



# Leadership Equality and Diversity Guidance Note for Project Leaders

North Region,  
East Midlands and the Humber Region  
November 2018

Teaching School Alliance

**NORTHERN  
LIGHTS**

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EQUALITY &  
DIVERSITY &  
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**This guidance note is for leaders of projects receiving funding from the Equality and Diversity (E&D) fund in the North Region and the East Midlands and the Humber Region.**

This document sets out:

- what you need to do and what information you need to provide at the start of your project;
- how the grant funding process works and the terms and conditions that apply;
- arrangements for the induction/orientation event for all projects; and
- reporting requirements.

## 1. Getting started

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Once you have received confirmation of funding, you need to provide a written plan of how you intend to use your grant. Your plan should include:

- A clear statement of your aims and objectives, including confirmation of the protected characteristics to be targeted and your participant recruitment target.
- An action plan and timetable of the work you plan to undertake.
- A budget breakdown of how you intend to apply the grant.
- The performance indicators that you intend to monitor to judge the effectiveness of your project.

You will have set out this information in outline in your grant application. You can simply build on that information, and the feedback, to submit your plan. Proformas are provided.

You should provide your plan with the above information as soon as possible after award of your funding. This document is important because you it will be used as the service level agreement for funding and define your reporting requirements. We will issue your formal grant offer against this plan.

You will then be able to draw down funding.

Please be aware that under the DfE requirements for funding, the following conditions apply:

- Each project should demonstrate need relating to the protected characteristic
- No more than 10% of your grant funding should be used for administration
- The cost-per-participant of projects is about £500
- Projects should be completed by the end of the summer term of the year in which they started.
- In-kind costs should be no less than 25% of your total grant amount

Please also be aware that your action plan will need to deliver against the following **key performance indicators**:

- 70% of participants to have started applying for promotion (or achieved promotion) within the lifespan of each project.
- 100% of target number of participants specified in the bids achieved.
- A participant retention rate of 85%

- A participant satisfaction rate of 90%

Submit your plan to: [equalityanddiversity@northernlightstsa.org](mailto:equalityanddiversity@northernlightstsa.org)

## 2. Orientation/induction event

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There will be an orientation and induction event for all projects on Friday 11 January 2019. One member of your team (ideally two) should attend. The event will run from 11am and finish no later than 3pm.

You do not need to wait for this event to begin your project. We appreciate that some projects will already be in progress by this date.

The purpose of the event is:

- To enable project leaders from across the regions to meet one another and exchange ideas.
- To explore common themes between projects and share ideas for local implementation
- To ensure all the practical arrangements for management of funding quality assurance etc are in place.

The venue for the induction event is likely to be York (city centre). This will be confirmed once the geographical spread of all projects is known.

## 3. Finance: drawing down your grant

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Once we have received your plan, we will issue a grant offer to you. Your plan will become the service level agreement for funding.

Your grant offer will confirm the grant value agreed and its purpose and expected deliverables (as set out in your plan).

The grant offer will also confirm the payment schedule and claw back arrangements in the event that projects are not completed. We also provide a purchase order number against which to submit invoices.

We would normally expect to issue 50% of the grant on receipt of your plan, and 50% on completion of the project and its evaluation. If there are good reasons for varying this arrangement, we will consider doing so.

To meet DfE requirements, you should note:

- This is not a capital grant. As such capital expenditure, such as purchasing IT equipment, is not eligible.
- You must keep original invoices, receipts, VAT records etc for inspection.

We will make your grant payments on receipt of your invoices. Invoices raised according to the payment schedule should be sent to:

[finance@sghs.org.uk](mailto:finance@sghs.org.uk)

## 4. Reporting requirements

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Based on your project plan, we will agree a set of reporting points with you. Typically, we would expect these to be:

- An initial telephone conference to discuss your project plan and to agree reporting arrangements.
- Simple email updates to report on the number of participants in your project (both at the start and during your project) and an update on your budget. (The frequency and timing of these will be agreed in the context of your specific project).

- A mid project review to discuss the progress of your project overall. This will either be by telephone conference or in person, depending on the nature of your project and the level of your grant award.
- An end-of-project written report to report outcomes and out turn against your original plan.

We will set out the schedule for reporting arrangements (with dates) as an output from the initial telephone conference. We will aim to make reporting requirements as light touch as possible, whilst ensuring accountability for the use of public money as necessary.

You should be aware that DfE requirements for projects require that:

- At least 85% of individual participants recruited into projects should complete the programme of activities planned.
- Projects are able to demonstrate a participant satisfaction rating of 90%.

We will build these requirements into the reporting arrangements agreed with each project.

The criteria against which we will monitor the progress and evaluate the outcomes of each project are defined in our quality assurance framework (see attached document).

## National Evaluation

To assess the effectiveness of the E&D fund overall, the DfE is conducting national level evaluation of the programme. As part of this, the Department is planning to track the career progression of individuals who have participated in local programmes.

This will require your participation to:

- Distribute a “baseline survey” to all participants in your project. This will be via a link to an online survey, provided by DfE. The DfE has set a target of an 80% response rate by participants.
- Collect TRNs for all the participants in your project. All TRNs must be collected by March 2019.

DfE officials may also wish to visit a small sample of projects across the regions. We will discuss this with you on our “start of project” teleconference to decide whether your project may be suitable for a visit and identify any potential dates that may be appropriate.

## 5. Contacts

The key contacts at Northern Lights are:

<p>Kate Walter Director of Teaching School <a href="mailto:walterk@sghs.org.uk">walterk@sghs.org.uk</a></p>	<p>Oversight of whole project</p>
<p>Vicky Fox Project Lead <a href="mailto:foxv@sghs.org.uk">foxv@sghs.org.uk</a></p>	<p>Lead Equality &amp; Diversity Adviser</p>
<p>Peter Addison-Child Project Logistics <a href="mailto:peter.addison-child@redlanes.co.uk">peter.addison-child@redlanes.co.uk</a></p>	<p>Logistics Lead (funding and reporting arrangements)</p>