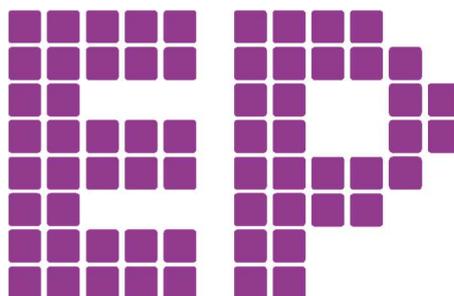


# THE EMPOWER PROJECT

Annual Report & Financial Statements

For the year ended

28 February 2020



supporting communities to  
end gender based violence



# ANNUAL REPORT & FINANCIAL STATEMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2020

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# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 28 FEBRUARY 2020

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The trustees are pleased to present their report and financial statements together with the independent examiner's report for the year ended 28 February 2020.

## REFERENCE AND ADMINISTRATIVE DETAILS

<b>Charity Name</b>	The Empower Project	
<b>Charity Number</b>	SC047389	
<b>Principal Address</b>	57/7 Marionville Road Edinburgh EH7 6AQ	
<b>Website Address</b>	<a href="http://www.theempowerproject.co.uk">www.theempowerproject.co.uk</a>	
<b>Current Trustees</b>	Julia Zauner	Chairperson
	Emily Beever	Secretary
	Jane Miller	Treasurer
	Rahnuma Feist-Hassan	

### Other Trustees who served during the year

Aoife Hutton  
Lauren Asher  
Katy Wilson Scott

### Bankers

Lloyds Bank  
Ariel House  
2138 Coventry Road  
Sheldon  
B26 3JW

### Independent Examiner

Gillian Whyte ACIE  
Community Accountancy Scotland C.I.C (CAS)  
Inverclyde Community Hub  
75-81 Cathcart Street  
Greenock  
PA15 1DE

# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 28 FEBRUARY 2020

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## STRUCTURE GOVERNANCE AND MANAGEMENT

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### Governing Document

The Empower Project is a Scottish Charitable Incorporated Organisation (SCIO) and received charitable status on the 9 May 2017 with the charity number SC047389. The charity is governed by a Constitution.

### Appointment of Trustees

The Charity Trustees who are the members of the charity, make up the Board of Trustees.

The Charity Trustees are recruited by the members of the organisation at the Annual General Meeting (AGM) and any other vacancies can be filled by appointment as required.

Under the Constitution, there must be a minimum of 4 trustees and a maximum of 10. At each AGM, all the Charity Trustees must retire from office, but may be re-elected. There is no limitation on the number of terms served.

Employees of the organisation cannot be nominated as or become a Charity Trustee.

### Organisational Structure

The organisation is comprised of Members and Charity Trustees.

The Members of the organisation have the powers to appoint people to serve on the board and take decisions on changes to the constitution itself.

The Charity Trustees are responsible for the direction and the governance of the charity and meet regularly to discuss the business of the charity.

## OBJECTS & ACTIVITIES

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### Charitable Purposes:

The Empower Project was established with the following charitable purposes:

- The promotion of equality and diversity.

### Activities:

The Empower Project is an intersectional, feminist, membership organisation supporting communities to lead change to end violence against women and girls in Scotland.

The third year for the Empower Project has involved expansion, adaptability and reacting to change. We are delighted to have been able to create spaces and bring people together through our "Making the Internet Safer for Young People" event, The Empower Pods and through our AGM.

We are proud of launching our Empower Trustee Programme which supports young feminists to pursue strategic leadership opportunities and delivering training to a range of different groups.

The report is split into the following sections Collaborate, Educate, Empower, Celebrate.

# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 28 FEBRUARY 2020

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## ACHIEVEMENTS & PERFORMANCE

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### **Collaborate**

#### Scottish Parliament Event

In November 2019, we had the pleasure of hosting a "Making the Internet Safer for Young People" event at the Scottish Parliament, sponsored by Rhoda Grant (MSP).

Our priority was to create a safe, relaxed, and inclusive space where young people were given the opportunity to lead the discussion, guided by their experience and with ambitious ideas. Attendees' engagement was passionate throughout the night and we have had lots of follow-up as a result.

Whilst the first half of the session was filled with some amazing input by our wonderful speakers 5Rights Young Leadership Group, as well as Danni Gordon (founder of The Chachi Power Project), the second half let attendees collaborate on the best and worst thing about the internet and ideas on one thing to design or create which could result in a safer internet.

The overwhelming outcome of the night resolved around education ranging from calling for changes in the curriculum, and social media campaigns to law reformation, and peer education. In particular, young people – and us included – see it as a necessity to strengthen education on tech abuse and making the internet safer without using tactics of victim-blaming or giving inadequate advice.

