

DEI Data Group: DEI Data Standard Guidance

V1.0 Approved 25th January 2021

Introduction

This guidance is intended to be for funders to support the implementation of the framework.

The guidance includes a recommendation of how funders should collect the data/frame the questions for the purpose of grants. The guidance is not intended to apply to other purposes. It is acknowledged that funders may choose to use the code-list itself for other purposes in different ways – for example for their staff profile, reporting percentages against categories.

This guidance is intended as a starting point. It is understood that it may be tweaked to align with specific funder processes – but it is recognised that there are benefits of as much consistency as possible between funders. These include:

- Better quality of data provided by applicants if they are not needing to interpret the questions being asked in different ways
- Lower burden for applicants longer term as they get used to providing the responses in the same way
- Greater comparability for analysis purposes between funders if there is a consistency of approach

The example text included in the guidance does not include all the additional notes and descriptions in the taxonomy for ease of display in this document - but it is anticipated that funders would make this available as “help” text or in guidance.

Guidance

When to collect the data

It is recommended that the data is collected as **part of the application process**. This will allow you to understand the success rates of organisations at each stage of the process, to help to understand if there are any unintended consequences of processes or criteria that might be barriers to particular groups, to inform future approaches. The actions that might be taken if you are not getting enough applications from some communities are very different than those you might take if you are getting applications, but a higher proportion are unsuccessful.

Given that the data is collected as part of the grant application process, it is anticipated that the data will be taken as a “snapshot” at the point of application/grant award rather than being continually updated. Some of the information being collected is more static than others – for example it is unlikely that the mission or purpose of the organisation will change, but grant applications might be for projects with more targeted groups of people benefiting – so information recorded in grants about the same organisation might be different for one funder than another,

even at a similar time period. Similarly, the leadership of an organisation may change over time so information may be different at the time that different grants are awarded.

This information could also be captured as part of annual/periodic **monitoring and reporting** for historic grants.

It should also be considered that this is explicitly about people. If your funding programme includes funding that might not directly support people, you may need to think about how you frame the questions or whether there is an option to ask whether or not it serves people first – for example, these questions might be less relevant to some animal, environmental or heritage organisations.

Explanation of Data Use

All forms should include an explanation of why the data is being collected and how it will be used. The example below is generic based on intended use, but funders may need to slightly amend based on circumstances.

We would like to ask some questions about the people being supported and your organisation, to help us to understand our applicants and funding better.

This information is being used to inform our own monitoring and strategy and will not be used as the basis of individual funding decisions. There is no judgment or preference for particular responses except where explicitly specified in the criteria for the Fund.

If you are successful in being awarded a grant then the responses you provide in this section may be included in data published about our grants to support our transparency and accountability on our grantmaking. If this may cause any issues then you will have an opportunity to prevent this data from being shared externally.

If you are going to be using the data for a specific use, be explicit about this use. Eg “We are seeking to prioritise grants supporting ABC and DEF communities and to support this, responses to these questions will determine the application process.”

About the people/communities being supported

The application form should be structured to ask these questions first and then the subsequent questions will be built on the result.

If your Fund is specifically targeting a type of lived experience that is not captured in the taxonomy then amend the examples to be relevant to your Fund or provide a list for the lived experience field.

Does the project you are applying for funding for, or your organisation, target or is restricted to people living in a particular geographical area? Please enter the name of the neighbourhood, area, county, region or country, as applicable.

Examples: ABC Housing Estate in Barnet; Birmingham; Hertfordshire; Scotland

[Free form text box for results]

Does the project you are applying for funding for, or your organisation, target, is restricted to, or intends to benefit specific groups that commonly or historically experience structural inequity?

Please select all categories that you anticipate that the majority (75% or more) of people supported or benefiting will identify. Leave blank if this does not apply to your project or

organisation. You may select from multiple categories to reflect the intentions of your project eg Black + Mental Health + Young People + Women and Girls

Communities experiencing racial inequity [drop down list to select]

Faith communities [drop down list to select]

Migrants [drop down list to select]

Disabled People [drop down list to select]

Older and younger people [drop down list to select]

Women and girls [drop down list to select]

LGBT+ People [drop down list to select]

People who are educationally or economically disadvantaged [drop down list to select]

Does the project you are applying for funding for, or your organisation, target or is restricted to people with other types of lived experience that are not included above? Please describe below.

