**Oxford Diversity Fund 2019-20**

**Circular to Departments and Faculties**

For the attention of:

* Heads of Department and Faculty Board Chairs
* Departmental Administrators and Heads of Administration and Finance
* Chairs of Athena SWAN and equivalent committees

**Introduction**

1. The University of Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. This circular invites bids to the [Oxford Diversity Fund](http://www.admin.ox.ac.uk/eop/inpractice/df/), which provides small grants to initiatives aimed at furthering this commitment, with the aim of delivering a lasting change in culture across the collegiate University.
2. Bids might include, but are not limited to:
   1. Positive action initiatives in support of under-represented groups, including those that increase the visibility of these groups.
   2. Initiatives designed to disseminate and accelerate implementation of good practice.
   3. Studies to enhance institutional understanding of and propose solutions to barriers to the progression of under-represented groups.
3. Bids are welcome in respect of any under-represented group where a clear need can be demonstrated.

**Assessment and eligibility**

1. The Diversity Fund is open to all members of University staff. Students are also welcome to apply but must have the support of an academic sponsor and agreement that funds will be administered by the sponsor’s department.
2. Bids will be assessed in a gathered field exercise by an inter-divisional steering group chaired by the Pro-Vice-Chancellor (Equality and Diversity). In assessing bids, the fund steering group will prioritise projects that:

* Contribute to the institution’s equality and diversity priorities outlined in the [Strategic Plan](https://www.ox.ac.uk/about/organisation/strategic-plan?wssl=1).
* Demonstrate breadth of impact, through benefit to staff across a number of departments/divisions, and/or clear plans for good practice to be applied more widely, and/or clear plans for external influence.
* Address challenges in new ways.
* Demonstrate how the impact of the project will be sustained beyond the initial funding period.

1. Funding is unlikely to be awarded for:

* A project which benefits only a single department.
* Activities which form part of the normal day-to-day operations of a department.
* Activities for which we would normally expect other financial support to exist within the University or externally, including funding for a member of staff.
* Activities which would require recurrent funding in order to continue beyond the initial funding period.

1. Applicants must demonstrate that they have consulted with appropriate central University teams in developing their application to ensure that the proposed project is appropriate and does not duplicate any ongoing work in this area.
2. There is no upper limit on the value of awards, but the higher the sum requested the more exceptional the case will need to be. Total funding of £70,000 is available for the academic year 2019-20 and it is anticipated that around six projects will be funded.
3. Funds will be available from 1 August 2019 and must be spent by 31 July 2020, although activity can take place after that time. Applications will be accepted for projects with funding phased across more than one year: in such cases, funds would be released annually to be spent by 31 July of each year.
4. The fund is now permanently established, and the call for bids will be made annually in Trinity Term, with funds available from August.

**Applications**

1. The deadline for applications is **Friday 28 June** and applicants will be informed of the outcomes by the end of July.
2. Applications should be made **via the Diversity Fund application form only** (available to download at: [www.admin.ox.ac.uk/eop/inpractice/df](http://www.admin.ox.ac.uk/eop/inpractice/df)) and sent to [diversity.fund@admin.ox.ac.uk](mailto:diversity.fund@admin.ox.ac.uk)
3. Potential applicants are invited to contact the Equality and Diversity Unit for an informal discussion: [diversity.fund@admin.ox.ac.uk](mailto:diversity.fund@admin.ox.ac.uk), tel. (2) 89821 or (2) 89825.
4. Each project lead will be required to conduct an evaluation of the project and complete an evaluation template within one year of the end of the project.
5. Further information about the fund is available at: [www.admin.ox.ac.uk/eop/inpractice/df](http://www.admin.ox.ac.uk/eop/inpractice/df).

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