# Equality, Diversity and Inclusion (EDI) Seed Fund 2024-25 guidance

**Please read and follow the guidance carefully.** Failure to do so may mean that your application cannot be considered in this funding round.

The strength and vitality of Imperial College London is thanks entirely to the people who work and study at the university. Through our [strategy for equality, diversity and inclusion](https://www.imperial.ac.uk/equality/governance-and-leadership/equality-diversity-and-inclusion-strategy-2024/) (EDI), we aim to add to that strength and vitality by creating an institution that is fully committed to equality of opportunity, to the enrichment of diversity, and to giving all members of our community a sense of belonging and inclusion.

At an organisation as large as Imperial, there is always the challenge of ensuring that all the parts work together well. We know that different people and groups within the university often have bright ideas about how we can do things better – and we are keen to nurture and stimulate that creativity so that it might have maximum impact.

Imperial's EDI Seed Fund aims to encourage and support the College community in generating ideas, activities and initiatives that will contribute to the aims and objectives of Imperial’s EDI strategy. The College is already committed to delivering its EDI action plans. The Seed Fund is designed to enhance the College’s actions by recognising people whose ideas will help us in unanticipated ways to build a fully inclusive institutional culture – and to help to bring their initiative to fruition.

EDI Seed Fund applications are particularly encouraged from those who identify as **neurodivergent or disabled, or who have a long term physical or mental health condition,** or allies working in partnership with members of the neurodivergent/disabled community.

The closing date for applications is **17.00 Friday 7 June 2024.**

## Imperial’s objectives for the EDI Seed Fund

The EDI Seed Fund has been introduced to:

1. Raise College-wide awareness of issues related to EDI and to enhance delivery of our EDI strategic goals. An outline of the new strategy can be found on the [EDI Strategy 2024 webpage](https://www.imperial.ac.uk/equality/governance-and-leadership/equality-diversity-and-inclusion-strategy-2024/). (These remain broadly in line with the [2018 -2023 EDI Strategy](https://www.imperial.ac.uk/equality/governance-and-leadership/strategy/))
2. Foster the development and implementation of good practice in EDI
3. Encourage and enable a wider range of Imperial staff to develop and deliver new EDI initiatives
4. Increase the number of collaborative approaches to EDI (for example between departments and staff network)
5. Extend pilot EDI work to other departments or parts of the College Support pilot projects that have potential to strengthen EDI activity through new applications for external funding

## Desired EDI Seed Fund proposal outcomes

Proposals could include a discrete project or a pilot activity to be further developed. We don’t wish to be too prescriptive about what constitutes a good idea – please feel free to be boldly creative. We would encourage ideas with one or more of the following outcomes (though this list is not exhaustive):

1. Development of a high-quality activity that enhances understanding of EDI issues or addresses a specific challenge
2. Extend a previously successful EDI activity, for example to engage a new audience or develop a new collaboration
3. Undertake a pilot of pioneering EDI activities to evaluate what works, ideally with a view to future development including securing external funding
4. Develop the EDI skills of the wider Imperial community

## Factors to consider before applying

Applicants are strongly advised to consult the list of [applications awarded funding in previous years](https://www.imperial.ac.uk/equality/activities/seed-fund/). All applications will be given serious consideration, but the judging panel will be looking for new ideas.

Applications that have possible overlaps or synergisms with existing College activity must contact the relevant department or team to discuss their application **before** submission. The outcomes of these discussions **must** be included in the application form. For example, applicants might need to contact the [Student Recruitment and Outreach team](https://www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/about-us/) (please contact [Hanna Jama and Silje Andersen](mailto:h.jama@imperial.ac.uk;%20silje.andersen@imperial.ac.uk?subject=EDI%20Seed%20fund%20proposal)), the [EDI Centre](https://www.imperial.ac.uk/equality/support-for-staff/equality-diversity-and-inclusion-centre/), the [Disability Advisory Service](https://www.imperial.ac.uk/disability-advisory-service/), or the [Communications and Public Affairs](https://www.imperial.ac.uk/communications/about-us/contacts/) team.

Please note that students wishing to pursue proposals aiming to increase the recruitment of Black students to Imperial should apply to the [Outreach Seed Fund for Recruiting Black Students](https://www.imperial.ac.uk/be-inspired/volunteering/seed-fund/).

Applications from departmental staff that are closely linked with departmental activities must explain why their proposal cannot be funded from within departmental resources, or provide supporting evidence of matched funding from their department.

## Funding available and maximum award level

The EDI Seed fund will distribute, in total, up to £10,000 in July 2024. Individual applications can request funding in the range of £300 - £2,000.

The successful applicants have **a full 12 months** to deliver their proposal (from August 2024 to July 2025, aligned with the College’s financial year).

