

Alumni UK

Guidance Notes

Alumni UK-Indonesia

Social Action Grant 2024

December 2023

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Grant call for social action of Alumni UK in Indonesia 2024

A. Introduction

Alumni UK has been developed by the British Council to be the global network for all UK international alumni. This builds upon the British Council's long-established work in global alumni engagement. The overall aim of Alumni UK is to create and grow a large, vibrant and valuable network of alumni who will become more effective as agents for change in their work due to the connectivity and exchange with each other and with the UK. Please note that we will only consider proposals submitted by UK alumni who have sign up to Alumni UK platform. Sign up here if you haven't done so:

<https://alumniuk.britishcouncil.org/login>

Alumni UK provides a unique global community place for individuals to grow their worldwide professional network, access opportunities and learning and to share their expertise with others. We expect to see alumni increase their professional competence, increase their knowledge, and grow their networks so that they feel and can demonstrate increase levels of effectiveness in their work that leads to positive development impacts.

Wider development objectives will be addressed by a programme focus on facilitation and promotion of the work of alumni to address global challenges. These will include themes such as Climate Action, Public Health, Gender Equality and others related to the Sustainable Development Goals.

A new digital online platform for alumni will be the foundation of the programme. Already commissioned, this enable all existing alumni record to be housed centrally and enable all alumni to sign-up and receive access to the programme's menu of services. The digital platform is the single data warehouse for the programme, as well as providing the space for all digital interactive and collaborative activities, such as networking, mentoring, event management and access to learning opportunities.

B. Overview of the funding opportunity

International alumni of UK Higher Education Institutions are knowledgeable and skilled agents for change who become instrumental in advancing social and economic development in their home countries and beyond.

Through Alumni UK programme the alumni will build connections, understanding and trust and work with alumni who are the next generation of influencers in their countries – sustaining their relationship with the UK.

At the core of the programme, is the need to maintain positive relations with alumni and create the opportunity for those who have had experience of the UK through its international higher education offer, to remain connected. The alumni will support wider economic and social development objectives in their countries of residence.

Alumni UK-Indonesia Social Action Grants 2024 will enable the alumni to work together with fellow UK alumni and others to create impact in their own communities.

Activities supported by the Grant must:

- raise awareness of UK Alumni platform and increase number of sign up to the platform.
- support professional development
- strengthen UK Alumni networks

The Grant can cover activities which deliver the following objectives:

1. Addressing relevant global development challenges faced by communities in Indonesia; OR
2. Addressing gender and other equality related barriers in education and employment in Indonesia.

The proposal can be submitted by individual or groups led by a UK Alumni from Indonesia and may include non-UK alumni as members. To ensure positive group dynamics, we limit the number of group members to a maximum of 3 people. Please explain in the proposal the roles and responsibilities of the Lead Applicant and each of group member.

C. Eligibility criteria

Proposals must fulfil the following criteria in order to be eligible for funding under this call:

Eligibility criteria	Y/N
Complete application, including all essential attachments, is submitted to the British Council by 09.00 WIB, 29 January 2024 at the latest.	
The online application form and supporting documents have been completed in English.	
Applicants have submitted a detailed and realistic budget request using the budget spreadsheet provided with the grant call documents.	
The proposed activities must be led by a UK Alumni from Indonesia who have registered on Alumni UK platform. https://alumniuk.britishcouncil.org/login Please provide a copy of certificate as proof had been studying at one of UK HEI. Note: You need to have spent at least one term at a UK higher education institution enrolled on a credit-bearing course. This includes online/distant education and transnational education (you are studying UK degree in campus outside the UK).	
The alumni who is involve in the activities must not be affiliated with any political party. Please provide a statement in your proposal that you are not: <ul style="list-style-type: none"> - running for parliament or public office at the 2024 General Election, or - an official of any political party or their affiliated organisations 	
The proposed activities are relevant to Indonesia and addressing objectives as detailed in section B. Overview of the Funding Opportunities.	
Risks should be identified, and a risk management plan put in place.	
Proposals should demonstrate how they would engage main stakeholders to ensure project delivery.	
Applicants have submitted a detailed Gantt chart.	
CVs for Lead Applicant and team member	

