****

EDI & WP Fund 2023/24 | Guidance Notes

EDI Team & WP Team

1. **Objectives**

This is a central fund that students and/or staff can apply to in order to fund activities related to promoting Equality, Diversity & Inclusion (EDI) and/or Widening Participation (WP) initiatives and events.

This year the fund will be split into two: funds supporting general EDI initiatives; and funds supporting WP activity.

The EDI section of the fund will provide grants for initiatives aimed at furthering the University’s commitment to building an inclusive and respectful culture, prioritising applications that demonstrate clear impact, preferably on a pan-University basis, and which enable or meaningfully contribute to one or more of the strategic aims and objectives of the EDI strategic framework.

The WP section of the fund will provide grants for initiatives aimed at furthering Durham’s commitment to access and participation. We prioritise applications that demonstrate clear impact against the commitments listed in [Durham’s Access and Participation Plan](https://www.durham.ac.uk/media/durham-university/visit-us/for-schools-and-colleges/documents/2020-21-to-2024-25-UniversityofDurham_APP_2020-21_FINAL_10007143.pdf) (APP). Within this pilot, the fund is limited to supporting initiatives focused on progressing Access to higher education, with the hope to extend to APP activities across the whole student lifecycle in the future.

Applicants will be asked to demonstrate purpose, intended impact and outcomes to promote initiatives driving EDI or WP between all members of the University.

1. **Eligibility & Criteria of scheme**

All staff and students at Durham University will be eligible to apply to the fund to support initiatives and events on an annual basis throughout the academic year. All applications must come under one or more of the following areas to be considered:

|  |  |
| --- | --- |
| **EDI Criteria** | **WP Criteria** |
| * **Furtherance of one or more of the aims and objectives of the EDI strategic framework.** * **Policy development in individual university departments and divisions**; feeding into much larger strategic plans. * **Research,** conducted either by students (of all levels of study) or academic (again, of all levels of career, from postdoc to professor) – distinctive to Grant Seedcorn Fund. * **Events for the entire university community**, to raise awareness of an issue specific to a group within the university [please note, requests for catering will NOT be considered]. * **Projects for engagement**, including within the local/wider community. * **Projects tackling societal concerns**, such as sexual violence, or racial discrimination. | * **Furtherance of the Widening Participation agenda / Access and Participation Plan.** * Activity or events that seek to address one or more of the **risks to equality of opportunity** outlined in the EORR for potential students (details on this are included within the form). * Activity or events aiming to **promote equality of opportunity** for one or more specific groups of potential students (list of qualifying groups to be assessed against the Access and Participation Plan targets (e.g. Black Heritage Students) and the contextual offer criteria (e.g. POLAR 4 Q1-2). * Activity or events that are aimed at **young people** such as through working with school groups (to address risks to equality of opportunity/widen access and participation). * **Projects for engagement** including within the local/wider community outside of Durham University (to address risks to equality of opportunity/widen access and participation). |

1. **How much funding can be requested in a single application?**

This year for the EDI section of the fund we have removed the maximum amount that can be applied for. We hope this will help applications to be more ambitious, larger scale or more long-term focused to support the aims and objectives of the EDI Strategic Framework and maximise the impact the fund has on creating an inclusive culture at Durham.

The WP section of the fund will consider applications up to £1,500, per project. We also have budget for one large-scale project per year, up to a limit of £2,500.

1. **Restrictions to the scheme.**

Please note the following restrictions to the scheme:

* No activity will be funded if it constitutes the usual activities of the department/office/College and falls within the remit of their expected role.
* Activity will not be funded if it needs recurring funding. There may be an exception to recurring funding where the activity forms part of yearly celebration, or engagement event, such as Black History Month.
* If funding is available elsewhere, an application will not be considered.
* Departments should first have explored their own internal funding sources before submitting an application.
* Requests for catering will not typically be accepted. An exception may be made where a WP fund application shows that the provision of catering is directly addressing barriers to participation, related to specific target groups.
* Funding cannot be provided to pay students or staff to undertake activities, apart from where this is linked to a project, with identified deliverables and for applications to the WP fund, where we may accept the cost of casual staff such as Durham Student Ambassadors to aid with event delivery.
* Costs associated with travel, transport, accommodation, equipment and other costs associated with WP fund events or activity may be considered but this cannot include “work time” spent by University employees. However, applications to the WP fund may include the cost of casual staff such as Durham Student Ambassadors to aid with event delivery.
* The fund cannot be used to allow current students or staff to attend conferences or other external events. For example, by paying for travel or accommodation. Please note we will consider bids that include travel and accommodation costs for speakers attending EDI fund events in Durham University.
* The fund cannot be used for building works to make buildings more accessible.
* Reasonable adjustments for an individual’s study and or work will not be funded through the EDI fund.
* The WP fund will not approve funding for activity where the timeline does not allow for adequate planning, data collection and evaluation.

