

Going Global Partnerships

Guidance Notes

**UK-Indonesia Disability Inclusion
Partnerships Grant**

July 2023

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Grant call for UK-Indonesia Disability Inclusion Partnerships

A. Introduction

[Going Global Partnerships](#) supports universities, colleges, and wider education stakeholders around the world to work together towards stronger, equitable, more inclusive, and internationally connected higher education, science and TVET.

Through international partnerships, system collaborations and opportunities to connect and share, we enable stronger transnational education, more collaborative research, higher quality delivery, enhanced learner outcomes and stronger, internationalised, equitable and inclusive systems and institutions.

We help to strengthen higher education and TVET in five core areas:

- **Enabling research:** supporting research, knowledge, and innovation collaboration to address local and global challenges and promote inclusive growth.
- **Internationalising higher education and TVET institutions:** supporting systems, institutions and benefit from internationalisation, including enabling transnational education and system alignment.
- **Strengthening systems and institutions:** improving the quality and efficiency of higher education and TVET institutions and systems.
- **Enhancing learner outcomes:** addressing the qualities of global graduates including soft skills, employability, and community outcomes.
- **Increasing equality, diversity, and inclusion:** making higher education and TVET more accessible, equitable and accountable.

See open and upcoming Going Global Partnerships opportunities on our website: <https://education-services.britishcouncil.org/news/opportunities/stay-notified-going-global-partnerships-opportunities>.

Opportunities are being launched continually, so please check this page regularly.

In East Asia, Philippines, Malaysia, and China will be publishing a grant call soon.

B. Overview of the funding opportunity

Responding to UK-Indonesia Joint Working Group on Higher Education in 2022, the British Council published a grant call requesting UK universities to submit joint proposals with Indonesia universities to design and deliver projects on improving pre-service training for future teachers working in early childhood education and in inclusive education setting. We awarded six grants with total value of £180,000 to six projects. Three out of these six projects are working on inclusive education until 2024. The three projects are managed by University of Gloucestershire and Universitas Ahmad Dahlan; University of York and Universitas Negeri Surabaya; and University of Wolverhampton and Universitas Islam Negeri (UIN) Raden Mas Said Surakarta.

Building on UK-Indonesia Joint Working Group on Higher Education 2022 and UK-Indonesia Going Global Partnerships Grant 2022, we are delighted to publish **UK-Indonesia Disability Inclusion Partnerships Grant** requesting UK universities to submit joint proposal with Indonesia universities to design and deliver projects on supporting Indonesia universities in mainstreaming disability-inclusive education.

The overarching objective of **UK-Indonesia Disability Inclusion Partnerships Grant** is to facilitate UK and Indonesia universities partnership to design and deliver projects on supporting Indonesia universities in mainstreaming disability-inclusive education. It is important that the two sides feel that they are able to learn from each other experience and they feel to have benefits from working together.

The Grant can cover partnership activities which deliver the following objectives:

- Establish new institutional or enhance existing partnership
- Develop new inclusive policies and practices for greater accessibility in higher education
- Explore ideas, share knowledge, and best practice on addressing barriers for person with disabilities to access higher education
- Strengthen capacity in teaching and learning in inclusive class setting

According to publication by Pusat Studi dan Layanan Disabilitas (Centre for Disability Study and Services), University of Brawijaya (UB), Malang, lack of access to higher education contributes to the increasing difficulty of people with disabilities in finding jobs. It is estimated that only 7% of the 10.8 million people with disabilities entering workforce in Indonesia have further or university education and qualification.¹

Few individual universities have been trying to address this issue. For example, State Islamic University (UIN) Yogyakarta has been a pioneer in making its campus and education offer more inclusive for students with disabilities. Pusat Layanan Difable (Diffable Service Centre) UIN Yogyakarta has been active since 2007 in raising awareness of inclusive education, formulate university policy in mainstreaming inclusive education, designing and implementing training on inclusive education, and conducting research on inclusive education at higher education institutions.² In the academic year of 2015, 45 students with disabilities are enrolled at UIN Yogyakarta, making it one of the most inclusive higher education institutions in the country.³

The works that University of Brawijaya and UIN Yogyakarta are good case study. However, with over 4 thousand higher education institutions and 10 million students, more still need to be done in order to reduce access gap and to mainstream inclusive education practice in Indonesia higher education. This is where UK higher education institutions and British Council can play a role.

