

## **Guidelines for applications to Newcastle University's Equality, Diversity and Inclusion Funds (EDIF)**

This document provides guidelines for the completion of an application to the University's Equality, Diversity and Inclusion (EDI) Fund. The guidelines are not exhaustive. Please contact Prof Judith Rankin, Dean of Equality, Diversity and Inclusion ([Judith.rankin@newcastle.ac.uk](mailto:Judith.rankin@newcastle.ac.uk)) if you require further information. See follow this link to the University's EDI strategy and priorities ([NU - EDI Strategy 28022020 FINAL w.Logo.pdf \(ncl.ac.uk\)](#)).

1. The deadline for submission is 25<sup>th</sup> June 2021. Applications after this date will not be accepted.
2. The EDIF is open to all colleagues at Newcastle University; applications from colleagues can include students as co-applicants, co-organisers or participants.
3. Applications involving events, training, projects and invitations to host seminars, etc relating to EDI are welcome. Please note engagement, outreach and impact projects will not be supported through this fund. If you are applying to run a workshop or training event, you will need to discuss the format of the event with Organisational Development ahead of submitting the application.
4. Applications should demonstrate clearly what the outcomes of the project/initiative/event will be and show how they will help to enhance the EDI agenda at Newcastle University.
5. Priority will be given to projects involving individuals from more than one faculty or addressing challenges common to multiple areas of the University. Where projects are more restricted in their immediate focus, they must include a plan showing how learning and impact will be shared across the University.
6. A clear case will have to be made that there are no other funding sources available for the application.
7. Maximum funding per project is £5000 but we particularly encourage applications that require less funding than this. Value for money will be a consideration. Buy-out of colleague time will not be funded. If an aspect of your project is to be implemented by employing students, this should be done via the Careers Service internship scheme and costed accordingly:  
<https://newcastle.sharepoint.com/hub/cs/Pages/JobsOCInterns.aspx>
8. A full breakdown of costs should be provided. All successful applications will be expected to keep a record of how the funds were spent.
9. Please remain within the word count limits as stated in the application form.
10. All successful applications will be expected to provide a 6-month progress report and an end of project report.
11. Where appropriate, the panel may put those proposing complementary projects in contact or provide advice to applicants on their application.
12. The decision of the panel is final.