

## **Trinity College Dublin Equality, Diversity and Inclusion (EDI) Fund- Terms of Reference**

The creation of an Equality Fund in Trinity was proposed by the Equality Committee and approved by Executive Officers and Board in 2007 (EQUAL/O6-07/26). The sum of €10,000 was made available annually to the Equality Committee for this purpose. The Equality Committee was replaced by the newly constituted Equality, Diversity and Inclusion (EDI) Sub-Committee in 2023 as part of institution-wide review of committees which follows on from the changes to Board resulting from the enactment of the HEA Act 2022. The EDI Sub-Committee approved the transition from the Equality Fund to the Equality, Diversity and Inclusion (EDI) Fund and these Terms of Reference at their meeting on 19 March 2024 and following on from recommendations arising from a review of the operation of the Equality Fund in 2023. The EDI Fund is governed by the EDI Sub-Committee and administered by the Trinity EDI Office.

The primary objective of the Trinity EDI Fund is to finance projects and activities that aim to raise awareness of, and support and promote, equality, diversity and inclusion in Trinity.

Please note that in keeping with the equitable intent of the EDI Fund, events and activities as part of funded projects should not charge a fee or admission, also note that fundraising or charitable donations should not be the primary purpose of a project. The Fund will not usually be granted to projects that should otherwise be centrally funded by Trinity, the Students' Unions, the CSC or DUCAC.

All funding granted via the EDI Fund must comply with College Policies

<https://www.tcd.ie/about/policies/>; College Procurement, Payroll, Invoice and Reimbursement guidelines; the statutory legal requirements governing public bodies as prescribed by the Revenue Commissioners; and any additional conditions specified by the EDI Sub-Committee and/or Trinity. Funding granted awarded to successful project applications will be transferred in one lump sum to the Cost Centre Code and Activity Code provided in the application form by using the General Ledger transfer form <https://www.tcd.ie/financial-services/forms/>

and local reimbursement for all project related expenses should be done in a timely and prompt manner. Project applications and successful projects are recommended to make use of spaces in College and use suppliers that are on the College Procurement list for items such as catering, printing, AV at events, photography, etc. as part of their EDI Fund projects.

Conditions of the EDI Fund mandate that:

- Receipts are retained for inspection.
- Unspent money returned to the EDI Office.
- A Final Project Report completed.

### **Application Assessment Criteria**

In accordance with the objective of the EDI Fund project applications will be assessed and scored as follows:

1. Project proposal supports and aligns with EDI work, policy, initiatives, etc. within Trinity (30%)
2. Project proposal supports and aligns with relevant EDI legislation and policy in Ireland, including the Public Sector Duty (30%)

3. Project proposal is clear, funding requested is appropriate and timelines are feasible for project delivery (20%)
4. Project shows potential for scale-up, replication, sustainable expansion across Trinity (20%)

Only proposals which score 70 marks or over (70%) will be considered for funding. Applications which are incomplete or do not display sufficient planning, clear budgeting and lack attention to detail may be rejected.

### **Reporting and monitoring**

The Project Lead Applicant will be required to report to the TCD EDI Office on progress and outcome of funded projects within **6 months** of granting of funding using the Equality, Diversity and Inclusion (EDI) Fund- Final Project Report template. All EDI Fund recipients must complete the EDI Fund Project Report upon completion of the project and submit it, together with any other supporting information or resources (such as photographs or outputs from the project), to the Equality Officer.