UK universities and colleges are inclusive places that are equally welcoming to disabled and non-disabled students. They are legally required to make all facilities on campus accessible to all and not to discriminate against disabled students. These laws apply to international students in the same way as they do to students who are UK citizens.⁴

Despite progress that the UK made, challenges remain. Report published by Office for Students in October 2019 concludes that “much remains to be done to ensure that disabled students have the same opportunities and experiences as their non-disabled counterpart” (Source: Beyond the Bare Minimum: Are Universities and Colleges Doing Enough for Disabled Students?

<https://www.officeforstudents.org.uk/media/1a263fd6-b20a-4ac7-b268-0bbaa0c153a2/beyond-the-bare-minimum-are-universities-and-colleges-doing-enough-for-disabled-students.pdf>).

¹ <https://pld.ub.ac.id/indonesia-dorong-antusiasme-raih-kursi-mahasiswa/>

² <http://pld.uin-suka.ac.id/p/profil.html>

³ <http://globaldisability.org/2016/09/06/disability-inclusive-education-indonesian-islamic-education-institutions>

⁴ <https://study-uk.britishcouncil.org/moving-uk/support-while-study/disability>

The report also highlights challenges around inclusive pedagogy, opportunity for disabled students to raise their voice, and some good practice such as Centre for Transforming Access and Student Outcomes in Higher Education (<https://taso.org.uk/>). One way the UK HE sector is working to improve disabled students experience and outcome is by mainstreaming Disability Inclusion Institutional Framework or DIIF (<https://inclusivehe.org/disability-inclusion/>).

The following video by UCAS provides useful summary of typical supports for students with disabilities across UK universities <https://www.ucas.com/undergraduate/applying-university/individual-needs/disabled-students>. Generally, they cover guidance when students put in application to the university, before they start courses, reasonable adjustment to their study, equipment, materials, and examination. University website usually has section on wellbeing or disability which outlines in more details the support provided to the students.

C. Equitable partnerships

The Going Global Partnerships programme honour and value the contributions of each partner and establish recognition of mutual benefits. The programme supports partnerships where all partners are seen as trusted allies and co-collaborators to provide mutual benefits and challenge structural drivers of unequal power dynamics. Although outputs and benefits can be different between partners, the collaborative work should provide space for both partners to lead and create an equitable relationship.

The grant will be awarded to UK lead partner institution, which will be responsible for the grant administration and overall project management of the collaboration. **The UK lead partner institution should be able to transfer part of the grant to the country lead partner institution** so activities can be implemented in a timely manner.

The lead applicants must ensure activities are planned in a way in which funds are distributed between the UK and overseas institution, generating mutual benefit and impact. This should be **clear and visible from both the application form and the finance application template** submitted.

D. Timeline

Activity	Key dates
Call for applications	19 July 2023
Briefing session This session will be an opportunity for UK and Indonesian institutions to ask questions. If you are interested to join the briefing session, please register by 1 August 2023, 23.59 UK Time through this link: https://bit.ly/GGP_UKIDGrant2023_Briefing	2 August 2023, 10.30 UK Time 16.30 Jakarta Time
Deadline for Clarification questions submitted by applicants	11 August 2023, 23.59 UK Time
British Council to respond to clarification questions	15 August 2023
Application deadline	28 September 2023, 23.59 UK Time 1 October 2023, 23.59 UK Time

Activity	Key dates
Notification of application outcome	Week of 13 November 2023
Agreement signing	By 1 December 2023
Allocation of funding	By 1 January 2024
Introduction meeting with British Council staff	Week of 8 January 2024
Project implementation and launch	15 January 2024
Submission of first Progress Report (period 15 January 2024 – 14 July 2024)	31 July 2024, 23.59 UK Time
Project end	19 January 2025
Submission of final report	16 February 2025, 23.59 UK Time

E. Relevance to economic and social welfare

For the purpose of this call, capacity strengthening activities with development relevance are defined as activities that have the potential to contribute to the economic development and social welfare of partner countries, benefitting low-income and vulnerable populations specifically. The funding is Official Development Assistance (ODA).

In order to be considered for funding under the programme, all **proposals must** clearly articulate a plausible **route to positive impact** on these populations within a short- to medium-term timeframe (3-5 years). Applications which do not meet the **ODA criteria** cannot receive funding.

Applicants should therefore consider, within their proposals, how the proposed capacity strengthening activities will address issues related to development effectively and efficiently, working in areas of demonstrable relevance to local challenges and using the strengths of the UK to address them.

