

Equity Initiatives Grants

Overview of the Faculty of Business Equity Initiatives Grants

The Faculty of Business Equity Initiatives Fund has been established to provide support for projects which enhance equity at QUT.

The maximum grant for any one project will be \$5,000.

Project selection will be based upon criteria and conditions stated in these guidelines.

Focus of the Scheme

Projects funded under this scheme should contribute to improved access, participation, success or retention for students and staff from the following equity target groups.

- People from socio-economically disadvantaged backgrounds
- People from non-English speaking backgrounds
- Women in non-traditional employment and study areas
- People with disabilities
- People from rural and isolated areas
- Aboriginal and Torres Strait Islander people

Projects may work across areas by referring to more than one equity target group.

Projects can be specific to a single School or Division or be multi-unit projects. Sustainability of the activities/services after the grant funds have expired is a key criterion.

Although funds are not available for routine teaching and learning projects or to fund projects on an ongoing basis, they may provide start up funding to trial initiatives. Funds may also be used to document and/or disseminate successful equity initiatives in an effort to further mainstream schemes and share best practice models.

Who May Apply:

Proposals may be submitted by:

- academic and/or professional staff members
- individuals or groups

Groups are to nominate a project leader to be responsible for all aspects of reporting for the project. The project leader is to be a member of QUT staff and accessible for the duration of the project.

How to Apply:

Your application should follow the pro forma (see page 3 and 4) and must not be more than four A4 pages in length.

Submit the completed application to Dr Rumintha Wickramasekera, FOB Equity Committee Chair, School of AMPR, Floor 10 Z Block, Gardens Point Campus by **27 November 2008**.

Criteria for Projects under the Equity Initiatives Fund

Applications should demonstrate value to the Faculty of Business through (at least one of the following):

- improving access of equity group(s) to the Faculty of Business
- improving service to equity group(s) by the Faculty of Business
- improving participation of equity group(s) within the Faculty of Business
- improving retention of equity group(s) within the Faculty of Business and/or
- enhancing the performance and success of equity group(s) in the Faculty of Business

Applications should include plans to sustain and extend the project where appropriate, and to disseminate results through such mechanisms as:

- seminars within the Faculty
- articles in 'Inside QUT' or other internal publications
- conference presentations at local, state, national, or international level
- articles in relevant journals about teaching and learning in higher education, and electronic clearing houses.

NB: Grant recipients are expected to acknowledge support from this scheme in any publications resulting from their project work.

Conditions of Funding

The maximum level of funding per project is \$5,000. Funding for successful applications will be available over a twelve month period. The completion date of the project will be twelve months from the approval of the grant.

Equipment will not usually be funded, but may be considered where the equipment is not of the standard type normally used by the School/Division and where its value in implementing an equity initiative can be demonstrated. The scheme must not be seen as a means of funding equipment acquisition alternative to that available through the annual planning processes.

Travel costs to attend conferences are not covered by this Scheme.

All unspent monies will be returned to the Faculty at the end of the twelve month period.

Reporting Conditions

A final written report is to be presented to the Faculty Equity Committee on completion of the project. This report should also include an Appendix detailing a financial breakdown of how their Equity Initiatives Grant was spent.

Consideration of Applications

Applications will be considered by a panel (of at least three people) nominated by the Faculty Equity Committee.

The panel may seek expert knowledge to assist with evaluation of the proposals.

Enquiries

For further information contact Rumintha Wickramasekera at r.wickrama@qut.edu

APPLICATION

Faculty of Business QUT

Equity Initiatives Grants

Please submit the completed application to Dr Rumintha Wickramasekera, FOB Equity Committee Chair, School of AMPR, Floor 10 Z Block, Gardens Point by **27 November 2008**.

Your application should follow this pro forma and must not be more than four A4 pages in length.

1. Project Leader

Title and name
School/Division

2. Other Project Team Members

Title and name
School/Division

3. Project Title & Description

Synopsis: Describe the project and its significance clearly and succinctly in approximately 10 lines.

4. Start Date & Completion Date

Approximate

5. Funding

- (i) Sought from this Scheme
- (ii) Additional Funding - Internal
Specify how this support will be provided.
- (iii) Additional Funding - External
State if this project comprises part of a wider project, the funding source and whether the funds are approved.

6. Project Details

Details of the project should be provided under the following headings:

- (i) Equity group(s) targeted by the project
Identify the equity group(s) for which the project is aimed.
- (ii) Aims and objectives of the project

- (iii) Activities to be undertaken/methodology
Approximately a pages including proposed timetable of activities
- (iv) Relationship to other School/Divisional equity initiatives.
Briefly summarise the contact you have made with people in the University involved in equity initiatives relevant to your project, such as your School Equity Committee and student support services and indicate whether your project relates to other initiatives.
- (v) Performance indicators and outcome measures
Provide details of monitoring procedures for the project and performance indicators, include plans for disseminating results.
- (vi) Expected immediate and longer term benefits
- (vii) Proposed School/Divisional actions to follow-on from project.

7. Budget

Each item should be fully detailed (stating purpose if not self evident) and covering only funding sought under this scheme. Items should be ranked either a=essential or b=desirable.

- (i) Consumables
- (ii) Salaries (including on-costs)
- (iii) Other
- (iv) Total Budget

8. Undertaking (to be signed by project team leader/s)

I/We agree to abide by the conditions set down in the Equity Initiatives Grants 2008 Guidelines for Applicants.

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Signature/s

.....
Date