D. Timeline

Activity	Key Dates
Call for applications	15 Dec 2023
Briefing session This session will be an opportunity for UK Alumni to ask questions. If you are interested to join the briefing session, please register by 10 Jan 2024 through this link https://bit.ly/AUK_SAG_BRIEFING	11 Jan 2024, 17.00 WIB
Deadline for clarification questions submitted by applicants. Please send your questions to alumni@britishcouncil.or.id	15 Jan 2024, 09.00 WIB
British Council to respond to clarification questions	16 Jan 2024
Application deadline	29 Jan 2024, 09.00 WIB
Due Diligence	5 - 18 Feb 2024
Notification of application outcome	w/c 19 Feb 2024
Agreement signing	w/c 4 Mar 2024
Introduction meeting with British Council staff	w/c 4 Mar 2024
Project implementation	18 Mar 2024
Project end	31 Oct 2024
Submission of interim report (18 Mar 2024 – 30 Jun 2024)	15 Jul 2024
Submission of final report	30 Nov 2024

E. Funding

The Alumni UK-Indonesia Social Action Grant 2024 expects to support up to **3 projects** of max **IDR 60,000,000** in value each (and including VAT, if applicable), for a 7-month period of implementation, starting from **March 2024**.

The British Council Grant Agreement will be signed with the Lead Applicant (Project Lead) who is then wholly responsible for the financial and logistical administration of the project.

Funds will be disbursed directly to the Lead Applicant to the approved final budget. Applicants may be asked to adjust their budget if their request does not fit within funding guidelines or if this is considered not appropriate by the application reviewers.

The grant will be paid in Rupiah (IDR) in tranches. 90% of the grant value will be paid within 30 working days upon signing of the grant agreement and the remaining 10% after the submission of activity report, both narrative and financial. The amount of the final tranche will be based on actual costs.

The Alumni UK-Indonesia Social Action Grant 2024 is intended to contribute to the direct costs related to implementing activities contained in the proposal. Please complete the budget spreadsheet with details of all costs.

Please also complete the budget summary form with the totals from your budget spreadsheet and a brief justification for the amounts applied for. Please consider the limits described below:

Category	Type	Percentage Limits	Notes
Expertise costs	Only where these are strictly essential, appropriate, and relevant to the design and implementation of the capacity strengthening activities.	Limited to 20% of grant awarded	
Operational costs	Travel costs	Travel costs limited to 20% of grant awarded.	Only covers travel within Indonesia.
	Costs of meetings, training events, seminars, and conferences integral to the social action project		This can include short-term room hire, hire of audio-visual equipment (projectors, etc.) and stationery supplies (flip charts, etc.), reasonable levels of refreshments.
	Equipment and consumables.		Permission must be obtained from The British Council before the purchase of equipment over IDR. 4,500,000. Criteria are: 1. Equipment is essential to delivery of the project and cannot be expected to be provided by applicants. 2. Equipment will be used by the community and will remain there at the end of the grant.
	Other related cost to deliver social action project		
Communications and dissemination costs	Promotion costs		
	Use of telecommunications such		Virtual delivery costs, which may include but

Category	Type	Percentage Limits	Notes
	as video / audio / web conferencing.		not limited to cost of facilitators and technicians who are recruited to manage the virtual platform, translators and/or digital tools to provide easier access for people with disabilities.
Access and inclusion (if applicable)	Cost providing greater accessibility and inclusion – to ensure people with disabilities are able to participate fully	Limited to IDR 6,000,000 will be added on top of total of other costs awarded	Will be reviewed by the British Council on case-by-case basis
Other costs	Bank charges for transfer of funds from the Lead Applicant to vendors.		

The British Council is committed to equal opportunities and diversity and will consider, on a case-a-case basis, requests for support for any additional travel and participation requirements in the applications, as long as sufficient justification is provided.

