Inclusion and Diversity Fund

1. Before you start

This is the application form for the Royal Society of Chemistry Inclusion and Diversity Fund (ID Fund).

If you have any questions about completing the form please get in touch with us at diversity@rsc.org.

 Eligibility and scope
Before completing your application we recommend you read the information on the ID Fund webpage, particularly the sections on Eligibility, Assessment Criteria and Restrictions on Funding.

The grant scheme is open to RSC members worldwide, as well as non-members based in the United Kingdom/Republic of Ireland.
Please note that grant applications should be no more than £5,000.

The ID Fund is intended for projects that directly investigate or address inclusion and diversity issues in the chemical sciences. Eligible projects **must have clear intended outcomes,** for example:

- Removing barriers to access and progression for underrepresented groups in the chemical sciences, ensuring equitable representation and fostering a sense of belonging.

- Enhancing retention, career development, and leadership opportunities for diverse talent in chemistry, addressing bias in career progression and creating accessible pathways for professional growth.

- Creating an inclusive culture in chemical sciences education, workplaces, and institutions by embedding accessibility and equitable practices that support belonging for all.

Applications focused solely on outreach will not be considered and should be directed to our Outreach Fund where eligible. Applications focused solely on chemistry research will not be considered and should be directed to our various research grants where eligible.

The **I&D Fund does not support:**

- Chemistry research projects, even if led by individuals from underrepresented groups.

- General outreach initiatives that are not directly linked to inclusion and diversity in the chemical sciences.

- Projects that do not demonstrate a clear, measurable benefit to inclusion, accessibility, or diversity within the chemical sciences.

Submitting an application

A preview of the form is available as a PDF file on the [ID Fund webpage](#) to help you prepare your answers, but applications must be submitted through this online SmartSurvey form. Please email [diversity@rsc.org](#) if this SmartSurvey form poses any accessibility issues.

You can save a partially completed application form and return to it later. Please ensure you have answered all questions before submitting your application. Once you have submitted your application you will not have any further opportunities to amend it.

Please note that application and funding decision deadlines are detailed on the [ID Fund webpage](#).

2. Project Eligibility Check

Does your project involve conducting scientific research or activities focused on the advancement of the chemical sciences research?

This includes laboratory-based experiments, investigations into chemical reaction or studies analysing chemical properties and processes.

- ☐ Yes
- ☐ No

3. Applicant Information

Please note that you <u>must</u> respond to all questions on this page before submitting your application.

This application form will allow you to freely move between most questions and pages without enforcing responses, but please ensure you complete **all** answers on this page before submitting your final application. Applications with missing information will not be considered.

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1. Your contact details

Please provide your contact details as the main applicant.

The main applicant is the person who will be responsible for receiving any grant money awarded and signing the grant agreement. If the project is selected for funding, their name will be listed as the project's contact on the ID Fund webpage. They will also be responsible for informing us of any changes to the project, and sending us the final report upon project completion.

Refer to our privacy statement for information on how the RSC uses your details.

Please check that the information below is correct before proceeding**.**

Title:	
First Name:	
Last Name:	
Email:	
Position:	
Affiliation:	
Country of residence:	

2. Are you a member of the RSC?

☐ Yes

☐ No

RSC Membership Number (if known):

3. Co-applicant contact details

If you wish, you can provide contact details for a co-applicant.

It is your responsibility as the main applicant to ensure your co-applicant is aware and consents to their contact details being provided to us.

Title:

First Name:

Last Name:

Email:

Position:

Affiliation

Country of residence:

RSC Membership Number (if known/applicable):

4. Your experience

As the main applicant, please tell us briefly about your background and any relevant experience that you have in developing and delivering projects focusing on inclusion and diversity in the chemical sciences. If you are applying on behalf of an organisation, please describe your role within it.

(max 250 words)

5. Are you applying as an individual, or on behalf of an organisation?

☐ As an individual

☐ As an organisation (please specify):

[   ]

About the applying organisation If you are applying on behalf of an organisation, please tell us more about the organisation, including any relevant information about the organisation's experience in developing and delivering inclusion and diversity projects in the chemical sciences.(max 150 words)

6. Are any Royal Society of Chemistry Member Networks (e.g. local sections, interest groups, divisions) involved with your project?

