**VACMA Equalities Monitoring Form**

**Why are we asking for you to complete this form?**

Filling out the Equalities Monitoring Form helps us learn more about the diversity of our applicants and the people we support with funding.

Your responses help us see if there are any gaps or areas where we can do better. This way, we can ensure that more people can benefit from our funding. Your contribution to this work is crucial in making a positive impact.

In this form we ask questions regarding age, sex, ethnicity, disability, and sexual orientation. This covers some of the ‘protected characteristics’ in [The Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents). We also include questions on gender identity, socio-economic background and Gaelic language.

If you do not know some of the information or if you prefer not to provide it, you can fill in the 'Prefer not to say' box.

**How will my information be used?**

The information you provide will be used to create aggregated statistics and reports. These will help us support groups that are underrepresented, improve equal opportunities and prevent discrimination. Your input will also help us improve our services and meet reporting requirements.

Please be assured that personally identifiable information will not be shared outside our organisation. Any statistics and reports we create for wider publication will be anonymised to protect your privacy.

For information on how we use your personal information (e.g.name) and sensitive personal information (e.g. ethnicity), please see the Funding Section of our Privacy Notice.

**Alternative Formats, Languages and Access Support**

Creative Scotland is committed to offering clear and accessible application processes and programmes that are open to everyone. This information is available in alternative formats on request, including translations. Access support is available for disabled applicants who need help completing this form.

To arrange this please contact: [**enquiries@creativescotland.com**](mailto:enquiries@creativescotland.com)

**Please now tell us about yourself. Please mark an X against the relevant boxes, unless asked otherwise.**

**Age**

**How old are you?**

|  |  |
| --- | --- |
| 16-24 years |  |
| 25-44 years |  |
| 45-65 years |  |
| 65+ years |  |
| Prefer not to say |  |

**Disability**

**Do you have a physical or mental health condition or illness lasting or expected to last 12 months or more?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

**If yes, does this condition or illness affect you in any of the following areas? Please select all that apply**

|  |  |
| --- | --- |
| Vision (for example blindness or partial sight) |  |
| Hearing (for example deafness or partial  hearing) |  |
| Mobility (for example walking short  distances or climbing stairs) |  |
| Dexterity (for example lifting or carrying objects, using a keyboard) |  |
| Learning or understanding or concentrating |  |
| Stamina or breathing or fatigue |  |
| Socially or behaviourally (for example associated with Autism or ADHD) |  |
| Other (please write in) |  |
| Prefer not to say |  |

**Ethnicity**

**What is your ethnic group? Please indicate which best describes your ethnic group or background.**

|  |  |  |
| --- | --- | --- |
| White | 1. Scottish |  |
| 1. Other British |  |
| 1. Irish |  |
| 1. Gypsy/Traveller |  |
| 1. Polish |  |
| 1. Any other white ethnic group (please write in) |  |
| Mixed or multiple ethnic groups | 1. Any Mixed or Multiple ethnic groups (please write in) |  |
| Asian, Asian Scottish or Asian British | 1. Pakistani, Pakistani Scottish or Pakistani British |  |
| 1. Indian, Indian Scottish or Indian British |  |
| 1. Bangladeshi, Bangladeshi Scottish or Bangladeshi British |  |
| 1. Chinese, Chinese Scottish, or Chinese British |  |
| 1. Any other Asian (please write in) |  |
| African | 1. African, African Scottish or African British |  |
| 1. Any other African (please write in) |  |
| Caribbean or Black | 1. Caribbean, Caribbean Scottish or Caribbean British |  |
| 1. Black, Black Scottish or Black British |  |
| 1. Any other Caribbean or Black (please write in) |  |
| Other ethnic group | 1. Arab, Arab Scottish or Arab British |  |
| 1. Any other ethnic group (please write in) |  |
|  | Prefer not to say |  |

**Gender Identity   
How would you describe you gender identity?**

|  |  |
| --- | --- |
| Man |  |
| Woman |  |
| In another way (if you would like to, please tell us what other words you would use, e.g. intersex, non-binary, gender-fluid) |  |
| Prefer not to say |  |

**Sex**

**What is your sex?**

(‘Sex’ relates to the sex recorded on your birth certificate or Gender Recognition Certificate)

|  |  |
| --- | --- |
| Female |  |
| Male |  |
| Prefer not to say |  |

**Do you consider yourself to be a trans person?**

(‘Trans’ is a term used to describe people whose gender is not the same as the sex they were assigned at birth.)

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

**Sexual Orientation**

**Which of the following options best describes your sexual orientation?**

|  |  |
| --- | --- |
| Heterosexual/Straight |  |
| Gay/Lesbian |  |
| Bisexual |  |
| Other sexual orientation (please write in) |  |
| Prefer not to say |  |

**Gaelic Language**

**Do you speak Gaelic?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**Socio-Economic Background**

We understand there are barriers to access and progression for people from different socio-economic backgrounds and we want to be proactive in changing this.

Following research and consultation we are introducing a question to capture the socio-economic background of our applicants.

Collecting this data will help us understand what needs to be done in order to improve socio-economic diversity and inclusion in the arts, screen and creative industries across Scotland.

This question is in line with that adopted by other cultural organisations and will give us a benchmark for the sector which we can build on in the future.

Please see the Jerwood Arts Toolkit for more information and advice:

<https://jerwoodarts.org/projects/weston-jerwood-creative-bursaries-2017-19/toolkit/>

**Please tell us about the occupation of your main household earner when you were aged 14. If this question does not apply to you (because, for example, you were in care at this time), you can indicate this below:**

|  |  |
| --- | --- |
| **Modern professional occupations** such as: teacher, nurse, physiotherapist, social worker, musician, police officer (sergeant or above), software designer. |  |
| **Clerical and intermediate occupations** such as: secretary, personal assistant, clerical worker, call centre agent, nursery nurse. |  |
| **Senior managers or administrators** (usually responsible for planning, organising and co-ordinating work, and for finance) such as: finance manager, chief executive. |  |
| **Technical and craft occupations** such as: motor mechanic, plumber, printer, electrician, gardener, train driver. |  |
| **Semi-routine manual and service occupations** such as: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant. |  |
| **Routine manual and service occupations** such as: HGV driver, cleaner, porter, packer, labourer, waiter/waitress, bar staff. |  |
| **Middle or junior managers** such as: office manager, retail manager, bank manager, restaurant manager, warehouse manager. |  |
| **Traditional professional occupations** such as: accountant, solicitor, medical practitioner, scientist, civil / mechanical engineer. |  |
| **Long term unemployed** (claimed Jobseeker’s Allowance or earlier unemployment benefit for more than a year). |  |
| **Retired** |  |
| **This question does not apply to me** |  |
| **I don’t know** |  |
| **I prefer not to say** |  |

**Thank you for completing this form.**

**Please now submit this by email along with your application form.**

**Please note: this Equalities Monitoring Form will have no bearing on your application for funding.**