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Template: EDI Project Fund application form

**Please note that this Word document is a template only and is provided to help applicants prepare their material. All applications must be made by completing the online application form on the** [**EDI Project Fund web page**](https://www.st-andrews.ac.uk/about/edi/project-fund)**.**

The University has established the Equality, Diversity and Inclusion (EDI) Project Fund scheme to support a broad range of projects that either i) increase our understanding of equality, diversity and inclusion issues within higher education settings and how these issues might be addressed and/or ii) have the potential to enhance the environment in own our institution for individuals with [protected characteristics](https://www.st-andrews.ac.uk/hr/edi/equalitystrands/) or who are under-represented, minoritised or historically disadvantaged in higher education settings.  
   
This online application form can be used for both small (up to £500) and large (£500-£2,500) funding applications. Projects that involve collaborations between staff and students, or between Schools and/or Units, are particularly encouraged. Students are encouraged to discuss their proposal idea with a staff member.

Please direct any enquiries to the EDI Project Fund Team at [ediprojectfund@st-andrews.ac.uk](mailto:ediprojectfund@st-andrews.ac.uk).

Start an application by selecting the 'Next' button, or return to the [EDI Project Fund web page](https://www.st-andrews.ac.uk/about/edi/project-fund).

1. Lead applicant's name, email address and their School, Unit or role in the Students' Association (students should select the School that they are studying in, unless they are applying in their role as a SA or student society representative):

First name and last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/Unit/SA role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Are you a student at the University?

No

Yes

[If ‘no’ to Question 2]

3a. Please provide your job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[If ‘yes’ to Question 2]

3b. What year or programme are you in?

1st year undergraduate

2nd year undergraduate

3rd year undergraduate

4th year undergraduate

Postgraduate taught (e.g., content-based MSc, MLitt)

Postgraduate research (e.g., Masters by Research, MPhil, PhD)

4. Do you have any co-applicants?

No

Yes

[If ‘yes’ to Question 4]

5. Please provide details of each co-applicant(s): their name(s), University email address(es), staff/student status and School/Unit/Students' Association role. Postgraduate research students **must** list their supervisor/s here. Please use a **semi-colon** to add more than one name/last name, email address, etc.

First and last name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University email address(es): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

'Staff' or 'student': \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/Unit/SA role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Please select whether you are applying for **Small or Large funds**.   
    
NB: Upper limits are not guaranteed, and levels of funding will be at the discretion of the panel and commensurate with the project plans.   
    
**Application to:**

Small award (up to £500)

Large award (between £500 - £2,500)

7. **Title** of the project:

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8. Please list the **key aims** of your project (maximum 500 characters with spaces).

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9. Please provide a **brief outline of the project**, covering i) background context, ii) main activities to be undertaken, iii) expected outputs and/or dissemination activities, and iv) a proposed timetable for completing the project (maximum 4000 characters with spaces).

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10. Please explain how this project **meets the remit of the EDI Project Fund** (maximum 1000 characters with spaces).

*(increase our academic understanding of equality, diversity and inclusion issues within higher education settings and how these issues might be addressed, and/or have the potential to enhance the environment in our own institution for individuals with protected characteristics or who are under-represented, minoritised or historically disadvantaged in higher education settings).*

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11. **Start date** of project (day/month/year, XX/XX/XX): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. **End date** of project (day/month/year) (must be within 12 months of start date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. Please state both the **amount of funds that you are requesting and any matched funding that you have secured** (£):

At least 50% of the total budget for staff-led applications is expected to be matched funding secured from another source (e.g., School/Unit). Student-led applications do not necessarily require any matched funding (although postgraduate research students are encouraged to discuss funding with their supervisor/s prior to application). The total that is calculated below should be equivalent to the total planned expenditure.

Requested funding: £\_\_\_\_\_\_\_

Matched funding: £\_\_\_\_\_\_\_

Total: £\_\_\_\_\_\_\_

14. Please provide any **additional relevant information on funding** (this may include further information on what has been applied for/awarded, how the funding will bring additionality to your project, why this project cannot be funded by other relevant funds - e.g. society account, School EDI fund etc.).

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15. **Planned expenditure**

Please describe the total planned spending for the project (i.e., the total sum of the requested and the matched funding).

Where it is helpful, please use the relevant text boxes to provide further details of each part of the planned spending.

Staff costs (e.g., Research Assistant): £\_\_\_\_\_\_\_

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Consumables / research expenses: £\_\_\_\_\_\_\_

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Travel and subsistence: £\_\_\_\_\_\_\_

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Dissemination / engagement: £\_\_\_\_\_\_\_

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Other: £\_\_\_\_\_\_\_

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**Total:**  £\_\_\_\_\_\_\_

16. Please provide a **brief justification of resources**, explaining why the requested resources are appropriate for the project and how the costings have been reached. Please also highlight the specific areas of the project the EDI Project Funding will be used to fund. (maximum 1000 characters with spaces).

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17. Please state the **source of the matched funding** (e.g., a School/Unit budget) and provide the **name and role (e.g., Head of School) of the budget holder**.

Source of matched funding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of budget holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role of budget holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

18. Where relevant, please upload: i) **evidence of approval for any matched funding** from the relevant budget holder (where the lead applicant is the budget holder, no evidence is required), or, ii) **for postgraduate research students, a short letter of support from your research supervisor** (for further information, see the 'How to apply' section of the [EDI Project Fund](https://www.st-andrews.ac.uk/about/edi/project-fund/) webpage). The material can be uploaded as a document (Word/pdf) or a clipped image of an email.

[*Evidence can be uploaded as a Word document, pdf or image*]

19. [*For student-led applications only*, ‘yes’ to Q2]

Please describe **how any relevant individuals or groups in the University have been involved in, or notified about, the design of the project** (e.g., research supervisor, Students’ Association officer, President of a Students’ Association affiliated society or School Director of Equality, Diversity & Inclusion) (maximum 500 characters with spaces).

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Thank you for filling in your application form for the Equality, Diversity & Inclusion Fund at the University of St Andrews. This is the last page of the application form.    
    
Please make sure you have uploaded the required information to complete the submission.   
    
If you are ready to submit please press 'next'; otherwise, you may go back to the previous pages to edit your responses.   
    
The next page has an option for you to **download a PDF of your application** (top right of the screen).   
    
If you have any queries, please email [ediprojectfund@st-andrews.ac.uk](mailto:ediprojectfund@st-andrews.ac.uk).