## Eligibility criteria

1. The proposed project, activity, event, etc. must contribute to the College’s EDI strategy.
2. The primary beneficiary or beneficiaries must be clearly defined; ideally, due attention should be paid to intersectionality.
3. The proposal should have clearly defined goals or outcomes; we encourage applications with outcomes that extend beyond the funding period.
4. The proposal must include a clearly defined evaluation plan to monitor success and impact.
5. The proposal should be realistic and deliverable.
6. The proposal should be clearly distinguished from existing College activities or programmes.
7. Existing EDI activities will not be eligible for funding, unless the proposal demonstrates that a significant new element is being introduced, such as a new collaborator, audience, or approach.
8. Proposals can involve the engagement of other stakeholders, such as from industry, government, or the media, but must have impact at the College.
9. The Principal Applicant must have an Imperial employment contract or be a student for the expected duration of the proposal.

**Please note:** students should apply through the Imperial College Union, who will help to develop proposals and administer any funds awarded. Students with ideas for applications should contact the ICU Deputy President (Welfare) [dpwelfare@imperial.ac.uk](mailto:dpwelfare@imperial.ac.uk?subject=EDI%20Seed%20Fund).

1. The proposal must be delivered within the financial year of the award.
2. Proposals should be agreed by Departmental manager / Service Head or nominee.
3. The Principal Applicant must produce a report by the end of the financial year on how the delivered proposal met its objectives.

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| **Eligible costs** | **Internal** | **External** |
| Staff costs | Not eligible | Students and/or freelancers are eligible costs (i.e*.* a day rate) |
| Travel | Eligible | Eligible |
| Subsistence | Eligible | Eligible |
| Consumables/equipment | Eligible | Eligible |
| Training costs | Eligible | Eligible |
| Indirect and estate costs | Not eligible | Not eligible |
| Bench costs | Not eligible | Not eligible |

## How to apply

Please download and use the application form provided on the [EDI Seed Fund webpage](https://www.imperial.ac.uk/equality/activities/seed-fund/).

The application form should not exceed four sides of A4 in length – with one additional side of supplementary information allowed, for example to provide images or diagrams or details of a previous similar activity, to help illustrate your proposal. This must be included at the end of the application form, which is the only document you should submit.

Please send your completed application form to Professor Lesley Cohen and Dr Wayne Mitchell, Associate Provost (EDI) [ap-edi@imperial.ac.uk](mailto:ap-edi@imperial.ac.uk?subject=EDI%20Seed%20Fund) by **17.00 Friday 7 June 2024.**

For any questions, please contact Professor Lesley Cohen and Dr Wayne Mitchell, Associate Provost (EDI) [ap-edi@imperial.ac.uk](mailto:ap-edi@imperial.ac.uk?subject=EDI%20Seed%20Fund).

## Timelines and deadlines for 2024-25

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| Applications open | Monday 11 March 2024 |
| Closing date for applications | Friday 7 June 2024 |
| Applicants are informed of the awarding panel’s decision | By Wednesday 31 July 2025 |
| Delivery phase | August 2024 - July 2025 |
| Completion and final reports due | Thursday 31 July 2025 |

## Review of applications

This award is offered through the Associate Provost (Equality, Diversity and Inclusion), Professor Stephen Curry. Applications will be considered by a selection panel chaired by the Associate Provost (EDI), with representation across faculties. They will be judged against the following criteria:

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| Benefits | What are the primary benefits of the proposal? For example, does it address a gap in existing provision? How well does it align with Imperial’s strategic EDI goals? |
| Beneficiaries | Who are the primary beneficiaries of the proposal? How many people are likely to benefit? How will it benefit all those involved, for example participants, audiences, collaborators? |
| Timeliness | Is the proposal timely? For example does it allow the Imperial community to participate in events such as celebration days/weeks/months? |
| Evaluation | Does the proposal have a realistic and appropriate evaluation plan? |
| Feasibility | Are there clear and realistic objectives and timelines? Is there a clear plan for delivery and for involvement of the right expertise to make the proposal a success? |
| Legacy | Will the proposal have outcomes that last beyond its end date?  This could be skills developed (internally and/or externally), relationships/collaborations developed and/or maintained, new avenues for funding being sought, or lessons learnt to inform future EDI projects. This is not an absolute requirement. |

## Accessing funds

For successful proposals, the Principal Applicant will need to contact their local finance officer for advice on setting up an internal G account code linked to the relevant departmental cost centre. Once your code is established, please inform [ap-edi@imperial.ac.uk](mailto:ap-edi@imperial.ac.uk?subject=EDI%20Seed%20Fund), who will arrange for the funds to be transferred to you. As mentioned above, student applications will be administered through the Imperial College Union.

All funds must be spent by **31 July 2025**.

## Reporting on delivered proposals

After delivery of your proposal, a brief final report will be required to summarise achievements and findings from your evaluation. Final reports should be submitted on the template report form provided and be no more than one side of A4. Reports must be sent to [ap-edi@imperial.ac.uk](mailto:ap-edi@imperial.ac.uk) on or before **31 July 2025**. Reports will be shared publicly on the [EDI Seed Fund webpage](https://www.imperial.ac.uk/equality/activities/seed-fund/) to help raise awareness and increase visibility of outcomes.

Your proposal activities will need to be documented in some way, for example by photography or AV, to capture the process and the outcome, which may be shared with the wider College community through the Societal engagement webpages and/or internal College news stories.