**University Diversity Fund: Applicant Information Pack**

Contents

[Objectives of the University Diversity Fund 2](#_Toc182495881)

[Terms and conditions 2](#_Toc182495882)

[Criteria 3](#_Toc182495883)

[Eligibility 4](#_Toc182495884)

[Funding limitations 4](#_Toc182495885)

[Reporting requirements 4](#_Toc182495886)

[How to apply 5](#_Toc182495887)

[Information for successful applicants and host institutions 5](#_Toc182495888)

[Examples of past projects 6](#_Toc182495889)

[Race/ethnicity 6](#_Toc182495890)

[Gender 6](#_Toc182495891)

[LGBTQ+ 6](#_Toc182495892)

[Intersectional projects 7](#_Toc182495893)

[Resources 8](#_Toc182495894)

[Project management 8](#_Toc182495895)

[Project evaluation and monitoring impact 8](#_Toc182495896)

[Ethics and data protection 8](#_Toc182495897)

# Objectives of the University Diversity Fund

The University Diversity Fund (UDF) will provide up to **£1500** for initiatives that address **one or more** of the objectives below:

1. **Raise awareness** about issues related to equality and inclusion, and **challenge inequalities** such as racism, gender inequality, disablism or homophobia.
2. **Increase the representation** of women, racially minoritised staff & students and other underrepresented groups.
3. **Address barriers** faced by particular groups.
4. Facilitate the **implementation of good practice** in equality and inclusion.

Additionally, there will be funding (£1500 each) for three projects focusing specifically on **anti-racism.**

# Terms and conditions

**All** applications must:

* Address one or more of the objectives outlined above.
* Relate to a specific protected characteristic(s) or address intersectionality. More information about protected characteristics can be found on the University of Cambridge ED&I webpage which can be [found here](https://www.equality.admin.cam.ac.uk/training/equalities-law/public-equality-duties).
* Have a clearly defined goal and outcome that extends beyond the funding period.
* Be realistic and deliverable. Applicants must ensure that their project can be delivered by the **end of December 2025.**
* Include a clearly defined evaluation plan specifying how the impact of the project will be monitored.
* Include at least one applicant who will have a contract/be on their course for the duration of the project.
* Focus on a project or initiative that is not considered a routine function (i.e. ‘business as usual’) for the host institution.
* Have sign-off from the respective Head of Institution or equivalent (or their nominee).

# Criteria

A representative panel of staff and students will assess all applications based on the below criteria:

1. Meets at least 1 UDF objective
2. Has a clearly defined goal that extends beyond the funding period
3. Is realistic and deliverable
4. Has a clearly defined evaluation plan

Successful applications often contain the following details:

* A project which meets multiple UDF objectives alongside a clear, detailed explanation as to how these objectives will be met.
* An extremely clear, detailed project goal with the potential to be self-sufficient in the future.
* A clear, detailed project plan which explains how the outcome will be achieved and delivered.
* A detailed and clearly defined evaluation plan in which the outcomes can be analysed and reported by the following Easter Term.

# Eligibility

University staff, students, and staff/student societies are welcome to apply including:

* Academic staff, researchers and postdocs
* Academic-related and assistant staff
* Undergraduate and postgraduate Students

Projects involving collaboration between students and staff are encouraged. **Please be advised that only one application per individual or group can be submitted for each funding round.**

# Funding limitations

If successful, funding will be allocated to **a host institution and not directly to an individual.** Host institutions include **University Departments, Faculties or University Non-School Institutions.** Colleges are **not** eligible host institutions.

# Reporting requirements

Successful applicants will be required to submit a **final report by the end of December 2025** outlining how the project met its objectives.

# How to apply

Please complete the **Application Form** and send it to equality@admin.cam.ac.uk. The Application Form will require you to provide the below information:

* Description outlining how the project meets the University Diversity Fund objectives, terms, and conditions.
* Project budget, total amount applied for, and departmental code(s) where the budget will be assigned to.
* Signed statement from Head of Institution or equivalent (or their nominee) confirming that the institution will host the project.

A panel comprising staff and students will assess all applications following the principles of fairness and transparency.

Application deadline: **Wednesday 22nd** **January 2025 at 5pm**

Notification of outcome: **Early March 2025**

# Information for successful applicants and host institutions

Any costs incurred for the project should be charged to a departmental cost centre of your choice. The Source of Funds is LFHA. Please use the appropriate CUFS transaction codes for the expenditure. If you need assistance from the Finance Division in setting this up, please contact UFS\_GL@admin.cam.ac.uk. For general financial guidance, please contact Chris Patten at Chris.Patten@admin.cam.ac.uk. There is an expectation that Financial Regulations are followed.

