

EQUALITY AND DIVERSITY GRANTS**GUIDELINES 2011****BACKGROUND**

The Equality and Diversity Grants program is funded by the Commonwealth government to promote equity objectives in higher education as an integral part of institutional planning and provision. The Program is intended to assist higher education institutions in removing barriers to access for disadvantaged students and promote equality of opportunity in higher education.

1. PURPOSE

The Equality and Diversity Grants are available to improve access, participation, retention and success for the following disadvantaged groups as defined by the Department of Education, Employment and Workplace Relations (DEEWR):

- students with low socio-economic/low income backgrounds;
- students from regional or remote areas;
- students with a disability;
- students from non-English speaking backgrounds (domestic students less than 10 years in Australia).

Please note that the Commonwealth provides separate funding for Indigenous Australian student initiatives under the Indigenous Support Funding Program. Please also note that Equality and Diversity grants cannot be used for projects targeting international students.

2. SPECIFICATIONS FOR PROPOSALS**2.1 Type of projects to be funded**

Equality and Diversity grants are provided to support the research, development, pilot or introductory phase of an activity and are normally provided for projects that can be completed within a twelve month period. Such activity should not be part of the normal service provision or mainstream activities of the Faculty or non-Faculty area applying for the grant. Proposals should be linked to the University's Strategic Plan and the equity goals and plans for the Faculty or non-Faculty area.

Proposals will only be accepted from La Trobe University staff who may apply as an individual or as a group.

2.2 Grant restrictions

Funds are not normally available for the purchase of equipment, or to upgrade capital buildings.

Grants are not provided for travel beyond that which is essential to the project.

Grants are not normally provided for scholarships, as funding for scholarships is available from other sources, or for direct support for individuals in the equity categories.

Any catering costs associated with a project should not normally exceed 10% of the total grant funds, however a higher amount may be approved in exceptional circumstances.

A brief summary of the types of proposals of previous successful applicants is available to view <http://www.latrobe.edu.au/equality/heespfunding.htm>

If you require any further information please contact Ms Holly Langfield on extn. 1507 or h.langfield@latrobe.edu.au .

2.3 Criteria for assessing proposals for grants

Proposals will be assessed in terms of the following criteria:

- the significance of the project for target equity group/s as outlined above. (General projects which may have students from equity groups as part of the cohort are not targeted projects)
- the feasibility of what is proposed, including the appropriateness of the plan, timescale and resources applied to the project
- priority will be given to projects which aim to achieve a high degree of collaboration with secondary schools or community groups.

2.4 Funding limits for proposals

Up to fifteen separate grants per annum will be allocated and the grants will be up to the value of \$15,000 each.

2.5 Ownership & Publicity

Applicants will have full ownership/authorship of publications or reports arising out of their project. However, the Equality and Diversity Centre reserve the right to use applicants' material for the evaluation of the Equality and Diversity Grants projects and to use the findings of the projects to enhance equity initiatives with full recognition to the author/s.

Any publicity associated with the project must acknowledge that the project was funded through the La Trobe University Equality and Diversity Grants program.

Final reports of projects funded by the grant will be published on the LTU Equality and Diversity Centre website.

2.6 Consideration and approval of proposals for grants

Pro Vice-Chancellor (Equity and Student Services) or nominee (Chair)

Member of the University Equal Opportunity Committee

Equality Officer/representative from a regional campus

Manager, Equality and Diversity Centre

The Chair may co-opt member/s of the University community where necessary.

At least three members of the Committee will assess the applications.

2.7 Timelines relating to proposals

The call for applications will be advertised in the LTU News and the closing date for submission of proposals will normally be at least four weeks from the initial advertised date.

The Committee will consider proposals and advise applicants within four weeks of the closing date.

2.8 Application Form

The application form is available from the Equality and Diversity Centre website. Please ensure you use the current form, as applications submitted on outdated application forms will not be accepted.

Applications meeting the above guidelines will be considered from academic and non-academic areas.

Please forward four copies (original plus three copies) of the Application Form to:

Ms Holly Langfield
Student Diversity Officer
Equality and Diversity Centre
Ground Floor, Peribolos East
MELBOURNE CAMPUS

2.9 Payment arrangements

A one-off payment for the approved amount will be coordinated through the Manager, Equality and Diversity Centre.

At the end of the project, a statement of fund utilisation shall be provided to the Manager, Equality and Diversity Centre, as part of the final report for the project.

If all funds are not expended in the current calendar year, it is the grant recipient's responsibility to liaise with their Finance Officer to ensure the Grant funds are carried forward in their Cost Centre's budget for the following year.

2.10 Reporting requirements

A brief interim and final report of the project must be submitted to the Manager, Equality and Diversity Centre, according to the timelines below. The report templates are available on the Equality and Diversity Centre's website.

Round	Applications Close	Outcomes Advised	Progress Report Due	Final Report Due
Round 1	30 March	30 April	30 October	30 March following year
Round 2	30 September	30 October	30 April	30 September following year