In response to what we heard we developed an online safety action plan which will guide the next stage of our work.

### **Educate**

#### Empower Pods

We were awarded a grant by the National Lottery Fund to run the "Empower Pods" programme. The initial focus of the programme was to build capacity by creating a space where young people could learn, lead, and create and ultimately instigate change on tech safety. Our aim was to develop infrastructure to support local Empower Project volunteer groups of young people, in online and offline spaces, to create their own projects on how to create safer online platforms.

Leading up to the launch of the project, we engaged with a range of new stakeholders to raise awareness of the Empower Pods programme. This included Children in Scotland, Young Scot, Girl Up!, Glasgow Girls Club, She Scotland, Canongate Youth, YouthLink Scotland and LAYC. Along with this, we reached out to universities and youth groups along with running a social media engagement campaign, targeted to our programme audience.

Upon launch of the programme, we had great success in reaching out to organisations and groups, but we only received a small handful of applications. We spent two months continuing to reach out to our members, organisations and targeting groups on digital channels, but found applications were still limited. We had a number of queries for young women, who were 25 and over who wanted to join the programme but could not because of our age restriction.

Following discussions with our funder, we decided to change the approach of the programme to broaden the age range and to adapt to an online-only training series to ensure we could reach a diverse audience.

We successfully changed the project to create an online training programme which delivered activist training on feminism, being a bystander, introduction to tech abuse and how to campaign. Those who attended the webinar series ranged from young people who were passionate to learn about tech abuse and how to respond locally to members of organisations such as Women's Aid and Young Scot. Over 50 people attended our online training in total.

# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 28 FEBRUARY 2020

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From this, we developed a community-based event, Empower Pods Campaign Day, where we worked with people to put into practice the skills they had learnt online. We co-designed a campaign plan with attendees, this based on censorship of women's bodies on social media. We were joined by a panel of inspirational women campaigners from across Scotland.

Quote from Empower Pods event: "The Empower Project crafted an event where conversations were about real, difficult issues in an atmosphere of respect, fun and creativity."

Quote from Empower Pods webinar series: "Fantastic evening participating in Empower Project's webinar on tech abuse and how we can collectively tackle it. I have so much to think about!"

## Elgin High School training session

We were invited to deliver a session to S5, S6 and S7 students at Elgin High School in Moray. The focus of this full-day session was to provide training and tools looking at online abuse, using your voice safely online and online self-care. Working with a range of high school pupils, we had excellent conversations around using tech and social channels in empowering ways.

## **Empower - Mentee Programme**

In January 2020, we launched Empower Trustees, a trustee mentoring programme for young feminists. With less than 1% of trustees under the age of 25, we recognised that young women experience barriers to pursuing strategic leadership opportunities.

Our collaborative learning opportunity focused on being fresh, inclusive, and diverse. The programme was created to both support the future proofing of The Empower Project board of trustees and the next generation of feminist leaders. We received over 25 applications from young feminists across Scotland aged 16-25.

From the applications, we chose 6 young people to be involved in the programme. Each young person was matched with an existing Empower Project trustee mentor. An introductory session with the group in late February kicked off the start of the mentoring.

The central mentoring aspect of the programme consists of three one-to-one mentoring sessions to cover key skills identified by the board: purpose and values, financial literacy, and constructive criticism. Additionally, mentees will be trained in a masterclass group session on creating and running a successful digital campaign. The mentees will then plan and run their own campaign.

## **Celebrate - AGM 2.0**

Our second AGM took place in October 2019, where we showed our members what we had been up to in the past year. The AGM gave members a chance to reflect and give their views on the direction of our strategic plan. A major input from our members was to strengthen our connection and work in closer partnership with existing activist groups which we implemented over the upcoming months. We celebrated our achievements with pizza, tarot readings, and potion makings.

We want to say a big thanks to our directors, trustees, mentees, volunteers, members, partners and funders (the list could go on!) for their dedication and commitment to feminism, tackling tech abuse and working towards a safer digital world. A big thank you to Tomiwa Folorunso, for coordinating the Empower Trustees Programme and to Gillian Whyte for the Independent Examination of The Empower Project.

Thank You,

Love and Solidarity

The Empower Trustees X

# TRUSTEES' ANNUAL REPORT

## FOR THE YEAR ENDED 28 FEBRUARY 2020

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### FINANCIAL REVIEW

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#### Overview

In our third year, we started out with £6,015 (2019: £2,102). Income of £15,867 (2019: £14,51) was received and the main sources of income was grants and donations.

Expenditure of £12,915 (2019: £9,344) were made, with main expenditure relating to expenses incurred on carrying out the charitable activities.

At the end of the year, the charity had a surplus of £2,952 (2019: £3,913).

#### Donated Facilities & Services

The Charity Trustees would like to thank the service provided by all the charity's volunteers, who have helped contribute towards the success and achievements made within this past year.

#### Reserves Policy

The charity has reserves of £5,015 (2019: £1,289). There is currently no reserves policy in place, but the Charity Trustees will be undertaking a review of its policies and will discuss this at future meetings.

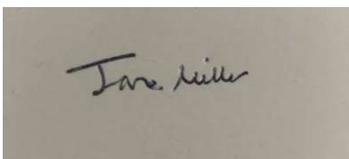
### FUTURE PLANS

We have received a grant from the Rosa Fund to support the development of our strategy for 2020-21, and to review and update our charity's policies. During the next financial year, we want to refresh Empower Project's strategy to ensure we are able to deliver impact from women and young people across Scotland. The aim of our strategy refresh is to shape our work plan for next year and guide our funding decisions.

In light of the COVID-19 pandemic, we are aware that we will have to make changes to how our community engagement work. Now more than ever, women need our support focused on digital self-care and combatting new forms of tech-facilitated abuse.

### APPROVAL

This report was approved by the trustees on 28 July 2020 and signed on their behalf by:



**Jane Miller**  
Trustee

# INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 28 FEBRUARY 2020

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## Independent Examiner's Report to the Trustees of The Empower Project

I report on the accounts of the charity for the year ended 28 February 2020, which are set out on pages 9 to 13.

### Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The trustees consider that the audit requirement of Regulation (10)(1)(d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts under section (44)(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

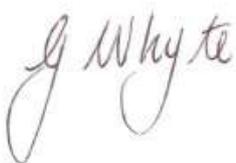
### Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### Independent Examiner's Statement

In connection with my examination, no matter came to my attention:-

1. which gives me reasonable cause to believe that in any material respect, the requirements
  - to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulationshave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



### Gillian Whyte ACIE

Community Accountancy Scotland C.I.C (CAS)

Inverclyde Community Hub

75 – 81 Cathcart Street

Greenock

PA15 1DE

30 July 2020

# STATEMENT OF RECEIPTS & PAYMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2020

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		Unrestricted	Restricted	Total	Total
	Note	Funds	Funds	2020	2019
		£	£	£	£
<b>Receipts</b>					
Donations		987	-	<b>987</b>	278
Grants	5	-	14,880	<b>14,880</b>	12,148
Fund Raising		-	-	-	144
Trading Income		-	-	-	1,581
		<u>987</u>	<u>14,880</u>	<u><b>15,867</b></u>	<u>14,151</u>
<b>Payments</b>					
Fund Raising Costs		-	-	-	241
Trading payments		-	-	-	1,081
Charitable Activities	6	1,872	10,884	<b>12,756</b>	8,022
Governance Costs		-	-	-	-
Trustee Meetings		95	64	<b>159</b>	-
		<u>1,967</u>	<u>10,948</u>	<u><b>12,915</b></u>	<u>9,344</u>
Purchase of Fixed Assets		-	-	-	894
		<u>1,967</u>	<u>10,948</u>	<u><b>12,915</b></u>	<u>10,238</u>
<b>Net movement in funds</b>		(980)	3,932	<b>2,952</b>	3,913
Transfers between funds		330	(330)	-	-
<b>Surplus/(Deficit) for year</b>		<u>(650)</u>	<u>3,602</u>	<u><b>2,952</b></u>	<u>3,913</u>

The Notes on pages 11 to 13 form an integral part of these accounts.

# STATEMENT OF BALANCES

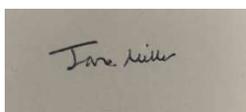
AS AT 28 FEBRUARY 2020

	Unrestricted	Restricted	Total	Total
Note	Funds	Funds	2020	2019
<b>Funds Reconciliation</b>	£	£	£	£
Balance as at 01 March 2019	958	5,057	<b>6,015</b>	2,102
Surplus/(Deficit) for year	(650)	3,602	<b>2,952</b>	3,913
Balance as at 28 February 2020	308	8,659	<b>8,967</b>	6,015
<b>Bank &amp; Cash Balances</b>				
Cash at Bank	5,365	3,602	<b>8,967</b>	6,015
	5,365	3,602	<b>8,967</b>	6,015
<b>Other Assets</b>				
Laptop Case	-	-	-	24
2 Dell Inspiron Laptops	-	-	-	698
Microsoft Office	-	-	-	36
EP Logo Design	-	-	-	50
Android Tablet	-	-	-	86
	-	-	-	894
<b>Liabilities</b>				
Independent Examination	350	-	<b>350</b>	-
	350	-	<b>350</b>	-

There are no Contingent Liabilities.

