

LA TROBE UNIVERSITY

EQUALITY AND DIVERSITY CENTRE

HIGHER EDUCATION EQUITY SUPPORT PROGRAM (HEESP) GRANT GUIDELINES 2009

BACKGROUND

Commonwealth policy on equity in higher education was articulated in the document *A Fair Chance For All: Higher Education That's Within Everyone's Reach*. The Higher Education Equity Support Program (HEESP) promotes 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 equity grants are established to improve access, participation, success and retention for the following disadvantaged groups as defined by the Department of Education, Employment and Workplace Relations (DEEWR):

- students with a disability;
- students with low socio-economic/low income backgrounds;
- students from rural and isolated areas;
- students from non-English speaking backgrounds (domestic students less than 10 years in Australia); and
- educational disadvantage associated with gender, eg, women in non-traditional areas of study.

Please note that the Commonwealth provides funding for Indigenous students separately under the Indigenous Support Funding Program. Please also note that HEESP funds cannot be used for projects targeting international students.

2. SPECIFICATIONS FOR PROPOSALS

2.1 Type of projects to be funded

HEESP 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.

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

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

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 HEESP projects and to use the findings of the projects to enhance equity initiatives with full recognition to the author/s.

Completed reports of projects funded by a HEESP grant will be provided for publication on the LTU Equality and Diversity Centre website.

2.6 Consideration and approval of proposals for grants

Pro Vice-Chancellor (Equity and Student Services) (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 six weeks of the closing date.

2.8 Application Form ([pdf file](#)) ([word file](#))

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
BUNDOORA 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. This statement is required within one month of the completion of the project.

2.10 Reporting requirements

A brief interim and final evaluation report of the project must be submitted to the Manager, Equality and Diversity Centre, according to the timelines below.

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