**Equality, Diversity and Inclusion at Queen Mary**

**Supporting PCI Initiatives: Funding Allocation Process**

**Background Context**

Queen Mary has a vision to be the most inclusive university of its kind anywhere, recognising that our community of students and staff is at the heart of everything we do.

Our mission is to create a truly inclusive environment, building on our cherished cultural diversity, where students and staff flourish, reach their full potential and are proud to be part of the University. Dedicated to the public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world. We have developed an ambitious People, Culture and Inclusion Enabling Plan (PCI) which sets out how we will achieve our mission.

We have been successful in securing a ring- fenced sum of money to use to enhance and build on this work, funding activities which we might not otherwise be able to support as part of our day-to-day activities.

We want to actively encourage individuals, staff networks and working groups to take forward activities or initiatives that will help us progress our mission to create a truly inclusive environment. Bids for funding are open to any individual member of staff, staff network or working group looking to undertake targeted activity to advance our PCI Enabling Plan.

We want to make sure that our funds are used in the most effective way possible so that we complement and advance the work we are doing with a focus on our key inclusion priorities:

* Gender Equality
* Race Equality
* LGBTQA+ Inclusion
* Disability Inclusion
* Fostering Dignity and Respect

So that we are fair and transparent in our approach to funding allocation, we have established funding criteria and reporting mechanisms. These will help demonstrate that we are using the funds well and are getting maximum impact through targeted activities. Bids should primarily focus on staff but may take a combined approach with an additional focus on students and/ or alumni.

**Proposal for Funding**

Each bid will need to put together a brief business proposal. We are aiming to avoid a process which is overly bureaucratic - all we require is an overview of the activity you are looking to introduce, outlining the benefits it will bring to those within the Queen Mary community and;

1. How your proposed activity will advance or support work identified in our PCI Enabling Plan
2. Will help us progress our mission to create a truly inclusive environment
3. Whether there is currently a gap/shortfall of activity in this particular area at Queen Mary and how your proposed activity will help address any identified gaps
4. The amount of funding you are seeking, and how the funding will be used
5. Your timescale, including timelines for key milestones within your proposed activity
6. Your success indicators, desired outcomes and how you plan to measure success
7. Who will be responsible for leading the activity and any additional support that will be required to ensure the activity will be successful.

Proposals can be accessed and submitted through the MS Teams Form [here](https://forms.office.com/pages/responsepage.aspx?id=kfCdVhOw40CG7r2cueJYFPUjiV1ocapHhIDX_QzsPatURVJLR0pVTE45Uk1IRllCWjVTUDBPU002NiQlQCN0PWcu).

**Decision making process**

To ensure that there is transparency and diversity of thought in decision making, an Allocations Group will make funding decisions. This group will be made up of:

1) VP PCI
2) Head of EDI (Chair)

3) Director of HR or Associate Director of HR (Organisational Effectiveness)
4) A Chair of one of the Staff Networks (to be volunteered on a rotation basis)

5) PCI Engagement Manager

The Allocations Group will ensure that appropriate steps are taken to mitigate any real or perceived potential conflict of interests when reviewing bids.

As funds are limited, we have proposed a ‘priority’ approach. When bids for funding are received, the Allocations Group will review them together and decide where they sit as priority actions. The three categories are gold, silver, and bronze.

**Gold –** this is a crucial activity and clearly provides an opportunity to advance an aspect of diversity which needs more focus. The activity links clearly to the PCI Enabling Plan, filling a gap that requires attention and should be prioritised.

**Silver –** this is an important activity and clearly provides an opportunity to advance diversity, building upon work which is either already in place/ planned and will increase impact. It may not be directly aligned to the strategy, but members of the Queen Mary community will benefit from this activity.

**Bronze –** this activity will enhance our diversity work. It is not a top priority as other work is more critical but will be funded if there are resources available once Gold and Silver bids have been agreed.

If the Allocations Group decide not to fund a proposal, this will normally be because they identified that the proposed action has already taken place, other bids submitted are more closely aligned to Queen Mary’s strategic priorities or the Allocations Group felt the proposed activity could be achieved through another route. In some cases, the ethical terms and impact of the proposed activity may need to be considered. The Allocations Group will provide feedback if a bid is unsuccessful, including suggested changes for those who may wish to re-submit their proposal at a later date. Unsuccessful bids will receive both written feedback through the Decision Form (Appendix 1) and verbal feedback from the Head of EDI.

The Allocations Group will report their decisions to the EDI Steering Group to ensure members are aware of the proposals received and upcoming funded activity.

We will pilot our approach in June 2022 and going forward, we will hold 3 panels each year in August, December and April.

**Award allocation**

The total sum of money we have available to award in this financial year is £5,000. Awards will normally be capped at **£1000** so that we can fund activities across the year however additional funding may be approved by the Allocations Group to support a proposal they feel is an urgent priority and resource is available.

In some cases, the Allocations Group may wish to approve a proposed activity but are unable to award the total sum of money requested in the initial proposal. The Allocations Group may then offer a lesser sum of money and discuss with the bidder whether the proposed activity could go ahead with a lesser budget than originally requested.