The Notes on pages 11 to 13 form an integral part of these accounts.

These accounts were approved by the trustees on 28 July 2020 and signed on their behalf by:



**Jane Miller**  
Trustee



**Emily Beever**  
Trustee

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2020

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## 1. Basis of Preparation

These accounts have been prepared on the receipts & payments basis in accordance with:

- (a) The Charities and Trustee Investment (Scotland) Act 2005
- (b) The Charities Accounts (Scotland) Regulations 2006 (as amended)

There have been no changes to the basis of preparation or to the previous year's accounts.

## 2. Fund Accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- (b) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes.
- (c) The purposes of the funds are shown in Note 8.

## 3. Taxation

- (a) The charity is not liable to income tax or capital gains tax on its charitable activities.
- (b) The charity is not registered for VAT, thus all costs are shown inclusive of VAT charged.

## 4. Transactions with trustees and related parties

- (a) No remuneration was paid to trustees or any persons connected with them during the year (2019: £Nil).
- (b) No expenses were reimbursed to the trustees during the year (2019: £Nil).

## 5. Grants

	Unrestricted Funds	Restricted Funds	<b>Total 2020</b>	Total 2019
	£	£	£	£
Co-operative Local Community Fund	-	160	<b>160</b>	2,248
Foundation Scotland - MARS GoodnessKnows	-	-	-	5,000
Foundation Scotland - Women's Fund for Scotland	-	-	-	4,900
Rosa Capacity Fund	-	2,000	<b>2,000</b>	-
Rosa Fund	-	4,640	<b>4,640</b>	-
National Lottery - Awards for All	-	8,080	<b>8,080</b>	-
	-	14,880	<b>14,880</b>	12,148

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2020

### 6. Payments relating to Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Workshop Delivery	950	8,603	<b>9,553</b>	7,167
Marketing	495	602	<b>1,097</b>	-
Administration	426	-	<b>426</b>	684
Volunteer Expenses	-	11	<b>11</b>	-
Venue Hire	-	378	<b>378</b>	-
Bank charges	1	-	<b>1</b>	3
Workshop-related expenses	-	-	-	98
Event Expenses	-	1,290	<b>1,290</b>	70
	-	-	-	-
	<b>1,872</b>	<b>10,884</b>	<b>12,756</b>	<b>8,022</b>

### 7. Movements in Funds

	As at 28/02/2019	Receipts	Payments	Transfers	As at 28/02/2020
	£	£	£	£	£
<u>Unrestricted Funds</u>					
General Fund	958	987	(1,967)	330	<b>308</b>
<u>Restricted Funds</u>					
Scotrail	305	-	-	(305)	-
Foundation Scotland - Express Grants	25	-	-	(25)	-
Foundation Scotland - Mars	375	-	(280)	-	<b>95</b>
Foundation Scotland - Women's Fund	2,173	-	(1,875)	-	<b>298</b>
Co-operative Local Community Fund	2,179	160	(1,957)	-	<b>382</b>
Rosa Capacity Fund	-	2,000	-	-	<b>2,000</b>
Rosa Fund	-	4,640	(2,075)	-	<b>2,565</b>
National Lottery - Awards for All	-	8,080	(4,761)	-	<b>3,319</b>
	<b>5,057</b>	<b>14,880</b>	<b>(10,948)</b>	<b>(330)</b>	<b>8,659</b>
Total Funds	<b>6,015</b>	<b>15,867</b>	<b>(12,915)</b>	<b>-</b>	<b>8,967</b>

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2020

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### 8. Purpose of Funds

Scotrail	Funding received to host two discussion groups in Edinburgh and the Highlands
Foundation Scotland – Express Grants	Funding received to purchase laptops, IT software and promotional materials.
Foundation Scotland – Mars	Funding received run a few sessions and infrastructure costs (i.e. like meeting with volunteers, newsletters, web admin, with some costs for general events).
Foundation Scotland – Women’s Fund	Funding received to host discussion groups and members events. We ran groups with young women with experience of commercial sexual exploitation.
Co-operative Local Community Fund	Funding received to launch our membership and host a learning event and AGM.
Rosa Fund	Funding received to run a programme called “Empower Trustees” for members of The Empower Project to mentor young women into becoming board members.
Rosa Capacity Fund	Additional funding received to run “Empower Trustees” for the purpose of expanding the capacity of the organisation through training and development opportunities.
National Lottery – Awards for All	Funding received to run a programme called “Empower Pods” to create activist training on feminism, being a bystander, introduction to tech abuse and how to campaign.