

**EQUALITY AND DIVERSITY CENTRE
 APPLICATION FOR HEESP FUNDING**

Closing Date: 30 March 2010

Please ensure you have read the Guidelines before completing the application.

Please submit four copies (original plus three copies) of the Application to the Equality and Diversity Centre, Peribolos East, Bundoora Campus.

(1) DETAILS OF MAIN APPLICANT (Person responsible for funds management and reporting)		
Title:	First name:	Family name:
Position:	Faculty/School/Department/Unit:	
Phone no.:	Mobile no:	Email address:
DETAILS OF APPLICANT NO. 2 (if relevant)		
Title:	First name:	Family name:
Position:	Faculty/School/Department/Unit:	
Phone no.:	Mobile no:	Email address:
*DETAILS OF ANY FURTHER APPLICANTS SHOULD BE INCLUDED ON A SEPARATE PAGE		
(2) SHORT PROJECT TITLE (Up to 20 words – short, descriptive title that is clear, brief and informative)		
(3) TOTAL FUNDS REQUESTED IN THIS APPLICATION (whole dollars only)		\$

(4) SUMMARY AND SIGNIFICANCE OF PROJECT (up to 150 words)

Provide in the space below a summary of the project indicating why it is of significance and how it relates to the equity goals and priorities of the University or the Operational Plan of your Faculty/School/Department/Unit.

(5) BUDGET INFORMATION

Detail Budget Items	Amount Requested
Personnel (include oncosts) :	\$
Equipment:	\$
Maintenance:	\$
Travel:	\$
Other:	\$
Total:	\$

NB: HEESP Grants are awarded for a maximum of one year.

(6) BUDGET JUSTIFICATION

In the space provided below, write a justification for each category of the budget requested, using the same headings, i.e., Personnel – Equipment – Maintenance – Travel – Other. Ensure that all items are adequately and clearly justified.

(7) HAVE YOU RECEIVED HEESP FUNDING IN THE PAST FIVE YEARS?

Yes/No: (Please circle)

If 'Yes', please attach the final report(s) from previous project(s).

(8) AIMS, PLAN AND FUTURE DIRECTION

Please attach a statement of the aims, plan and future direction of this project. Your explanation should be clear and comprehensive but brief. The statement must be limited to not more than four pages of typescript, and be under the following headings;

(1) AIMS

Include an estimate of the number of students who would be implicated in the project.

(2) PLAN**(3) METHOD AND TECHNIQUES**

Please the structured quantitative and/or qualitative evaluation methodology that will be used to evaluate the project AND a draft copy of any survey form that will be used.

(4) STRATEGY FOR MOVING TOWARDS A SPECIFIC GOAL

(i) Please outline your strategy for moving towards a specific goal, and

(ii) Indicate why your proposal is significant and has the potential to impact on the long term student equity goals and priorities of your Faculty/School/Division/Unit.

(5) SCOPE FOR INTERGRATION INTO MAINSTREAM ACTIVITY AND BUDGET

(i) Please outline your strategy for providing an alternative funding source in the future, and

(ii) A mechanism for future mainstreaming of the program.

(6) TIMETABLE**(7) EXPECTED OUTCOMES OF PROJECT**

Please outline expected outcomes and indicators of success.

(9) SUPPORT FOR THE PROJECT

In the space below provide detail of the support for this project provided by Faculty/School/ Department/Unit or other support sources. This support might include a fund contribution, staff time, use of facilities etc.

(10) STATEMENTS OF SUPPORT FROM OTHER RELEVANT PEOPLE

Eg. If your project involves bringing school students onto campus you **must** consult with the Future Students Centre about your proposal and seek a statement of support from them.

Eg. If your project involves bringing school students to a careers activity you **must** consult with the Careers and Employment Office about your proposal and seek a statement of support from them.

If you propose to conduct an outreach activity with school students it would also be helpful to discuss your proposal with the Principals of some of the targeted schools to gain their in-principle support for your proposal.

(11) CERTIFICATION: To be signed by main applicant

I/we certify that all the details in this application are correct.

I/we understand that I/we am/are required to:

- (a) Submit a brief progress report and a final report to the Manager, Equality and Diversity Centre, within the timeframes stated in the HEESP Grant Guidelines.
- (b) Provide evidence of expenditure of funds to the Manager, Equality and Diversity Centre as part of the final report content; and
- (c) Return any non-expended funds to the HEESP central fund account held by the Equality and Diversity Centre.

Signature: _____ Date: _____

Name: Position:

(12) CERTIFICATION: To be signed by the Dean/Head of School/Division/Manager of Unit

I certify that the project can be accommodated within the general facilities in my Faculty/School/Division/Unit and that sufficient working and office space is available for any proposed additional staff. I am prepared to have the project carried out in my area under the circumstances set out in this application.

Comments:

Signature: _____ Date: _____

Name: Position: