existing activity as well as new or pilot activity. The applicant must evidence the additionality that this funding will provide.

Q. If we applied in Round 1 but were not successful, can we still apply in Round 2?

A. Yes, you can apply in Round 2 but remember to read the information on our website as some criteria for the fund have changed. If you were unsuccessful, you will have received feedback from VAF. Please take this feedback into consideration when applying, and contact the VAF team if you have any questions.

Q. If we were successful in Round 1 can we no longer apply to Round 2

A. You can still apply to Round 2 if you have been successful in Round 1. Your project idea must be distinctly different from the one you are currently being funded for.

Q. Can I apply for funding to pay for apprenticeship wages of female apprentices?

A. No, the funding is not available to pay for apprenticeship. If you are interested in recruiting more females, you may consider looking into family friendly working practices, making your workplace more welcoming to both genders, providing training to management on diversity and inclusion.

Form Completion

Q. I am unable to find the Guidance notes on the website for this fund.

A. The guidance notes for completing the application are contained as pop-up guidance and written notes within the application form itself. Please follow the link to the Application Form found on our webpage.

Q. I have saved the form but can't log back in

A. An email containing a link to your partly completed form will have been sent to you from an automated email address. Please check your spam or junk mail folder and follow the link.

- Q. In the multiple choice question, it is not saving my answer**
A. Depending on the question and your internet browser, you may still be able to see all the other options however the one you have selected will be recorded.
- Q. Should management costs be shown under staff costs i.e. proportion of someone's time or in the management costs heading in overheads?**
A. Management costs should only appear in staff costs
- Q. I think the work I have done on my application form today has not been saved.**
A. To save your work on the application form you **MUST** click on **"Save my progress and resume later"** in the on-line application and then follow the instructions to input an email address and password, and then click the **"Save"** button.
This will generate an emailed link for re-accessing your application form from an autoresponse email address.
If you don't follow the steps above and just exit the page, **your recent work will be lost**. You will receive a warning saying that data will be lost before you leave the page.
- Q. I am trying to download the Excel Documents from the Application Form, but the page will not open on my computer.**
A. We suggest accessing the Application Form via Google Chrome or Firefox browsers, as the Explorer browser speed seems too slow to allow access to the download pages. On testing, all attachments were successfully downloaded via Google Chrome and Firefox.