The grant cannot be used for:

1. Any personal items unrelated to the implementation of the grant activities.
2. Activities of discriminating against someone represent a particular group or promote a particular political or religious viewpoint.
3. Direct personnel who are based in commercial organisations.
4. Tuition fees
5. Bench fees
6. Patent costs:
 - a. Costs relating to the construction, procurement or rental of physical infrastructure (e.g., office, buildings, laboratory facilities). It is expected that any rooms and facilities essential for the activity are provided as an in-kind contribution by other partner. These can be detailed as an in-kind contribution in the budget breakdown.
 - b. Purchase or rental of standard office equipment (except specialist equipment essential to the activity). This includes:
 - IT hardware – laptops, personal computers, iPads, tablets, etc.
 - Office software
7. Purchase of assets.
8. Desks, chairs, filing cabinets, photocopiers, printers, fax machines.
9. Mobile phone rental or purchase, and roaming charges
10. Entertainment costs such as:
 - a. Gifts
 - b. Tobacco and alcohol
 - c. Restaurant bills or hospitality costs for personnel not directly participating in the project

d. Excessive restaurant costs

11. The expenses incurred prior to the effective start date, including any costs incurred in the production of the proposal, cannot be charged to the grant.

12. Other indirect costs not listed in the above table or detailed in Annex 2.

Please contact alumni@britishcouncil.org if you are in doubt which costs can and cannot be covered.

F. Ethics

It is essential that all legal and professional codes of practice are followed in conducting work supported by this call. Applicants must ensure the proposed activity will be carried out to the highest standards of ethics integrity.

In the application form, applicants must clearly articulate how any potential ethical and health and safety issues have been considered and how they will be addressed, ensuring that all necessary ethical approval is in place before the project commences and all risks are minimised.

G. Safeguarding children and protecting adults at risk

The British Council is committed to safeguarding children and adults at risk and to upholding their rights in accordance with all applicable legislation and statutory guidance. As part of that commitment, we require that all staff, and those we work with, including partners and suppliers, operate within our Safeguarding Policy which articulates our approach to protecting children and adults at risk and promoting their wellbeing.

We have robust systems and procedures in place to both prevent incidents (covering, for example, the recruitment of appropriate staff, training and support given so that staff can work safely, and standards regarding the way in which we carry out activities) together with responsive actions necessary to address situations where we become aware that a child or an adult at risk may have been harmed. As part of our policy, all countries have a named Safeguarding Focal Point (SFP) who is supported by a Regional Safeguarding Manager (RSM) and the British Council Safeguarding Team.

For further information please see: <https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding>

H. Equality, Diversity and Inclusion

Applicants are encouraged to ensure equal opportunities in the teams implementing their proposed activity. Applicants may apply for additional funding to cover any specific requirements necessary to ensure full participation.

Please make additional costs in the 'access and inclusion' section of the budget request within your application. These will be considered on a case-by-case basis.

Please contact us for further information on the British Council's approach. See our Equality Policy here: <https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion>

I. Impact on the Environment

The British Council is committed to minimising its environmental impact. For this call, we have developed a set of questions which will enable us to understand the expected impact of a proposed project on the climate (and environment more broadly). We welcome information from Applicants regarding environmental considerations such as reducing carbon emissions for their projects (for example, alternatives to national or international travel such as virtual delivery), minimising waste or promoting resource efficiency.

Please note, responses to these questions will not form part of the grant assessment criteria. The British Council collects this information for internal purposes only. Please contact us via email alumni@britishcouncil.or.id if you have any queries about the environmental impact section.

J. Proposal submission

The deadline for the submission of applications is **09.00 WIB, 29 January 2024**. Applications must be submitted by email to alumni@britishcouncil.or.id.

We recommend avoiding submitting applications at the last minute. Applications shall be judged by evaluation panel. Contracts and agreements will be signed by 4 March 2024, subject to due diligence procedures.

The applications must clearly identify how the proposed activities will contribute to achieving/enhancing the overall objectives of the project.

