

2012

SOCIAL JUSTICE FACULTY GRANTS

Information and Application Instructions

Version 1.0

Closing date:

Friday 31 August 2012

This information should be read in conjunction with the document **Social Justice Faculty Grant Application Form**, available from the **Social Justice Faculty Grants Sharepoint site**:
<https://intranet.usq.edu.au/usqcomms/sjc/sjgrants/SitePages/Home.aspx>

1. Introduction

The Australian Government has committed \$720 million in funding over a period of five years towards the Higher Education Participation & Partnership Program (HEPPP). HEPPP is administered by the Equity and Indigenous Programs Unit, Higher Education Division, Office of Department of Education, Employment and Workplace Relations (DEEWR).

The HEPPP program provides funding to eligible higher education providers to undertake activities and to implement strategies that improve access to undergraduate course for people from low socio-economic status (SES) backgrounds and to improve their retention and completion rates. The University of Southern Queensland's Social Justice Faculty Grant Scheme is funded from HEPPP funds and provides grants to Faculties to undertake equity initiatives which aim to improve the retention and completion rates for current domestic undergraduate students from low SES backgrounds and Indigenous students.

This information and application instructions detail the requirements for applicants for Social Justice Faculty Grants. Details of the OSJ's other Grant programs are available from the **Office of Social Justice website**: <http://www.usq.edu.au/socialjustice>

Social Justice Faculty Grants are designed to support the University's Strategic Plan 2009-2013 and, in particular, the equity and multicultural goal: *To broaden equitable participation by students and staff and to encourage the development of a university culture that values diversity, multiculturalism and social inclusiveness.*

Prospective applicants are advised to familiarise themselves with all sections of this document.

2. Objectives

Social Justice Faculty Grants are specifically to achieve the following objectives:

- (a) Increase the retention, progression and success of domestic undergraduate students from low SES backgrounds
- (b) Increase the retention, progression and success of undergraduate Indigenous students.

Program funding

\$250,000 (indicative).

Partnership arrangements

Faculty partnerships may be established for the development and implementation of projects. The Lead Faculty should be clearly identified in the Application and written evidence of the support of the **Partner** Faculty(s) included with the Application.

Funding policy

Funding is in the form of a Grant, of up to \$50,000, provided to projects undertaken by academic or professional employee/s of a USQ faculty, or faculties in the case of cross-faculty collaboration, and which are endorsed by the relevant and/or lead Faculty Dean. All things being equal, funding will be split equitably across Faculties.

Eligibility criteria

All applications will be assessed in line with the following criteria:

1. The application must come from a Faculty, and not from an individual or department outside the faculty structure. Collaboration is encouraged within and across faculties, but is not essential.
2. Grant application forms will have the signed support and endorsement of their relevant Faculty Dean.
3. The maximum funding available per application is \$50,000.
4. The proposed activities must include at least two deliverables and each must have an explicit audience (e.g. low SES students, Indigenous students).
5. The activities must be scheduled to take place within two years of the closing date on which the application is submitted.
6. Lead applicant is a full-time or fractional full-time employee of a University faculty with a finishing date no earlier than the due date for the final report.
7. The future sustainability or prospects of ongoing funding for the project are clearly articulated.
8. The aims of the project align with the USQ Strategic Plan 2009-2013 and Social Justice Goal.
9. The effectiveness of the project to improve equity and diversity at USQ and its level of strategic importance.
10. Applications must be on the prescribed application form.

6. Approved use of Grant

The Grant is provided for the purpose of achieving the deliverables and outcomes of the project for which it is approved.

The budget can contain provision for:

- salaries and on-costs
- teaching relief – to a maximum of \$15,000, with a letter of agreement attached to the application from the relevant head of school
- dissemination activities
- technical and expert support, evaluation and resources essential to the conduct of the project
- up to 10% for administration costs and overheads
- editing and desktop publishing of the final report.

7. Non-approved use of grant

The Grant may not be used for:

- building works (including the purchase, construction, lease, renovation or fit out of premises)
- purchase of motor vehicles
- computers, laptops or any other computer hardware
- travel which is not directly related to achieving the outcomes of the project for which the Grant was approved; or
- general recurrent funding.

8. Application lodgement

Deadline, lodgement format and address

Application Forms which have been endorsed by the relevant Faculty Dean should be forwarded to the Grant Manager, Rebekah Davidson rebekah.davidson@usq.edu.au on the deadline: Friday 31 August 2012.

All applications to the Grant Manager should be submitted in the following two formats PDF file and hard copy with original signatures.

NOTE:

It is the responsibility of the Project Leader to obtain the signed support and endorsement of the relevant Faculty Dean prior to an application being submitted to the Grant Manager. No applications will be accepted by the Grant Manager, in any format, without the signed approval of the relevant Faculty Dean.

9. Approval process and notification

A Selection Panel comprised of six members from the Social Justice Committee will assess applications for eligibility. Eligible applications will be assessed in accordance with standard practice for Social Justice grant applications. Applications will be considered by a Social Justice Selection Panel, and recommended for approval to the Deputy Vice-Chancellor (Students and Communities). Applicants can expect to be notified of the outcome within six weeks of the closing date.

10. Payment and reporting

Payment will be made in one instalment to the Project Leader's relevant cost centre. Further details will be provided to successful applicants.

Project Leaders are required to submit interim progress status reports, a final report and regular statements confirming expenditure of funds. Reporting templates will be provided for this purpose in 2012.

11. Recognition of funding

The source of grant funding must be acknowledged, where appropriate, in internal and external communications, in accordance with Social Justice funding agreements. Instructions will be provided to successful applicants.

12. Grant outcomes

Outcomes of approved projects will be published on the Social Justice website. Outcomes may also be shared with the University community through the presentation of project outcomes at USQ equity seminars and/or the publication and dissemination of final project reports.

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