After completing the project, please complete the **Expense Cover Form** and attach copies of all invoices/proof of expenditure. The completed form with attached invoices should be sent to equality@admin.cam.ac.uk. On receipt of this documentation and subsequent review, HR will instruct the Finance Division to journal sufficient income to cover your costs.

# Examples of past projects

For more examples of past projects, please [visit our webpage](https://www.equality.admin.cam.ac.uk/udf-successful-projects). Some past projects include the following:

## Race/ethnicity

* **The Black Cantabs Research Society & Department of Sociology:** This project aimed to create an integrated WordPress platform for the Black Cantabs Research Society to provide a more holistic historical narrative of black students in Cambridge.
* **Faculty of Education:** This project aimed to hold a one-day conference for Asian students and scholars at the University. The conference aimed to help students collaboratively navigate the challenges of living and studying in the UK, an experience affected by the intersections of race, gender, nationality and the COVID-19 pandemic. The conference also provided Asian students with relevant knowledge and a strong sense of community, supporting their pursuit of academic excellence and ensuring their wellbeing in an equal, inclusive environment, as championed by the University of Cambridge

## Gender

* **Department of Applied Mathematics and Theoretical Physics (DAMTP):** DAMTP hosted a one-day event where woman/non-binary researchers in DAMTP and woman/non-binary people in industry within theoretical physics/applied maths were invited to give talks to students taking the Mathematics Tripos.

## LGBTQ+

* **Cambridge Judge Business School:** Several activities were run by Pride@CJBS, an interest group led by students that strives to support LGBTQIA+ community and allies. Their activities included implementation of gender-neutral restrooms at JBS, establishment of LGBTQIA+ safe space at JBS, and collaboration within JBS to revisit the recruitment process to incorporate DEI KPIs on all application forms.
* **Department of Sociology:** This project expanded the University’s public engagement with LGBTQ+ history and themes (building upon the success of the University Museums’ internationally acclaimed Bridging Binaries programme) by creating a digital-first programme of virtual tours and presentations drawing on pre-existing research into queer history within the Colleges. This programme benefited from the promotion of the Bridging Binaries initiative at the museums, creating greater cohesion and community between these two areas of the University.

## Intersectional projects

* **Cambridge Society for Social and Economic Development:** This project aimed to set up a speaker and workshop series through Lent and Easter terms on Development and Climate Change. A main focus of this series was the impact of climate change on marginalised groups, and a strong emphasis was placed on inclusive practice in how the series was administered.
* **Centre for Family Research:** This project aimed to increase the diversity of images used in testing materials for children. The initiative focused on improving the representation of children from minority groups, countering gender stereotypes, and raising public awareness of issues related to race equality. The images were shared with other developmental psychologists and uploaded to Open Science Framework to ensure wide access.

# Resources

## Project management

The University’s Personal and Professional Development (PPD) Team offers various courses related to project management via LinkedIn Learning. Booking links are provided below:

* [SMART Objectives](https://www.training.cam.ac.uk/cppd/event/4831919)
* [Project Management](https://www.training.cam.ac.uk/cppd/event/4834328)
* [GANTT Charts](https://www.training.cam.ac.uk/cppd/event/4831750)
* [Introduction to the Principles of Risk Management at the University of Cambridge](https://www.training.cam.ac.uk/cppd/event/4831792)
* [Stages of Problem Solving](https://www.training.cam.ac.uk/cppd/event/4831762)
* [Team Working](https://www.training.cam.ac.uk/cppd/event/4831750)

## Project evaluation and monitoring impact

Applicants will be required to explain how they will evaluate their project and monitor their project’s impact. The below resources provide guidance on how this can be done:

* [Indeed – A Guide to Project Evaluation](https://uk.indeed.com/career-advice/career-development/project-evaluation)
* [Float – How to Evaluate and Measure the Success of a Project](https://www.float.com/resources/project-evaluation/)
* [Sopact – Impact Measurement](https://www.sopact.com/impact-measurement)

## Ethics and data protection

Ethical approval may be required if your project involves gathering data or publishing content (e.g., journal articles) about your project. Please consider this when planning your project. More information about data protection regulation and gaining ethical approval can be found at the below links:

* [Data Protection Training (Online PPD Course)](https://www.training.cam.ac.uk/cppd/event/4831810)
* [Information Compliance Team – Data Protection Quick Guide](https://www.information-compliance.admin.cam.ac.uk/files/data_protection_quick_guide_for_staff_final.pdf)
* [Research Integrity – Applying for Ethical Approval](https://www.research-integrity.admin.cam.ac.uk/research-ethics/ethics-application-guidance/applying-ethical-approval-basic-principles)