**Equality, Diversity and Inclusion Enhancement Fund 2025**

**Application Form**

# Section 1 – Guide for Applicants

1. Applicants should read all parts of the EDI Enhancement Fund 2025 Call Document in advance of completing this application form.
2. The declaration (Section 5 of this application form) must be signed by the Vice-President/Director of EDI on behalf of the **lead institution** and **a minimum of two partner institutions**. The Vice-President/Director of EDI of additional partner institutions must also sign the declaration.
3. Eligible higher education institutions may make up to **two submissions** as lead applicant, a **maximum of one submission per priority area**. More than one submission from the same lead institution in a priority area will not be accepted. More than two submissions from the same lead institution overall will not be accepted.
4. **Applicants must strictly adhere to the word limits specified.** Graphs and tables are not included in the word count. Words in excess of the maximum word limit specified will not be reviewed as part of the application assessment.
5. Please include the word count at the end of each section.
6. Please note, it is mandatory to complete all sections of the application template.
7. Submissions should be emailed to: **EDI@hea.ie**
8. Deadline: **12:00, 30th of May 2025**. Late applications will not be accepted.

# Section 2: Applicant Details

**Lead Institution details:**

*Please provide details of the lead contact for all project queries.*

|  |  |
| --- | --- |
| **Name of lead institution**  |  |
| **Lead institution contact name** |  |
| **Position in institution**  |  |
| **Email address** |  |

*Provide details of partner institutions. A minimum of 2 partner HEIs must be included. Copy the table as necessary for additional partners.*

|  |  |
| --- | --- |
| **Partner institution 1** |  |
| **Contact name** |  |
| **Position in institution** |  |
| **Email address** |  |

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| **Partner institution 2** |  |
| **Contact name** |  |
| **Position in institution** |  |
| **Email address** |  |

# Section 3: Application Details

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| **1. Project Outline** |
| **Title of project** |  |
| **Primary Action, Recommendation or Framework Outcome that the project contributes to** (from policy frameworks noted in Call Document) |  |
| **Overall objective***What is the overall objective or goal of the project?* *Max. 40 words.*  |  |
| **Requested budget €** |  |
| **Project duration** (maximum duration 18 months) |  |

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| **2. Call Priority Area**  |
| *Applicants should indicate the call priority area under which funding is sought (see Call Document for areas eligible for funding). Only 1 priority area may be selected.* |
| [ ] Advancing Gender Equality[ ] Advancing Race Equality[ ] Ending Sexual Violence and Harassment[ ] Advancing awareness and understanding of intersectionality and multidimensional approaches to equality, diversity and inclusion  |

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| **3. Project type**  |
| *Applicants should indicate the primary type of activity under which funding is sought (see Call for Applications for areas eligible for funding). Only 1 project type may be selected.* |
| [ ] Training and capacity building[ ] Research[ ] Supporting sectoral collaboration and networks [ ]  Campaigns and awareness-raising[ ]  Institutional policy development / review / dialogue |

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| **4. Alignment with national higher education policy frameworks and innovation in specified area of funding**  |
| * *Alignment with recommendations of the reports and publications listed in the Call Document.*
* *Alignment with relevant national policy objectives as set out in the Reports and Implementation Plans listed in the Call Document.*
* *A strong rationale supported by the latest data and evidence, including reference to national data, surveys etc where relevant.*

*Max. 500 words.*  |
| [insert text here]  |
| Word count:  |

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| **5. Project Design and Description**  |
| *Please provide a detailed description of the project, including the following:* * *Clear description of activities and timeline of activities*
* *List of deliverables, outputs*
* *Clear description of how the project will be managed*
* *The role of each institution in the project.*
* *Carefully considered methodologies and target group selection, supported by evidence.*
* *Incorporation of measures to track and measure outcomes and capture learning.*

*Max. 800 words.*  |
| [insert text here]  |
| Word count: |

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| **6. Outcomes***Define between 1 and 5 anticipated project outcomes, noting any data sources or monitoring tools that will be used to intended to track and measure progress.**Outcomes should be defined in one sentence, and be as SMART as possible – Specific, Measurable, Achievable, Relevant, Timebound.* |
| *Guidance:* ***Outcomes*** *are the intended* ***changes*** *to be achieved as a result of the of the delivery of project activities, i.e. what difference did it make to the target groups? Outcomes might also be referred to as specific objectives or results,**and it should be possible to measure them.**Defining and assessing outcomes helps us to understand whether an initiative is achieving what it is intended to achieve, in addition to identifying unintended consequences, challenges and useful lessons. Examples of outcomes may include the achievement of specific learning outcomes, changes in levels of knowledge or awareness, changes in attitudes or confidence levels, increased uptake/participation by specific target groups, increased levels of reporting etc.* *Outcomes are different to and go beyond* ***outputs.*** *Activities lead to outputs, and examples include the # of individuals trained; # of social media impressions;**publication of a report; a revised policy published; network meetings held etc. Outputs tell us about the delivery of the activities, but do not necessarily tell us whether the activities were successful in achieving the desired effects or outcomes we are hoping for. Outcomes enable us to understand the effects of an initiatives in a more meaningful way than outputs.* *It is important to consider how the project outcomes will be tracked and monitored with the support of data, which may be quantitative or qualitative. Monitoring mechanisms may include pre- and post-training surveys, reporting statistics or disclosure rates, feedback gathered via focus groups etc.*  |
| **#** | **Outcome**  | **Monitoring mechanism and/or target(s)**  |
| **1.** | [max 30 words per outcome] | [list any relevant sources / tools that will be utilised and reported on]  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |

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| **7. Innovation and impact for higher education sector EDI work**  |
| * *Innovation in specified area of funding.*
* *Innovation and potential impact of proposed project outcomes,* *supported by evidence and/or data.*
* *Plans for embedding the project learnings into future EDI work or plans for sustaining the project beyond the period funded by the EDI Enhancement Fund.*

*Max. 500 words.*  |
| [insert text here]  |
| Word count: |

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| **8. Risk Table** *Please identify and classify critical risks to your project. Include a brief explanation of the measures that will be taken to monitor for and mitigate against these risks. Add / delete rows as necessary.* * *Risks should be carefully considered and appropriate mitigation strategies put in place.*
 |
| **Description of risk** | **Risk Classification**  | **Proposed risk-mitigation measures** |
|  [max 30 words per risk] | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |

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| **9. Benefit to HEI stakeholders nationally** |
| *A clear understanding of the benefit to HEI Stakeholders nationally must be demonstrated in the application. Benefit to HEI stakeholders includes but is not limited to:** *Potential for replicability and wider sectoral impact.*
* *Innovative or pilot approaches and potential for learning.*
* *Strategic partnerships and collaboration.*
* *Plans for embedding the project learnings into future EDI work or plans for sustaining the project beyond the period funded by the EDI Enhancement Fund.*

*Max. 500 words.*  |
| [insert text here]  |
| Word count: |

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| 1. **Funding and value for money**
 |
| *A clear description of how the proposed budget will be managed and how the project represents value for money. The budget table in Section 4 must also be completed.**Max. 200 words.*  |
| [insert text here]  |
| Word count: |

# Section 4: Budget table

*Please note that it is mandatory to complete the budget table.*

*Eligible costs are outlined in the EDI Enhancement Fund Call Document. Please consult this Call Document before completing the budget table.*

*Please provide a simple budget breakdown and description of costs using the following table:*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Item** | **Unit Cost**  | **Quantity**  | **Total cost**  | **HEA Funding Requested**  | **HEI Co- funding** *(where relevant)* | **Description and justification of cost**  |
| 1 |   |   |   |   |   |   |   |
| 2 |   |   |   |   |   |   |   |
| 3 |   |   |   |   |   |   |   |
| 4 |   |   |   |   |   |   |   |
| 5 |   |   |   |   |   |   |   |
| 6 | *Add rows as necessary* |   |   |   |   |   |   |
|  | **Total**  |  |  |  |  |  |  |

Applicants must note that:

* **A maximum of €75,000 will be awarded to successful applications**. Projects must be completed within 18 months of funding being awarded.
* Funding is awarded to the lead institution. The budget will be managed by the lead institution.
* Co-funding is not a requirement, however, the amount should be indicated where relevant.
* The justification and basis for costings should be provided in the *description and justification of cost* column for all items.
* Further guidance is available in the Call Document.

# Section 5: Declaration and Endorsement

**Lead Institution Declaration:**

In submitting this application for the Equality, Diversity and Inclusion Enhancement Fund,

**INSERT LEAD HEI NAME HERE**

accepts the conditions outlined in the Equality, Diversity and Inclusion Enhancement Fund Call for Applications document and any subsequent clarifications from the HEA regarding this initiative and agrees to be bound by them.

Furthermore, if the proposal is awarded funding, our institution commits to providing the necessary support for the programme of activity.

**Signature:**

*To be signed by the Vice-President/Director of EDI, or the Head of the lead applicant institution*

|  |  |
| --- | --- |
| **Name** |  |
| **Title**  |  |
| **Signature** |  |
| **Date** |  |

**Partner Institution 1 Declaration and Endorsement:**

In submitting this application for the Equality, Diversity and Inclusion Enhancement Fund,

**INSERT HEI NAME HERE**

accepts the conditions outlined in the Equality, Diversity and Inclusion Enhancement Fund Call for Applications document and any subsequent clarifications from the HEA regarding this initiative and agrees to be bound by them.

Furthermore, if the proposal is awarded funding, our institution commits to providing the necessary support for the programme of activity.

**Signature:**

*To be signed by the Vice-President/Director of EDI, or the Head of the partner applicant institution*

|  |  |
| --- | --- |
| **Name** |  |
| **Title**  |  |
| **Signature** |  |
| **Date** |  |

**Partner Institution 2 Declaration and Endorsement:**

In submitting this application for the Equality, Diversity and Inclusion Enhancement Fund,

**INSERT HEI NAME HERE**

accepts the conditions outlined in the Equality, Diversity and Inclusion Enhancement Fund Call for Applications document and any subsequent clarifications from the HEA regarding this initiative and agrees to be bound by them.

Furthermore, if the proposal is awarded funding, our institution commits to providing the necessary support for the programme of activity.

**Signature:**

*To be signed by the Vice-President/Director of EDI, or the Head of the partner applicant institution*

|  |  |
| --- | --- |
| **Name** |  |
| **Title**  |  |
| **Signature** |  |
| **Date** |  |

**Additional Partner Institutions Declaration:**

In submitting this application for the Equality, Diversity and Inclusion Enhancement Fund, all additional partner institutions accept the conditions outlined in the Equality, Diversity and Inclusion Enhancement Fund Call for Applications document and any subsequent clarifications from the HEA regarding this initiative and agree to be bound by them.

Furthermore, if the proposal is awarded funding, the institutions below commit to providing the necessary support for the programme of activity.

*To be signed by the Vice-President/Director of EDI, or the Head of the additional partner applicant institution (Please copy and paste the table as necessary)*

|  |  |
| --- | --- |
| **Name** |  |
| **Title and Institution** |  |
| **Signature** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Title and Institution** |  |
| **Signature** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Title and Institution** |  |
| **Signature** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Title and Institution** |  |
| **Signature** |  |
| **Date** |  |