☐ Yes

☐ No

If yes, please specify which RSC Member Network(s) is/are involved and describe the involvement (e.g. co-organisers, partners, sponsors).(max 150 words)

7. Partners and collaborators

Please provide us with further information about any partners and/or collaborators (individuals and/or organisations) involved in the support and delivery of the project. For international projects, we highly encourage you to connect with your national chemical sciences society.

(max 250 words)

8. Have you or your organisation previously applied to the Inclusion and Diversity Fund or other RSC grants for projects focusing on inclusion and diversity?

☐ Yes

☐ No

9. Previous application(s)

If you selected 'Yes' in the previous question, please provide us with further details of your previous application(s).

	Name of lead	Project title	RSC grant name	Application number	Year of application	Successful/ Unsuccessful
Application 1						
Application 2						
Application 3						
Application 4						
Application 5						

4. Project Information

Please note that you <u>must</u> respond to all questions on this page before submitting your application.

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10. Project title

11. Project summary

Please provide a summary your project. **(max 35 words)**

If selected for funding, this summary will be used as a basis to share the success of your application on the ID Fund webpage**.**

12. Project Dates

Please provide your project's intended start and completion dates.

If your application is successful, these dates will determine the funding grant period and you must contact us if there are changes.

Start Date   DD/MM/YYYY

Completion Date   DD/MM/YYYY

13. Project Location

For projects that are virtual and/or without geographic restrictions on the intended audience, please select 'Multiple countries'**. [Drop-down menu]**

If you selected 'Multiple countries', please indicate which countries.

14. Project description

Please provide a clear and concise description of your planned project.

This should include:

- overall aims and expected outcomes
- a brief description of what you are planning to do
- timeframes and key dates
- where your project will take place
- who will be delivering the project

The panel will use the information provided in this section to determine whether the project meets the objectives and criteria of the Inclusion and Diversity Fund, and will take into consideration how your project:

- is centred on increasing diversity and inclusion in the chemical sciences community
- is relevant to the RSC inclusion and diversity strategy
- has a clearly defined target audience and is relevant to this audience
- has a clearly defined and novel intended impact
- is deliverable
- includes clear evaluation plans

(max 750 words)

15. Does your project build upon a previous activity?

This may or may not have been funded by the Royal Society of Chemistry and may or may not have been delivered by you or your organisation.

☐ Yes

☐ No

If yes, please provide a brief description of the previous activity and evaluation of its success. You may provide an evaluation report separately on the 'Supplementary Information' page if you wish.(max 150 words)

16. Which type(s) of activity is/are involved in the project?

Please indicate the type(s) of activity that most accurately describes the format of your project. If applicable, you may select multiple answers.

- ☐ Event(s) (includes lectures and lecture series, panel discussions, networking events, workshops, etc)
- ☐ Conference/symposium
- ☐ Research project
- ☐ Training
- ☐ Establishment of a programme (includes setting up networks, mentoring schemes, etc)
- ☐ Exhibition
- ☐ Other (please specify):

17. Which area(s) of diversity does your project focus on?

Please indicate the area(s) of diversity that your project focuses on. If applicable, you may select multiple answers.

- ☐ Age
- ☐ Disability (including mental health and neurodiversity)
- ☐ Gender equality
- ☐ LGBT+ identity
- ☐ Pregnancy & maternity, paternity, parental leave
- ☐ Race and ethnicity
- ☐ Religion or belief (including absence of belief)
- ☐ Socioeconomic status
- ☐ Other (please specify):

5. Project Finances

Please note that you <u>must</u> respond to all questions on this page before submitting your application.

This application form will allow you to freely move between most questions and pages without enforcing responses, but please ensure you complete **all** answers on this page before submitting your final application. Applications with missing information will not be considered.

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18. What is the total cost of your project?

This should be provided in GBP (£).

19. How much are you applying for from the Inclusion and Diversity Fund?

Please provide in GBP (£). The maximum funding available is £5,000.

20. Please provide a full breakdown of project costs
Please provide the full costs of the project in the table below, including those covered by other sources. The total costs funded by the Inclusion and Diversity Fund grant should equal the amount that you have requested in the previous question.

Note that employment and volunteer regulations dictate that this funding cannot be used towards monetary or other benefits to compensate for volunteers' time.