Applications must include:

- A breakdown of the budget requested.
- Information who will involve on the proposed activities and target beneficiaries
- Information on how the proposed activities will target the expected objectives
- A detailed activity plan of activities, including timeline, milestones, and division of roles and responsibilities.
- A detailed plan for monitoring and evaluation

In addition to filling in the application form, applicants are required to submit:

- Certificate copy as proof that the Lead Applicant had been studying at one of UK HEI.
- Completed budget spreadsheet (template available on the British Council call webpage)
- Completed Gantt chart
- Completed bank details form (template available on the British Council call webpage)

If you experience problems with accessing the application form or any key documents, please contact us by email (alumni@britishcouncil.or.id) before the submission deadline. If you alert us to technical issues only after the deadline, we may not be able to take them into consideration when assessing eligibility of your application.

Before the completed applications can be submitted, applicants will be asked to confirm on the form that they have:

- Confirmed the Lead Applicant willingness to receive the funds and to sign a grant agreement with the British Council, also agreed with others team member.

- Complied with British Council policies on prevention of fraud, bribery, money laundering, and addressed any other financial and reputational risk that may affect a transparent and fair grant award process.

Once the application is submitted, you should expect to receive an email acknowledging receipt.

K. Selection process

The Alumni UK-Indonesia Social Action Grant 2024 activities can be in any discipline or cross discipline as long as these respond to targeted community needs and meet the following criteria:

Selection criteria	Score (weight)
<p>Relevance to one or more objectives below:</p> <ul style="list-style-type: none"> • Addressing relevant global development challenges faced by selected communities in Indonesia. • Addressing gender and other equality related barriers in education and employment sector in Indonesia. • Strengthen alumni engagement and collaborations in Indonesia. 	15%
<p>Project description: quality and relevance:</p> <ul style="list-style-type: none"> • The proposal contributes to the community needs. • The activities are well planned and defines. The proposal contains clear, feasible, and realistic objectives, as well as potential for long term impact. • The proposal identifies clear benefits and impact to targeted beneficiaries. 	25%
<p>Funding and resources:</p> <ul style="list-style-type: none"> • The proposal represents value for money and all costs are fully justifiable. • The proposal planning costs are clearly distributed within the defined caps. • The proposal’s aims are commensurate with the experience of the individuals involved in the project. • There is a clear definition of roles and responsibilities. 	25%
<p>Methodology: monitoring and evaluation, risks and communication:</p> <ul style="list-style-type: none"> • The description of the activity(s) includes clear, feasible and realistic objectives and outputs. • Applicants clearly articulate specific outputs anticipated from the collaboration and objectives likely to be achieved. • Simple risk assessment and mitigation plan are clearly defined. • The timelines are realistic and there is and effective monitoring framework in place. 	20%
<p>Sustainability and capacity strengthening:</p> <ul style="list-style-type: none"> • The proposal includes a clear and feasible description of how the Lead Applicant intent to ensure the outcomes are achieved beyond the funding period. • The proposal demonstrates the potential for future collaborations. 	15%

Selection criteria	Score (weight)
Total maximum score	100%

L. Applicant screening

In order to comply with UK government legislation, the British Council may at any point during the application process, carry out searches of relevant third-party screening databases to ensure that neither the applicant nor the applicant institutions, partners, directors, shareholders are listed:

- as an individual or entity with whom national or supranational bodies have decreed organisations should not have financial dealings;
- as being wanted by Interpol or any national law enforcement body in connection with crime;
- as being subject to regulatory action by a national or international enforcement body;
- as being subject to export, trade or procurement controls or (in the case of an individual) as being disqualified from being a company director; and/or
- as being a heightened risk individual or organisation, or (in the case of an individual) a politically exposed person.

If the applicant or any other party is listed in a Screening Database for any of the reasons set out above, the British Council will assess the applicant as ineligible to apply for this grant call.

The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches.

Please read the text to this effect on the application form and tick the box to show that you understand this.

