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| Decolonising the Curriculum Fund 2020-21Application Form  |
| Project Outline (note only one application can be submitted per department) |
| **Title of project**  | Click here to enter text. |
| **Amount requested** **(funding is limited to £500 per application)** | Click here to enter text. |
| **Expected project start date** DD/MM/YY**This is not able to be earlier than January 2021** | Click here to enter text. | **Expected end date** DD/MM/YY**This cannot be later than 31st July 2021** | Click here to enter text. |
| Applicant |
| **Name of lead applicant** | Click here to enter text. |
| **Role/Position** | Click here to enter text. |
| **Department/School/Section** | Click here to enter text. |
| **Email** | Click here to enter text. |
| **Contact number** | Click here to enter text. |
| Other Contributors |
| **Name** | **Role; Department/School/Section** | **Email** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Project Details |
| **Overview and Introduction**  |
| Provide a brief overview of your department’s local context/progress to date on this area of work. Set out what specific area or areas of decolonising the curriculum you wish to address and the benefits you are intending to achieve.  |
| **Project Outline**  |
| Describe what you are planning to do, your methodology and timescales. Include a timetable for the different phases of the project. Specify how you intend to involve students. |
| **Project Outputs and Expected Impact** |
| Set out the deliverables and what impact these will have. Specify how you will ensure the outputs and/or impact are sustainable beyond the funded element of the project. Include explicit reference to which students will benefit and how. |
| **Project Evaluation and Sharing of Good Practice** |
| Set out how you will evaluate the project and how you plan to share learning beyond your department. All projects will be expected to produce a short report for the PVC (Education) on the outcomes and impact of their project. |
| Project Costings **Please include within each section: the amount of funding required; what it will be used for and the anticipated spend dates.****Be as accurate and detailed as possible: seek advice from your faculty accountant.****Any funding allocated to you is only available for use within the 2020-21 financial year and must be used by 31 July 2021.** |
| **Type** | **Description** | **Amount (£)** |
| **Travel and expenses**Include destination, cost per trip, number of people, subsistence costs | Click here to enter text. | Click here to enter text. |
| **Staff costs** Non FTE only  | Click here to enter text. | Click here to enter text. |
| **Volunteer payments** e.g. student incentives | Click here to enter text. | Click here to enter text. |
| **Training** Training/workshop participation | Click here to enter text. | Click here to enter text. |
| **Digital marketing, promotion or resource materials** | Click here to enter text. | Click here to enter text. |
| **Consumables** e.g. catering to support a focus group | Click here to enter text. | Click here to enter text. |
| **Other** Please give details | Click here to enter text. | Click here to enter text. |
| **Total funding requested - maximum £500** | Click here to enter text. |
| **Department/School/Section support**Please detail any additional financial support being provided by your department/school/section | Click here to enter text. |
| Signature of lead applicant (if not Head of Department) |
| **Signature** (lead applicant) | Click here to enter text. |
| **Name** (lead applicant) | Click here to enter text. |
| **Date** | Click here to enter text. |
| Head of DepartmentBy signing, the Head of Department confirms that this is the finalised and approved department submission. |
| **Signature** (Head of Department) | Click here to enter text. |
| **Name** (Head of Department) | Click here to enter text. |
| **Date** | Click here to enter text. |
| **Applicants should email a copy of their full, completed application by the following deadline:5pm on Monday 7th December 2020****to the Academic Registrar’s Office acadreg@essex.ac.uk.** **Please note: no extensions will be given. In the event clarification is required on an aspect of your application, this will need to be provided before the stated deadline.** |

