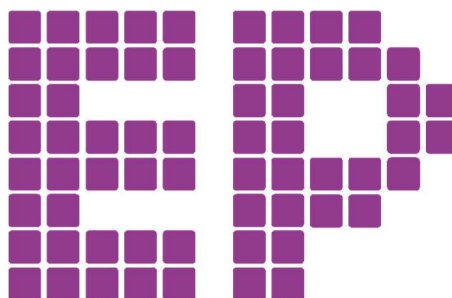


# THE EMPOWER PROJECT

Annual Report & Financial Statements

For the year ended

28 February 2021



supporting communities to  
end gender based violence



# ANNUAL REPORT & FINANCIAL STATEMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2021

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## CONTENTS

Trustees' Annual Report.....	3 - 7
Independent Examiner's Report.....	8
Statement of Receipts & Payments.....	9
Statement of Balances.....	10
Notes to the Financial Statements.....	11 - 13

# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 28 FEBRUARY 2021

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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 2021.

## REFERENCE AND ADMINISTRATIVE DETAILS

**Charity Name** The Empower Project

**Charity Number** SC047389

**Principal Address** 57/7 Marionville Road  
Edinburgh  
EH7 6AQ

**Website Address** [www.theempowerproject.co.uk](http://www.theempowerproject.co.uk)

<b>Current Trustees</b>	Jane Miller	Chairperson
	Ansley Clark	Secretary
	Emma Dickinson	Treasurer
	Wacera Kamonji	Trustee

### Other Trustees who served during the year

Emily Beaver	Resigned April 2021
Rahnuma Feist-Hassan	Resigned April 2021
Julia Zauner	Resigned April 2021

**Bankers** Lloyds Bank  
Ariel House  
2138 Coventry Road  
Sheldon  
B26 3JW

**Independent Examiner** Gillian Whyte ACIE  
Community Accountancy Scotland  
Inverclyde Community Hub  
75-81 Cathcart Street  
Greenock  
PA15 1DE

# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 28 FEBRUARY 2021

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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.

Hello and welcome to The Empower Project's fourth annual report! As with many other organisations we have faced an uncertain year trying to mitigate the impacts of the pandemic. Although things have been challenging it's important to pause, reflect and celebrate what we have been able to achieve during such unprecedented times and acknowledge our collective strength and resilience.

2020 shone a light on our ever-growing reliance on digital communication and highlighted the need to combat new forms of tech-facilitated abuse perpetrated against women and the need to support and how to practise digital self-care. During this time like many organisations, we had to pivot and adapt the way we work and refocus our overall offer to funders, partners, and stakeholders. This time provided opportunities as well as challenges and gave us the chance to reflect and shape the overall direction of our organisation.

# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 28 FEBRUARY 2021

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## ACHIEVEMENTS & PERFORMANCE

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Our annual report is split into sections reflecting the key strands which underpin our strategy including: Community, Learn and Influence.

### Community

During the financial period, we continued to develop our first ever Empower Trustees Programme - a trustee mentoring initiative for young feminists. As part of the programme 6 young feminists aged between 16-25 participated and were matched to an existing Empower Project trustee. Mentors worked with mentees to deliver a series of workshops to help build capacity and develop key skills required of Empower Project board members. One to one sessions included purpose and values, financial literacy, and constructive criticism. Following the programme, we were delighted to welcome three mentees to join the board.

The Empower Trustees Programme gave participants the opportunity to develop the leadership and governance skills needed to be a trustee. To do this we offered three main opportunities to develop skills: mentoring from existing board members; the opportunity to participate in a campaign design and delivery project; and the opportunity to attend training sessions with external providers. Mentoring from existing board members allowed participants to develop skills in financial literacy, constructive criticism and purpose and values. Mentees were able to learn directly from others, ask questions and have constructive conversations as they developed these skills. Following the completion of mentoring sessions, all mentees came together to workshop campaign ideas, this built on purpose, values and critical thinking skills developed in mentee sessions, whilst also working on and developing teamwork and collaboration skills. After deciding on a project, the participants of the programme were able to share responsibility amongst themselves to execute their research and campaign on the impact of online abuse. Through this they were able to develop skills in the following areas: planning, survey design, social media campaigns, and data analysis. Following the conclusion of their campaign, mentees were given the opportunity to reflect on their experience and build on personal and Empower Project related skills at training. These ranged from workshops on annual reporting and accounting to planning and development for social impact.

