The Diversity and Inclusion Fund - 2024/2025.

1. **Names of key partners in the delivery of this Project**

We expect a minimum of two project leads and one or two team members. This approach ensures the smooth running of the project and communication with the D&I Team, guaranteeing that a representative is available for project check-ins. Project leads will serve as the primary point of contact.

Other members of the project team are expected to undertake responsibilities such as coordinating activities, managing marketing and communications, planning events, and overseeing various other activities.

Project Leads are expected to process allocated funds via the University Staff Infobase, with assistance from the D&I Team if required.

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| Project Lead 1 (Staff only – Main Contact 1) | Email  | Department/Faculty |
| Project Lead 2 (Staff only – Main Contact 2) | Email  | Department/Faculty |
| Team Member 1  | Email | Department/Faculty |
| Team Member 2 | Email | Department/Faculty |
|  |  |  |

**June 2024 – December 2024 Key Dates:**

* **Friday, 18th July 2024:** Submission deadline for applications.
* **Tuesday, 6th August 2024:** Notification of application outcomes for all project leads.
* **Wednesday, 31st July 2024 and Thursday, 1st August 2024:** Briefing Event dates. Project leads are expected to attend one of these two dates to be briefed on the smooth running of the projects, including understanding the university cost codes/I-buy system. It will be an opportunity to receive answers to any other questions you may have.
* **Wednesday, 25th September 2024:** Project leads/members to provide a one-slide update on the project [Pivots to be applied to the project if necessary].
* **Week commencing – 1st December 2024:** Project leads/members to provide a two-slide update for the attention of the Judging Panel. This should include planned activities.

**Further dates will be communicated at the briefing events.**

**2.**  **Title of the Project** (maximum 30 words):

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**3. Project Summary** (700 words maximum):

Provide a concise overview of the project, including its purpose, scope, methodology, and anticipated outcomes, within the specified word limit.

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**3. Project Aim (300 words max):**

Detail the main objectives and goals of your project within the specified word limit.

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**4. Expected outcomes of the Project** (maximum 300 words)

Outline the outcomes and identify key milestones within the specified word limit.

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**5. Identify potential risks and mitigation methods (700 words maximum):**

Discuss any foreseeable obstacles, risks, and challenges that may arise during the project and outline your strategies for addressing them. Additionally, if there is a possibility of altering the project's direction, please provide details regarding the potential pivot and expected outcomes.

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**6. Describe the University's Benefits (500 words maximum):**

Detail how the university will benefit from the project, focusing on for example its alignment with the Access and Participation Plan, Race Equality Charter Action Plans, and Athena Swan Action Plans.

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**7. Specify your External Partners and Consultation Process (500 words maximum):**

**Outline the external partners to be engaged and describe the methodology for engagement.**

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**8. Provide a breakdown of requested funding, specifying each item's cost and purpose.**

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| --- | --- | --- | --- |
| **No.** | **Item** | **Purpose** | **Cost** |
| 1. | Item  | Purpose  | Cost |
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**Total: £\_\_\_\_\_\_\_\_\_\_\_\_**

**9. Share the proposed schedule and tasks for your project upon successful application. (The anticipated date for sharing all cost codes with project leads is scheduled for the week starting Monday, July 22nd, 2024.)**

**Provide a general overview of proposed activities in the event of a successful application, spanning from July 2024 to February 2025. Please utilise the project activity and timeline to outline your plans.**

|  |  |
| --- | --- |
| **Project activity**  | **Date** |
| Insert Activity example. Recruiting student assistants through UNITEMPS (job request sent, awaiting candidates) |  XX July 2024 |
| Insert Activity |   |
| Insert Activity |  |

**10.** *\*****Declaration\**** I am willing comply with the requirements of this funding application and commit to adhering to the key dates listed in section 1, as well as any additional dates that will be provided, including briefing events essential for the successful implementation of the funding programme.

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| --- | --- |
| **YES** | **✔ [I AGREE]**  |
| **Signature** |  |

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Email your completed application to The Diversity and Inclusion Team, Equality@ljmu.ac.uk with the subject title heading as, **‘DI Funded Project 2024/25 – [Your Project Title]’**

Thank you for taking the time to apply for the Diversity and Inclusion Fund.

We wish you success with your application.

**End-**