Funding will be awarded during each term, dependent on funding availability. Applications for phased funding may be accepted, where supported by a project proposal.

1. **Application Process**

The EDI & WP fund will be issued upon formal application and considered by a panel and assessed against identified criteria. The EDI panel will make recommendations to the PVC EDI about which applications should succeed and the respective distribution of funds. WP fund decisions will occur after the WP panel has convened to discuss bids.

You can apply for the fund using the [online form](https://forms.office.com/e/GxuQ5F6ZTp). There is one form to apply for both sections of the fund and the form will ask you whether your application is for the EDI section or the WP section of the fund. Please select the one that seems most appropriate.

Please note if you are applying for the WP fund, we strongly encourage speaking to someone from our team, if you’d like to set up a meeting, please email [edi.fund@durham.ac.uk](mailto:edi@durham.ac.uk) to ask for a WP fund meeting.

**Can I appeal a decision?**

The decision communicated to applicants is final. Where your application has been unsuccessful, you can ask for feedback outlining where the criteria has not been met. Subject to section 4 above, you may be able to reapply following re-submission of a revised business case.

1. **Expectations**

EDI Fund:

Each project awarded funding must complete an evaluation form highlighting the impact of the activity, within four weeks of the end of the project. The project award holder must also provide a full record of spending against grant awarded and will be required to return any underspend to the fund.

The EDI Unit will support the administration for the EDI fund and be responsible for implementing and developing the fund.

WP Fund - Support from the Widening Access and Participation Team:

If you are successful in your bid, you’ll not only receive funds towards your proposed activity, you’ll also be given a dedicated contact from the Widening Access and Participation team who will support you in the planning of the activity if needed. In the application form, you’ll be able to select the areas in which you require support. Your contact will support you to align your project to the University’s strategic objectives, and support you by providing advice and guidance on areas such as logistical planning, risk assessments, safeguarding etc.

WP Fund - Evaluation:

Each WP project awarded funding will be asked to complete a form of evaluation highlighting the impact of the activity, within four weeks of the end of the project. Depending on the proposed activity, this may include providing activity level data, and potentially collecting student level data for entry into the Higher Education Access Tracker (HEAT). It is worth note that returning any evaluation required is a condition of funding. Support to identify what evaluation is required will be provided by the Widening Access and Participation Team. The project award holder must also provide a full record of spending against grant awarded and will be required to return any underspend to the fund.

Our team use Theories of Change to demonstrate the impact we hope to make through our activities and further information can be found below. You may choose to complete a Theory of Change in support of your application: [https://taso.org.uk/evidence/evaluation-guidance-resources/toc/https://taso.org.uk/evidence/evaluation-guidance-resources/toc/](https://taso.org.uk/evidence/evaluation-guidance-resources/toc/)

WP Fund - Safeguarding:

For all activity concerning children and/or vulnerable adults, appropriate safeguarding measures should be taken. This may include but is not limited to: having DBS members of staff present for the event, completing incident report forms, training for staff around the safeguarding policy and escalation routes. The Widening Access and Participation team can help with some aspects of this, but safeguarding is everyone’s responsibility.

The Widening Access and Participation team will support the administration for the WP fund and be responsible for implementing and developing this fund.

WP Fund - What do we expect from you?

In return for the investment of fund and time, we expect a named contact to be the lead for the activity. This lead, and any other stakeholders should commit to meeting with the Widening Access and Participation team contact to ensure the activity is planned successfully (frequency will depend on the need and prior planning). We all have a duty of care to ensure projects we run are of quality and are suitably risk assessed.

1. **Timeline**

The completed application form must be submitted to by the deadlinerelevant to the term you are applying for, please see below.

|  |  |  |  |
| --- | --- | --- | --- |
| **EDI & WP Fund Application Timeline 2023/24** | | | |
|  | **Michaelmas Term** | **Epiphany Term** | **Easter Term** |
| **Closing Date** | 24 November | 1 March | 7 June |
| **Decision communicated to applicant** | w/c 18 December | w/c 25 March | w/c 1 July |