

Appendix 6:

Reporting Guidance

Appendix 6: Anti-Racism Community Engagement Fund: Reporting Guide

We are maintaining flexibility around how and what you report as we are learning from the process as much as we are learning from the content of your events. *Your event report is for future AROS and will shape how the organisation engages with groups/organisations like yours in the future.*

At each stage of the report you can reflect on what worked and what didn't work, this is not a test, or an evaluation of your organisation, future AROS wants to learn from you: what worked well in this process, what didn't, what could be improved upon?

However, in general we are hoping groups and organisations will provide information on the following, it is up to you how you structure your report but you may find this useful.

How you found the process of accessing the Anti-Racism Community Engagement Fund

- Where did you find out about it
- How did you find the process of application
- Why did you decide to apply
- Did you meet with the outreach workers during the process of application
- Is there anything you would like to have been different

A summary of your event

- The logistics of your event - where, when, how many participants took part
- How you chose to structure the event - did you prepare participants in advance

A summary of what you spoke about

- What themes and issues were discussed at the event
- Were the questions from the facilitation guide discussed or did you develop your own
- How were these discussed - small groups, individually, whole group discussion
- What were the conclusions/responses of the discussion

Think specifically about how people understand systemic racism in their lives and how they want this new organisation to work for them.

Any other conclusions

How to Report

You can provide this information in a format that works for you. This could be:

- A written report
- Illustrated notes drawn during your event by a visual notetaker
- Edited audio or video recording of the event *Please check in with our Outreach Team in advance if you plan to report using this method and ensure that you have necessary consent/permissions in place*
- Edited transcription of audio recording

You could think about how you integrate reporting into the format of the event and could use creative methods like zine making or an annotated collage. These could then be scanned or photographed and shared with the DAG.

Your event report should be submitted to the Design Advisory Team using this email address admin@antiracismobservatoryforscotland.org