M. Implementation

All projects must be implemented in accordance with the submitted proposal and other formal/written communications provided by the British Council. Any changes to proposed project activities must be approved by the British Council prior to execution.

N. Project reporting, monitoring, and evaluation

The project lead (= lead applicant) is required to submit report to the British Council with a final narrative and financial report within 15 days of the end of the project (refer to scope and timeline of reporting). Report templates will be provided. Please note if the report is not completed on time, the British Council will reserve the rights to recoup funds or future instalments of fund that are due.

A record should be kept of project activities, contracts, expenditures, financial transactions, and other important documentation for external auditing purposes for a period of at least seven years.

O. Force majeure guidance

Should a health crisis, such as pandemics, or other unexpected changes impact global travel into 2024, we would advise that applicants consider, and put in place, contingency plans for remote working and digital collaboration where possible, for example utilising video conferencing in place of face-to-face meetings.

P. British Council contractual requirements

- The contracting authority is the British Council which includes any subsidiary companies and other organisations that control or are controlled by the British Council from time to time (see: www.britishcouncil.org/organisation/structure/status).
- The Grant Agreement Holder for the partnership will be the Lead Applicant (UK Alumni)
- The successful applicants will be expected to undertake activities in Indonesia.
- The British Council is subject to the requirements of the UK Freedom of Information Act, (“FOIA”). Please indicate in your application whether FOIA also applies to your organisation, so that we can reflect this in the Grant Agreement should you be successful in your application.
- (Terms and Conditions of the Grant Agreement) (“Grant Agreement”). **By submitting a response to this call for applications, you are agreeing to be bound by the terms of these guidelines and the Grant Agreement without further negotiation or amendment.**
- In the event that you have any concerns or queries in relation to the Grant Agreement, you should submit a clarification request to alumni@britishcouncil.or.id in accordance with the provisions of this call for applications by the application deadline. The British Council reserves the right not to make any changes to the Grant Agreement.
- The British Council is under no obligation to consider any clarifications / amendments to the Grant Agreement requested following the application deadline.

Q. Privacy Notice

The British Council and UK partners comply with UK GDPR and the UK Data Protection Act 2018 and data protection laws in other countries that meet internationally accepted standards. The British Council will use the information that you provide for the purposes of processing your application, making any awards and the monitoring & review of any grants. The legal basis for processing your information is agreement with our terms and conditions of application (contract).

We may share all application data with our UK partner(s) institution(s), our national partner(s) in Indonesia and tieh our funding partner(s) in order to assist with management of the application process. We may share selected non personal data with agencies responsible for monitoring and evaluation of the Alumni UK programme.

Your information will not be used/shared beyond the partners listed above for any other purpose without your specific consent. British Council and its partners reserve the right to publish and share anonymised aggregated information with stakeholders.

Organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Gender information and country of origin, where collected, is used solely for statistical purposes. If we need to contact you, we will do so using the contact details you have provided.

Under UK Data Protection law, you have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you want more information about this, please contact your local British Council office or see our website: <http://www.britishcouncil.org/privacy-cookies/data-protection>. We will keep your information for a period of seven years after the project.

R. Contact details

All queries relating to this call should be addressed to alumni@britishcouncil.or.id