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| Guidance Notes |
| **Introduction**  |
| Decolonising the Curriculum is an identified action in the Tackling Racism Action Plan. In November 2020, Senate approved a recommendation that *All departments are to have an action plan to decolonise their curriculum with a timescale for completion. Plans to be submitted to the DDE by June 2021.* The following are the agreed principles for decolonising the curriculum at Essex:1. The curriculum should support every student from every background to achieve success and so must be inclusive.
2. The curriculum should be defined by academics as experts in their field. In defining the curriculum, there should be recognition that a global history of domination has impacted on, and limited, what is considered knowledge and whose knowledge is recognised. This in turn has historically affected what and how we teach. In recognising these effects, we seek to define a more inclusive curriculum.
3. A review of the curriculum should involve students, including those from marginalised groups.
4. A review of the curriculum should include:
	1. all modules at all levels
	2. consideration of which bodies of knowledge are considered to be core/compulsory and which optional
	3. consideration of the content of what is taught, including examples used and recommended reading.
	4. consideration of how the curriculum is taught, including language and images used.
	5. consideration of how students experience, and thus engage with, the curriculum differently on the basis of their race and ethnicity, and how they can provide feedback on their experience.
	6. consideration of the methods of assessment used: do some types of assessment privilege some groups over others?

The Decolonising the Curriculum Fund offers funding of up to £500 per project to support departments with their work to decolonise the curriculum.  |
| **Purpose**  |
| The fund is intended to support departments in progressing their work to decolonise the curriculum. It can be used to test ideas, develop the departmental action plan, or for actions that deliver immediate impact. All funded actions must be sustainable or result in sustainable impact.  |
| **Eligibility** |
| Only one application can be considered per department. The application can be made by the Head of Department or led by a member of staff within the department on behalf of the Head. By signing the application, the Head of Department confirms that the application is the approved departmental submission.  |
| **Funding Terms** |
| Funding is provided on the understanding that the project will deliver outcomes in accordance with the application, and that the project is evaluated, a report provided for the PVC Education, and learning shared. It is subject to the following:* Funding is only available for use within the 2020-21 financial year and must be used by 31 July 2021.
* Funding is expected to be available for use from 4 January 2021, following project approval. Project funding cannot be deferred.
* The provided project cost code should be used for project expenditure. Spending will be monitored against information provided in the Project Costings section of the Application Form. Where departments are providing additional financial support, funds should be vired from a pre-existing budget into the project cost code.
* Any funds remaining at the end of the project will be returned for redistribution. Please notify Emma Hardy if you do not expect to use all of your allocated funding.
* Overspending is not allowed.
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| **Criteria for the selection of projects**  |
| The application should demonstrate that the project will:* Significantly further the department’s work in decolonising the curriculum
* Be realistic and purposeful in terms of rationale, scale, timeline and methodology
* Be demonstrably original within their departmental context
* Be sustainable or deliver impact that is sustainable.
* Include how students will be involved as part of the project.
* Include a robust evaluation of the success and impact of the project.
* Include plans for sharing of project outcomes
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| **The decision-making process** |
| Each proposal will be assessed by the Pro-Vice-Chancellor (Education) in accordance with the above criteria, with advice and input from Dr Hannah Gibson, co-Chair of the Tackling Racism Working Group, and project lead on *Decolonising the Curriculum at Essex: anti-racist pedagogy, and learning and teaching for all*. An outcome email will be sent to the project applicant and copied where relevant to the Head of Department. Project funds will be released following project approval and the issuing of a project cost code. |
| **Rules for Spending** |
| Funds awarded must be spend in accordance with the University Financial Regulations. Funds may be used for:* Participation at training courses or relevant conferences
* Travel (UK/International: standard-only and appropriate to the project) in accordance with University guidance.
* Employment of research assistants, students or other project workers including the funding of incentives for student involvement; where students are employed to support the project we recommend a maximum of 10 hours per week
* Materials to support digital marketing or promotion or the development of resource materials.
* Other learning resources

All costings should be reviewed by the Faculty Accountant and checked for accuracy. |
| **Evaluation and Outcomes** |
| All award holders are required to:* Where requested, provide prompt updates on project progress and expenditure;
* Provide a concise final evaluation report;
* Be willing and available to share learning and practice within their department and through Organisational Development, for example by contributing to resources on our [Tackling Racism webpages](https://www.essex.ac.uk/staff/diversity-and-inclusion/tackling-racism).
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| **Contacts and further information** |
| Submit your application to the Academic Registrar’s Office: acadreg@essex.ac.uk Please title your submission DCF – Your Department.Any queries should be e-mailed to Emma Hardy egriffin@essex.ac.uk  |