There is no minimum amount for which you can apply.

**Funded Activity: Impact and feedback**

We need to report back on how we have spent our funds and show the positive impact the awarded activities have made. This will help show value for money, learned lessons and reflect on what activities worked and what could work better, as well as help us to bid for future funding to advance our PCI EDI work.

Crucially, we need this information to showcase the funded work which has been undertaken, to support the dissemination of good practice and to encourage others to undertake work to advance diversity, including submitting future funding bids.

Once your funded work is complete, we will you to complete a brief impact and feedback report form. This report should provide an overview of the activity undertaken and how it;

1. Advanced or supported work identified in our PCI Enabling Plan
2. Will help us progress our mission to create a truly inclusive environment
3. Whether there is currently a gap/shortfall of activity in this particular area at Queen Mary and how your proposed activity addressed any identified gaps
4. Whether the activity achieved the desired outcomes and how you measured success
5. Confirmation of the sum you spent\*
6. Lessons learned/ hints and tips for others.

\*Should you not spend all of the funds allocated, these will be returned to the funding pot, so that we are able to support other activity.

We are keen to showcase your work and the positive impact it has made. We therefore require successful bidders to record/capture their activity so this can be shared with others in the Queen Mary community. This could be through photos, videos, blogs or other interactive/ creative platforms.

If any proposed activity is planned to take over 6 months to complete, the bidder will be required to provide the Allocations Group with a short and informal interim report outlining activity that has taken place to date and an updated timeline including key milestones that will take place in order to complete the activity. This is to ensure that progress is being made as desired and that the funding provided will still be spent as originally planned. The informal interim report should be provided 3 months after funding has been awarded and every 3 months thereafter

The Funding Allocation Impact and Feedback Form can be accessed and submitted through the MS Teams Form [here](https://forms.office.com/pages/responsepage.aspx?id=kfCdVhOw40CG7r2cueJYFPUjiV1ocapHhIDX_QzsPatURDA3MFFJNVk4MUZKSFhUMlJLR0FKNUdZVSQlQCN0PWcu).

**Useful questions to think about**

The following reflective questions have been put together to help you think about the activity that you want support for. These do not need to form part of your business case, but you may find them useful in considering how you can make maximum impact and any support you may need. Details of current work and activities can be found in Appendix 2 below.

* How does your proposal advance work identified in the People, Culture and Inclusion Enabling Plan or how does it fill a gap?
* How is what you propose different to what is available now?
* Who is your proposed ‘audience’ and how will they benefit? How will your work make a difference?
* Are you thinking of activities which seek to drive work in areas which have had less activity to give them greater profile and status, are there opportunities for intersectionality?
* Is the idea or activity that you have in mind innovative in some way? Can it contribute to good practice and wider learning?
* Is there a way that you could work with others to achieve greater impact, or could you build on some work which has already been undertaken?
* Who will be involved and what support will you need to be successful?
* Is your activity a ‘one off’ event, or is it something which will run over a period of time? Are there implications in relation to planning and support needs?
* What will ‘success’ look like? How will you evaluate the impact of what you do?

**Contact Us**

If you have any questions or would like to discuss further, please contact Queen Mary’s EDI Team at hr-equality@qmul.ac.uk. The EDI Team are always happy to hear from individual staff members and networks that are interested in taking forward an activity, project or initiative and are available to answer any questions that you may have.

**Appendix 1- Decision Form to be completed by the Allocations Group**

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| **Allocations Group Decision** |
| **Name of Individual/ Network applying for funding** |  |
| **Name of proposed activity, project or event** |  |
| **Allocations Group Decision** | **Award/ Not Awarded** |
| **Amount of Funding Requested** |  |
| **Total Funding Awarded** |  |
| **Feedback and comments** |  |
| **Priority level** |
| **Gold** |  |  |
| **Silver** |  |  |
| **Bronze** |  |  |
| **Reason if not awarded** |  |
| **Date of meeting and meeting participants:** | **Participant list:** |
| **Award notification date:**  |  |

**Appendix 2- Useful Links and Resources**

**About EDI at Queen Mary**

[Equality, Diversity and Inclusion - Human Resources (qmul.ac.uk)](https://hr.qmul.ac.uk/equality/)

**EDI Steering Group**

[Equality, Diversity and Inclusion Governance - Human Resources (qmul.ac.uk)](https://hr.qmul.ac.uk/equality/governance/committee/)

**Information about the different Protected Characteristics and associated groups**

[Protected Characteristics - Human Resources (qmul.ac.uk)](https://hr.qmul.ac.uk/equality/protected-characteristics/)

**Staff Networks**

[Staff Networks - Human Resources (qmul.ac.uk)](https://hr.qmul.ac.uk/equality/staff-networks-/)

**Current Events and Calendar of Festivals**

[Equality, Diversity and Inclusion Calendar - Human Resources (qmul.ac.uk)](https://hr.qmul.ac.uk/equality/equality-diversity-and-inclusion-calendar/)