Applicants are asked to highlight relevant SDGs that the programme will support

(<https://sdgs.un.org/goals>).

In some disciplines, development relevance can be longer-term and less direct than in other areas and impact may be harder to measure. However, in all cases, it remains the responsibility of the applicant to articulate how the activity proposed will aim to meet the ODA criteria and has the potential for lasting impact. Applicants should not expect reviewers to make assumptions about development impact that is not clearly described within the proposal.

For general information about ODA, please visit the OECD website at

<https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/official-development-assistance.htm>

Failure to demonstrate ODA eligibility will render your application ineligible regardless of other success criteria. Please make sure you consider the ODA relevance of your application.

In order to show development relevance within the context of the proposed project, applicants are advised to include within the application reference to any local or national consultation, links to government policies, and existing links with government institutions.

Agreements for ownership and exploitation of intellectual property generated through project activities must be consistent with the primary aim of addressing development issues in the country of the Lead Applicant.

F. Eligibility

Proposals must fulfil the following criteria in order to be eligible for funding under this programme.

	Eligibility criteria	Y / N
1.	The online application has been submitted by the applicant by the published deadline (23:59 UK time, 28 September 2023)	
2.	The online application is completed, including all Essential Documents.	
3.	The online application form and supporting documents have been completed in English	
4.	Applicants have submitted a detailed budget request using the budget spreadsheet provided with the grant call documents on our funding call page.	
5.	Applicants have submitted CVs for both Lead Applicants (Project Team Leader, Deputy Team Leader and members)	
6.	The proposed activities are relevant to country priorities and objectives of the call. This includes engaging disable student(s) and academic(s) in Indonesia Higher Education Institution either as the people who manage / deliver the project or participants of project activities.	
7.	Each proposal must have both: <ul style="list-style-type: none"> • One Lead institution from Indonesia; and • One lead institution from the UK, submitting one joint application 	
8.	UK Lead institution must be Higher Education Institution with degree awarding powers . <ul style="list-style-type: none"> • England - Check the 'awarding degrees' drop down section on the specific provider's entry on the OFS register. The OFS register lists all institutions which offer UK degrees, not all of which have degree awarding powers. • Northern Ireland – https://www.nidirect.gov.uk/articles/universities-and-colleges-northern-ireland • Scotland – https://www.gov.scot/policies/universities/ • Wales – https://www.gov.uk/check-university-award-degree/recognised-bodies-wales 	
9.	Indonesia Lead institution must be an accredited Higher Education Institution, as locally defined.	
10.	The applicants have included 2 supporting letters, one from each of the 2 lead Institutions, on headed paper, signed by the Head of Department or other person with appropriate delegated authority, giving specific commitment to the project. Supporting letters must be in English. Email versions of letters are acceptable.	
11.	Both Lead Applicant and Partner must have the capacity to administer a grant and satisfy British Council requirements to prevent bribery, fraud and professional misconduct. The capacity must be confirmed in the support letter.	

	Eligibility criteria	Y / N
12.	<p>The partnership can include in their proposals Associated Partners (from both the Indonesia and the UK) affiliated with:</p> <ul style="list-style-type: none"> • Higher Education providers • Not-for-profit research institutions, establishment and organisations. See Annex 2 for a complete list of these. • TVET/FE providers • Other education organisations/charities/foundations/membership bodies • Not-for-profit organisations, including Non-Governmental Organisations (NGOs) • For-profit/commercial organisations, including small and medium enterprises (SMEs) • Branch and satellite campuses of UK Higher Education providers • Government organisations • Employer organisations and industry bodies • Civil Society Organisations (CSOs) and Social Enterprise organisations 	
13.	For-profit non-education organisations are not eligible to receive any grant funds, except to cover travel-associated costs.	
14.	Where relevant, Associated Partners letters have been uploaded.	
15.	Lead Applicant agrees to sign Grant Agreement with the British Council.	
16.	Lead Applicant confirms that Grant Agreement as stipulated in Appendix 6 of this Call for Proposal has been reviewed and that it agrees to sign it upon receiving notification of successful application.	

Please send an enquiry to education@britishcouncil.or.id if you are in doubt the eligibility of your organisation.

Eligibility checks will be applied to all applications after the grant call closes. Those which are not led by an eligible institution will be rejects during these checks.

G. Funding

We expect to support up to 4 projects of max £30,000 in value each, for a 12-month period, starting from **January 2024**.