### Learn

We delivered a variety of online training sessions to explore key issues including: 'What is Tech Abuse', 'Being a Bystander', and 'Feminism 101'. Training provided us with the opportunity to reach new audiences and open up conversations about online tech abuse, something we plan to build and develop upon over the next few years.

### Empower Pods Self Care Training

In April and May, we rounded off our Empower Pods programme by delivering four individual self-care training sessions, supported by funding from the National Lottery Community Fund. The sessions explored how to look after yourself and tips for digital self-care and was designed in response to the impacts of the pandemic where more people found themselves online and working from home.

### The Young Women's Movement Tech Abuse 101 Webinar

In April 2020, we were delighted to deliver a workshop to YWCA Scotland - The Young Women's Movement on 'What is Tech Abuse?' as part of their summer programme of workshops. The workshop provided information on key terms linked to tech abuse, the legal background, impacts and responses to abuse and information on how to help others.

### Being a Women Online

During summer 2020, we received funding from the Women's Fund for Scotland to deliver a series of six sessions exploring what it is like to being a woman online, how women can look after themselves and how women can use their voice to speak out when they see discrimination and harassment. The following sessions were designed and repeated to reach a wide audience:

- Being a Woman Online: Our reality, tackling online abuse + digital fatigue

# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 28 FEBRUARY 2021

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- Being a Woman Online: Using your voice, speaking out + being an active bystander
- Being a Woman Online: Digital self-care

## Rosa Social Media for Small Organisations Workshop

We were pleased to deliver a workshop to small women's organisations funded by the Rosa Fund in July to provide information on how to make an impact on social media. The training consisted of information on the importance of social media, different platforms and tools, strategy, content creation and safety and self-care.

## Influence

Our Empower Pods campaign day on the 7th March 2020, was an opportunity to learn about active campaigning and co-design. The event included a panel session with experienced campaigners Esa Aldegheri, Laura Beveridge, Victoria Heaney and Briana Pegado. The participants of this event took part in co-designing a digital campaign around shadow-banning and censorship on social media platforms. Plans to launch this campaign were put on hold due to the coronavirus pandemic but will be scheduled for 2021.

## The Empower Project Strategy 2021-22

We kicked off January 2021 by launching The Empower Project Strategy 2021-2022. The strategy was developed following a series of collaborative sessions. The sessions provided us with the space to help define our purpose, identify our audience, highlight key challenges, and develop solutions. The strategy outlined how we plan to work with local communities to make changes to combat online tech abuse over the next two years.

## Thank You

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 accounts.

Love and Solidarity

The Empower Trustees X

## FINANCIAL REVIEW

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### Overview

Income of £5,582 (2020: £15,867) was received and the main source of income was funding from grants.

Expenditure totalling £11,719 (2020: £12,915) were made with the main expenditure related to expenses incurred carrying out the charitable activities.

At the end of financial period, the charity had a deficit of £6,137. The Charity Trustees acknowledge this and will continue to monitor the charity's financial position.

### 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 £616 (2020: £5,015). 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.

# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 28 FEBRUARY 2021

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## FUTURE PLANS

### **Build Capacity with Empower Mentees**

Building on the success of Empower Mentees we plan to support young women to learn about feminist governance and trustee skills in partnership with other third sector feminist organisations to support progression to a trustee board position. Additionally, we plan to support young women to become board Empower Project board members.

### **Develop our Training Offer**

Over the next year, in line with our strategy we would like to improve and develop our training offer. We would like to extend our training to cover online abuse and the law. Additionally, we plan to work with young people to co-design future resources. Training will explore: how young people want to talk about online abuse and how they want their parents to talk to them about online abuse, healthy relationships, and consent.

## APPROVAL

This report was approved by the trustees on 21 May 2021 and signed on their behalf by:



**Jane Miller**

Trustee

# INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 28 FEBRUARY 2021

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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 2021, 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.

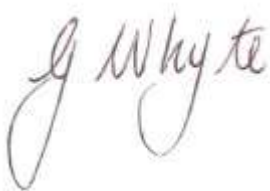
### Basis of Independent Examiner's Statement

