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**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. Please contact Prof Judith Rankin, Dean of Equality, Diversity and Inclusion ([Judith.rankin@newcastle.ac.uk](file:///C:/Users/nkj58/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/72IQ15QR/Judith.rankin@newcastle.ac.uk)) if you require further information. Please follow this link to the [University’s EDI strategy](https://www.ncl.ac.uk/media/wwwnclacuk/whoweare/files/NU%20-%20EDI%20Strategy%2028022020%20FINAL%20w.Logo.pdf) and priorities as applications will have to align with these.

1. Applications are open from Wednesday 24th April 2024 and close Friday 31st May 2024. Applications after this date will not be accepted. Final decisions on applications will be made by Friday June 28th 2024.

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 and in particular gender equality are welcome.

* Applications that focus on gender equality are welcome.
* Applications that aim to share existing gender-based practice externally and measure success are welcome.
* Applications for projects that consider all gender identities are welcome.
* Applications that consider intersections of gender and other protected characteristics 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 EDI at Newcastle University.

5. We would like to emphasise that 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/projects/seoc/Pages/JobsOC-and-JobsOC-Funding.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 submit a six-month update and complete 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.