Annex 1 – Eligibility criteria checklist

Eligibility criteria	Y/N
Complete application, including all essential attachments, is submitted to the British Council by 09.00 WIB, 29 January 2024 at the latest.	
The online application form and supporting documents have been completed in English.	
Applicants have submitted a detailed budget request using the budget spreadsheet provided with the grant call documents.	
The proposed activities must be led by a UK Alumni from Indonesia who have registered on Alumni UK platform. https://alumniuk.britishcouncil.org/login Please provide a copy of certificate as proof had been studying at one of UK HEI. Note: You need to have spent at least one term at a UK higher education institution enrolled on a credit-bearing course. This includes online/distant education and transnational education (you are studying UK degree in campus outside the UK).	
The alumni who is involve in the activities must not be affiliated with any political party. Please provide a statement in your proposal that you are not: <ul style="list-style-type: none"> - running for parliament or public office at the 2024 General Election, or - an official of any political party or their affiliated organisations 	
The proposed activities are relevant to Indonesia and addressing objectives as detailed in section B. Overview of the Funding Opportunities.	
Applicants have submitted a detailed Gantt chart.	
CVs for Lead Applicant and team member	
Signed letter from Lead Applicant and Team member(s) acknowledge that the Lead Applicant who will sign the grant agreement and receive the funds.	
Lead Applicant agrees to sign Grant Agreement with the British Council	
Applicants have submitted a completed bank detail form using the template provided with the grant call documents	
National Identity for Lead Applicant and team member	
Tax Identification Number (NPWP) for Lead Applicant	
Scanned first page of bank book (virtual account won't be considered)	
Lead Applicant confirms that Grant Agreement as stipulates in Appendix of this Call for Proposal has been reviewed and that it agrees to sign it upon receiving notification of successful application. No further changes to be made on Grant Agreement after submission of the application form.	
Expertise costs: limited to 20% of the grant to be awarded	
Travel costs: limited to 20% of the grant to be awarded	

Eligibility criteria	Y/N
Access and inclusion costs: Limited to IDR 6,000,000 will be added on top of total of other costs awarded (if any)	

Annex 2 – Eligible and ineligible costs

Eligible costs

The following costs are eligible for funding:

- Travel: Travel (economy class) and subsistence costs within Indonesia, and travel medical insurance.
- Local travel in Indonesia (public transport to and from the airport and for meetings/visits is encouraged where possible).
- Reasonable accommodation and subsistence costs within Indonesia
- Reasonable hospitality costs (excluding self-entertaining costs).
- Reasonable production costs (such as for the development of materials but excluding time spent by staff in relation thereto).
- Consultancy fee (for external procurement and up to 20% of the total project costs).
- Essential equipment for use in the project including consumables, specialist software licences essential to the collaboration, access fees for facilities or library services. Equipment must be essential to project delivery and beyond the scope of institutional provision.
- Cost of meetings, training events, workshops, public engagement events, and seminars integral to the proposal. Translation and interpreter fees.
- Publication costs directly related to the collaboration, including web page development by external providers, if appropriate. Open access publication is encouraged.
- Online platform and relevant costs for digital delivery can be included.
- Monitoring and evaluation costs.
- All the foregoing activities must be directly related to the development and delivery of the agreed project. The Lead Applicant will be asked to provide the British Council with information on expenditure, supported by receipts for monitoring and auditing purposes.
- The cost of staff time for full-time personnel working directly on the project, plus the costs of temporary personnel and other temporary staff recruited to work solely on the project

Ineligible costs

The following costs are ineligible for funding:

- Activities of discriminating against someone represent a particular group or promote a particular political or religious viewpoint.
- Promotional activities solely concerned with the recruitment of overseas students.

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- Institutional overheads including administration fees and other indirect costs.
 - Costs associated with Master's and PhD scholarships (including stipends).
 - Purchase or rental of standard office equipment (except specialist equipment essential to the activity). This includes IT hardware – laptops, personal computers, tablets, smartphones, Mac workstations, computer parts and peripherals, etc. Any standard hardware routinely used by academics will not be funded.
 - Office software and office equipment including desks, chairs, filing cabinets, photocopiers, printers, and fax machines.
 - Mobile phone costs including rental or purchase, and monthly phone bills.
 - Exchange rate costs/losses and other banking-related costs.
 - IP costs, patent, copyright, licensing, or other IP-related costs.
 - Costs relating to the construction, procurement, or rental of physical infrastructure (e.g., office buildings, laboratory facilities). Rooms and facilities essential for routine collaboration are provided as an in-kind contribution by participating institutions. These can be detailed as an in-kind contribution in the budget breakdown.
 - Entertainment costs such as gifts, alcohol, restaurant bills, or hospitality costs for personnel not directly participating in the project, excessive restaurant costs, and excessive taxi fares.
 - No profit or fees must be charged to the grant.