Examples: Men and boys; Care experienced young people; People recovering from alcohol addiction; People with experience of the criminal justice system; Sex workers

[Free form text box for results]

About the mission or purpose of the organisation

In this section we are only interested in categories that they have declared in the first section so you don't need to include every box – only the options that applicants selected above.

If your Fund is particularly targeting small organisations, you may want to skip the question about the mission as for very small organisations there is unlikely to be a difference between the project and the organisation.

Is there a specific community that your organisation is dedicating to serving? This might be referenced in the governing documents, strategy or public facing materials. Please edit the list below to reflect who your organisation is intended to support

[Pre-populate with geographical restrictions if entered above – allow for editing as it may be wider than project]

[list each option selected by the organisation in the taxonomy section above and allow to select none or a less specific category]

[Pre-populate with lived experience if entered above – allow for editing as it may be wider than project]

About the leadership of your organisation

As with the previous question, we do not want to ask about all areas, only those specific to their mission.

We would like to understand more about the leadership of the organisations that we are supporting and how it relates to the mission of the organisation. This information will help us to

understand our grantees and inform our process and strategy, but will not be used for this individual funding decision.

By leadership of the organisation we mean that the majority of the key decision-makers have a shared identity. As an indication, this might be 75% or more of the Board of Trustees/ Management Committee AND 50% or more of senior staff self-identify as from a community or characteristic.

Does the leadership of your organisation self-identify in the following areas:

[Resident of: Pre-populate with geographical restrictions from mission] yes/no

[list each option selected by the organisation in the mission section above] yes/no on each item

[Pre-populate with lived experience] yes/no

However, if the organisation indicated in the first question about their project that they do not work with a specific community, for example they might be an environmental or animal charity, then the group can be asked the question about their leadership in full.

We would like to understand more about the leadership of the organisations that we are supporting. This information will help us to understand our grantees and inform our process and strategy, but will not be used for this individual funding decision.

By leadership of the organisation we mean that the majority of the key decision-makers have a shared identity. As an indication, this might be 75% or more of the Board of Trustees/ Management Committee AND 50% or more of senior staff self-identify as from a community or characteristic.

Does the leadership of your organisation self-identify in the following areas:

Communities experiencing racial inequity [drop down list to select]

Faith communities [drop down list to select]

Migrants [drop down list to select]

Disabled People [drop down list to select]

Older and younger people [drop down list to select]

Women and girls [drop down list to select]

LGBT+ People [drop down list to select]

People who are educationally or economically disadvantaged [drop down list to select]

Does the leadership of your organisation identify with other types of lived experience that are not included above? Please describe below.

Examples: Men and boys; Care experienced young people; People recovering from alcohol addiction; People with experience of the criminal justice system; Sex workers

[Free form text box for results]

Using this information

This framework has been designed so that it should not disclose any personal information about individuals – and deliberately only collects data aligned to the mission of the organisation. However, given that the nature of the data could be sensitive, it is important to provide an option for the data to not be put in the public domain – or at least for it to be discussed as part of the assessment process.

At the beginning of this section we described the use of this data to support our own monitoring and strategy, but also for our external reporting on our grants as part of our transparency and accountability.

Do you feel that the information provided in this section about the people you support or your leadership may disclose sensitive information that should not be shared externally (e.g. information about identifiable individuals)? Yes/No

If yes, please describe

Specific cases

Part of the criteria or process

If any of these questions are part of the criteria for a fund, then it may be beneficial to ask the questions related to the criteria up front as part of the eligibility to avoid people completing the application if they do not meet the criteria.

International charities

This has been specifically designed for UK charities. The language and categories used may not be a fit for international audiences. For international funding, consider whether other code-lists might be more appropriate. For example the [International Aid Transparency Initiative](#), Sustainable Development Goals, or [The Candid Philanthropy Classification System](#)

Paper/PDF forms

If you have paper forms or other restrictions on systems which will not accommodate the suggested steps above with options becoming available based on previous responses, it is recommended that options are only provided by the topline population groups rather than additional categories and sub-categories. This will simplify the form.