**Equality, Diversity and Inclusion in Higher Education 2025-2026**

**Application Form**

# Section 1 – Guide for Applicants

1. Applicants should read all parts of the Anti-Racism in Higher Education 2025-2026 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 four partner institutions**. The Vice-President/Director of EDI of additional partner institutions must also sign the declaration.
3. Higher education institutions may apply as lead institution on **one application only**.
4. **Applicants must strictly adhere to the word limits specified.** Graphs and tables are 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**](mailto:CEGE@hea.ie)
8. Deadline: **12:00, 31st of October 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 4 partner HEIs must be included. Copy the table as necessary for additional partners.*

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

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

|  |  |
| --- | --- |
| **Partner institution 3** |  |
| **Contact name** |  |
| **Position in institution** |  |
| **Email address** |  |

|  |  |
| --- | --- |
| **Partner institution 4** |  |
| **Contact name** |  |
| **Position in institution** |  |
| **Email address** |  |

*(Insert additional rows as necessary)*

# Section 3: Application Details

|  |  |
| --- | --- |
| **1. Project Outline** | |
| **Title of Campaign** |  |
| **Overall objective**  *What is the overall objective or goal of the campaign?*  *Max. 40 words.* |  |
| **Requested budget €** |  |
| **Project timeframe** (maximum duration 18 months) |  |

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| **2. Call Campaign Area** |
| *Applicants should indicate the campaign under which funding is sought (see Call Document for Campaign areas).*  *Only 1 campaign may be selected.* |
| Theme A: National Anti-Racism Awareness Raising Campaign  Theme B: Voluntary Disclosure Campaign |

|  |
| --- |
| **2. Target group(s)** |
| *Applicants should indicate the main target group of the campaign. The campaign should target staff (or specific cohorts of staff) as the primary audience, however, applicants are encouraged to consider incorporating students (or specific cohorts of students) as a target audience where possible.*  *Max 200 words* |
| [insert text here] |
| Word count: |

|  |
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| **3. Rationale** |
| * *A strong rationale supported by the latest data and evidence, including reference to HEI and national data collection, reporting data, research etc where relevant.* * *Alignment with relevant recommendations of the Race Equality Report,* *the relevant actions under the Race Equality Implementation Plan and HEI commitments under the Anti-Racism Principles.* * *Specific learning from practice and / or research that has informed the design of this campaign.*   *Max. 500 words.* |
| [insert text here] |
| Word count: |

|  |
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| **4. Project Design and Description** |
| *Please provide a detailed description of the project, including the following:*   * *Clear description and timeline of activities, target groups, deliverables, and outputs.* * *Clear description of how the project will be managed and the role of each institution in the project.* * *Carefully considered methodologies and target group selection, supported by evidence.* * *An inclusive, positive, and creative approach to campaign messaging.* * *Overall quality of the campaign design.*   *Max. 1,000 words.* |
| [insert text here] |
| Word count: |

|  |  |  |
| --- | --- | --- |
| **5. Outcomes, Monitoring and Evaluation**   * *Articulation of anticipated SMART outcomes (Specific, Measurable, Achievable, Relevant, Timebound).* * *Incorporation of measures to track and measure outcomes and capture learning.*   *Define between 1 and 5 anticipated project outcomes, noting any data sources or monitoring tools that will be used 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 of services 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, anonymous reporting statistics, formal or informal disclosure rates, feedback gathered via focus groups etc.*  *Applicants should consult the Call Document for further information on suggested outcomes for each Theme.* | | |
| **#** | **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.** |  |  |

|  |  |  |
| --- | --- | --- |
| **6. 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. |  |

|  |
| --- |
| **7. 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:*   * *Strategic partnerships and collaboration.* * *Collaboration/co-creation of campaign messaging with staff and students that experience racism or other types of discrimination.* * *Plans to disseminate and embed learning in future initiatives.* * *Potential for replicability and wider sectoral impact.* * *Innovative or pilot approaches and potential for learning.*   *Max. 500 words.* |
| [insert text here] |
| Word count: |

|  |
| --- |
| **8. Funding** |
| *A clear description of how the proposed budget will be managed. The budget table in Section 4 must also be completed.*  *Max. 200 words.* |
| [insert text here] |
| Word count: |

# Section 4: Budget table

*Eligible costs are outlined in the 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 / justification of cost** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 | *Add rows as necessary* |  |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |  |

Applicants must note that:

* Value for money and impact of the campaign should be clearly demonstrated.
* Costs should be appropriately justified and aligned with the expected outcomes of the project.
* The proposed project should be feasible and achievable initiative within the proposed budget and timeframe.
* A maximum of €95,000 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.
* Further guidance is available in the Call Document.

# Section 5: Declaration and Endorsement

## Lead Institution Declaration:

In submitting this application for the Anti-Racism in Higher Education 2025-2026 Call,

**INSERT LEAD HEI NAME HERE**

accepts the conditions outlined in the Anti-Racism in Higher Education 2025-2026 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 Anti-Racism in Higher Education 2025-2026 Call,

**INSERT HEI NAME HERE**

accepts the conditions outlined in the Anti-Racism in Higher Education 2025-2026 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 Anti-Racism in Higher Education 2025-2026 Call,

**INSERT HEI NAME HERE**

accepts the conditions outlined in the Anti-Racism in Higher Education 2025-2026 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 3 Declaration and Endorsement:

In submitting this application for the Anti-Racism in Higher Education 2025-2026 Call,

**INSERT HEI NAME HERE**

accepts the conditions outlined in the Anti-Racism in Higher Education 2025-2026 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 4 Declaration and Endorsement:

In submitting this application for the Anti-Racism in Higher Education 2025-2026 Call,

**INSERT HEI NAME HERE**

accepts the conditions outlined in the Anti-Racism in Higher Education 2025-2026 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 5 Declaration and Endorsement:

In submitting this application for the Anti-Racism in Higher Education 2025-2026 Call,

**INSERT HEI NAME HERE**

accepts the conditions outlined in the Anti-Racism in Higher Education 2025-2026 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 Anti-Racism in Higher Education 2025-2026 Call, all additional partner institutions accept the conditions outlined in the Anti-Racism in Higher Education 2025-2026 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 institutions (Please copy and paste the table as necessary)*

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

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