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

24 May 2021



## STATEMENT OF RECEIPTS & PAYMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2021

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	Note	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
<b>Receipts</b>		£	£	£	£
Donations		2	-	2	987
Grants	5	1,000	3,400	4,400	14,880
Other Charitable Activities		1,180	-	1,180	-
		<u>2,182</u>	<u>3,400</u>	<u>5,582</u>	<u>15,867</u>
<b>Payments</b>					
Charitable Activities	6	2,309	9,060	11,369	12,756
Governance Costs		-	-	-	-
Independent Examination			350	350	-
Trustee Meetings		-	-	-	159
		<u>2,309</u>	<u>9,410</u>	<u>11,719</u>	<u>12,915</u>
<b>Net movement in funds</b>		(127)	(6,010)	(6,137)	2,952
Transfers between funds	7	785	(785)	-	-
<b>Surplus/(Deficit) for year</b>		<u>658</u>	<u>(6,795)</u>	<u>(6,137)</u>	<u>2,952</u>

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

# STATEMENT OF BALANCES

AS AT 28 FEBRUARY 2021

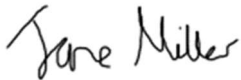
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	Unrestricted	Restricted	<b>Total</b>	Total
Note	Funds	Funds	<b>2021</b>	2020
<b>Funds Reconciliation</b>	£	£	£	£
Balance as at 01 March 2020	308	8,659	<b>8,967</b>	6,015
Surplus/(Deficit) for year	658	(6,795)	<b>(6,137)</b>	2,952
Balance as at 28 February 2021	966	1,864	<b>2,830</b>	8,967
<b>Bank &amp; Cash Balances</b>				
Cash at Bank	966	1,864	<b>2,830</b>	8,967
	966	1,864	<b>2,830</b>	8,967
<b>Liabilities</b>				
Independent Examination	350	-	<b>350</b>	350
	350	-	<b>350</b>	350

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 21 May 2021 and signed on their behalf by:



**Jane Miller**  
Trustee



**Emma Dickinson**  
Trustee

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2021

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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 (2020: £Nil).
- (b) No expenses were reimbursed to the trustees during the year (2020: £Nil).

## 5. Grants

	Unrestricted Funds	Restricted Funds	<b>Total 2021</b>	Total 2020
	£	£	£	£
The Erskine Cunningham Hill Trust	1,000	-	<b>1,000</b>	-
Foundation Scotland	-	1,400	<b>1,400</b>	-
Rosa Fund - Core	-	2,000	<b>2,000</b>	-
Co-operative Local Community Fund	-	-	-	160
Rosa Capacity Fund	-	-	-	2,000
Rosa Fund	-	-	-	4,640
National Lottery - Awards for All	-	-	-	8,080
	<b>1,000</b>	<b>3,400</b>	<b>4,400</b>	<b>14,880</b>

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2021

### 6. Payments relating to Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Workshop Delivery	1,400	4,665	<b>6,065</b>	9,553
Marketing	-	583	<b>583</b>	1,097
Administration	529	-	<b>529</b>	426
Website & IT	-	625	<b>625</b>	-
Venue Hire & Catering	-	161	<b>161</b>	378
Training	-	1,105	<b>1,105</b>	-
Travel	-	77	<b>77</b>	-
Freelance	380	1,697	<b>2,077</b>	-
Gifts	-	147	<b>147</b>	-
Bank charges	-	-	-	1
Event Expenses	-	-	-	1,290
Volunteer Expenses	-	-	-	11
	<b>2,309</b>	<b>9,060</b>	<b>11,369</b>	<b>12,756</b>

### 7. Movements in Funds

	As at 29/02/2020	Receipts	Payments	Transfers	As at 28/02/2021
	£	£	£	£	£
<u>Unrestricted Funds</u>					
General Fund	308	2,182	(2,309)	785	<b>966</b>
<u>Restricted Funds</u>					
Foundation Scotland - Mars	95	-	-	(95)	-
Foundation Scotland - Women's Fund	298	1,400	(1,396)	(302)	-
Co-operative Local Community Fund	382	-	-	(382)	-
Rosa Capacity Fund	2,000	-	(1,868)	-	<b>132</b>
Rosa Fund	2,565	-	(2,092)	-	<b>473</b>
National Lottery - Awards for All	3,319	-	(3,313)	(6)	-
Rosa Core Fund	-	2,000	(741)	-	<b>1,259</b>
	<b>8,659</b>	<b>3,400</b>	<b>(9,410)</b>	<b>(785)</b>	<b>1,864</b>
Total Funds	<b>8,967</b>	<b>5,582</b>	<b>(11,719)</b>	<b>-</b>	<b>2,830</b>

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2021

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### 8. Purpose of Funds

Foundation Scotland – Women’s Fund	Funding received to contribute to the delivery of an online selfcare and resilience webinar series to explore what it is to be a woman online and how to use the internet safely.
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.
Rose – Core Fund	Funding received towards workshop delivery costs and training costs.