Note that, if your project is selected for funding, you must request approval for changes to the allocation of costs. Any [restrictions on funding](#) **will still apply.**

The list below details the types of costs that might be included in each category.

- **Event fees** – includes fees for attendance at events and for stalls/stands. This cannot include administration costs or salary costs of organisers.
- **Venue/platform fees** – includes fees to hire an event venue, acquire a licence for software or digital platform, etc.
- **Equipment hire/purchase** – this cannot include the cost of hardware, apparatus or equipment, unless it is shown to be integral to the project, will be used beyond the project lifetime and does not make up the majority of the project costs.
- **Consumables** – includes materials and disposable items.
- **Marketing** – includes costs for printed and online advertising.

- **Consultancy** – costs for consultancy will only be covered where the applicant is explicit about the need for a consultant or specialist to be involved in the project, and can demonstrate how the project will benefit from the specific expertise or skillset provided. These costs must be justified in the comment box below the table. Employment and volunteer regulations dictate that the ID Fund cannot be used towards monetary or other benefits to compensate for volunteers' time.
- **Subsistence** – includes food and refreshments for volunteers and those involved in the project.
- **Travel expenses** – includes travel costs for volunteers and those involved in delivering the project.
- **Accommodation** – includes accommodation costs for volunteers and those involved in delivering the project.
- **Other costs** – any other costs associated that cannot be captured in other categories.

Please ensure that you check our website for a list of items that will not be funded by the Inclusion and Diversity Fund.

	Cost	Funded by	Brief Description
Event fees			
Venue/platform fees			
Equipment hire/purchase			
Consumables			
Marketing			
Consultancy (please justify below)			
Subsistence			
Travel expenses			
Accommodation			
Other costs (please specify below)			
Total cost of project			
Total cost funded by Inclusion and Diversity Fund			

Please provide an additional description of costs as necessary. 'Consultancy' costs must be justified, and 'Other costs' must be specified. If more detail is necessary, you will also have the option to upload additional files on the next page. (max 150 words)

21. Other funding sources

If you have applied for funding towards this project from any other sources please tell us here, including whether an application has already been submitted, whether the funds have been secured and how you will use the funds.

(max 150 words)

22. If your project is selected for funding, what type of account would the grant be received into?

- [ ] Applicant's personal bank account
- [ ] Account affiliated with an organisation/institution
- [ ] Other (please specify):

6. Optional Information

Questions on this page are optional.

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23. If you wish, you can use this space to provide any further information that will support your application. (max 150 words)

24. If you wish to, please upload any supplementary material that you believe may assist your application.

Supplementary documents may include, but are not limited to, detailed budgets, confirmation of other funding sources, or evaluation of previous related projects.

(max 2 MB each)

25. Where did you hear about our Inclusion and Diversity Fund?

This information will help us improve our communication strategy. Please select all that apply.

- [ ] I am a previous applicant
- [ ] via another previous applicant
- [ ] via RSC member newsletter emails
- [ ] via RSC website (www.rsc.org)
- [ ] via RSC Voice magazine
- [ ] via a member of RSC staff
- [ ] via social media (e.g. Twitter, Facebook)
- [ ] via a mailing list (e.g. PSCI-COM)
- [ ] Other (please specify):

7. Data protection

26. Terms and conditions

By submitting your application, you are confirming you have read, understood and accept our terms of use. We need to collect and manage your personal data in order to provide this service. Our privacy statement explains how we do this.

The application procedure requires that we collect and process personal data about you (including co-applicants, if relevant), such as your email address. We will be processing your data under the basis of legitimate interest. If you object to us processing your data for this purpose, or would like your application to be withdrawn for any other reason, please contact us as soon as possible. Data will be treated sensitively, with strict confidentiality by RSC staff and the judging panel, and in accordance with the terms of data protection legislation.

For more information, or if you have any difficulties opening the links above, please email diversity@rsc.org.

☐ I have read, understood and accept the terms of use

☐ I understand that the RSC needs to collect and manage my personal data in order to provide this service.

Clicking 'Finish Application' will submit your application.

Please ensure you have answered all questions on required pages as indicated at the top of each page. Applications with missing information will not be considered.

Once an application has been submitted no further changes can be made.

☐ Submit my application