Funds will be disbursed directly to the **Lead Institution** (that is, the Lead Applicant's institution) in the UK according 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.

For an equitable partnership, the Lead Institution should be able to timely transfer funding to its Co-Lead institution in the partner country and/or to Associated Partners for activities which support the objectives of the collaboration and the overall Programme, allowing activities implementation to be implemented without delay. For-profit associate partners are only eligible to receive funds to cover travel-associated costs. Funds to be allocated for all travel can be up to 20% of the total grant per project.

In some cases, the national partner will also provide funding to the partner country institution. Please note that this will not apply for all countries. Matching funds are encouraged but not a requirement.

The UK-Indonesia Disability Inclusion Partnerships Grant are intended to contribute to the direct costs of establishing and operating your collaboration and implementing the jointly planned capacity strengthening activities (that is, costs directly related to implementing activities contained in the proposal). Please complete the budget spreadsheet as provided on the call website 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
Human Resources costs	Staff costs for personnel working directly on the grant-funded project	Limited to 30% of grant awarded	
UK 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 (economy class) and subsistence costs.	Travel costs limited to 20% of the grant.	Only covers travel to the partner country or the UK (limited to 20% of the grant).
	Visa fees, vaccinations, and medical insurance for travel essential to collaboration.		Only covers travel to the partner country or the UK.
	Costs of meetings, training events, seminars, and conferences integral to the collaboration		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 £1,000. Criteria are normally: 1. Equipment is essential to delivery of the project and cannot

Category	Type	Percentage Limits	Notes
			be expected to be provided by institutions. 2. Equipment will be used in the partner country and will remain there at the end of the grant.
	Specialist software licences essential to the collaboration.		
Communications costs	Access fees to facilities or library services. Use of telecommunications such as video / audio / web conferencing.		This includes web page development by external providers, if appropriate. Virtual delivery costs, which may include but 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. We encourage open access publishing, and publication-related costs such as author payment charges (APCs) can be included. The British Council must be notified prior to publication and reserves the right to approve APCs or other publication costs before they are incurred.
Access and inclusion	Cost providing greater accessibility and inclusion – to ensure people with disabilities are able to participate fully	Limited to 15% of grant awarded	

Category	Type	Percentage Limits	Notes
Other costs	Bank charges for transfer of funds from the Lead Institution to other Partners.		Note that for-profit organisations are only eligible to receive funds for travel associated costs.

The British Council is committed to equal opportunities and diversity and will consider, on a case-by-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 cover:

1. Direct staff costs for partners based in commercial organisations.
2. Tuition Fees
3. Bench Fees
4. Costs related to writing up, promoting or disseminating previous research.
5. Attendance at conferences or other events unless this is to present outputs and outcomes of the project.
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 routine operation of collaboration are provided as an in-kind contribution by the participating institutions. 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:
7. IT hardware – laptops, personal computers, iPads, tablets, etc.
8. Office software
9. Desks, chairs, filing cabinets, photocopiers, printers, fax machines.
 - a. Mobile phone rental or purchase, and Roaming charges
 - b. Entertainment costs such as:
10. Gifts
11. Alcohol
12. Restaurant bills or hospitality costs for personnel not directly participating in the project.
13. Excessive restaurant costs.
 - a. Other indirect costs not listed in the above table or detailed in [Annex 3](#).
14. Please contact the education@britishcouncil.or.id email inbox if you are in doubt which costs can and cannot be covered.
15. The maximum duration of the proposed collaboration is 12 months. Funding, if approved, begins from signature of the Grant Agreement by the British Council. The project start and end dates are provided in the Grant Agreement. The expenses incurred by the institutions prior to the effective start date, including any costs incurred in the production of the proposal, cannot be charged to the grant. The British Council Grant Agreement will be signed with the Lead Applicant in the UK, who is then wholly responsible for the financial and logistical administration of the project (including the organisation of visits to / from the UK, and the disbursement of any funds required for participating institutions).

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16. Grant Agreements will include a requirement to fulfil a detailed monitoring and evaluation process with the British Council where all non-financial contributions would have to be supported by the relevant documentation. This framework will be the mechanism by which quality control of project implementation is achieved.
 17. To ensure value for money, the budget requested in your proposal (including human resource costs) should cover only costs that are essential, appropriate and relevant to the implementation of the capacity strengthening activities. The proposal should maximise cost share through direct and indirect institutional contributions, in-kind funding, other funding sources, and private sector support.
 18. Please indicate in the appropriate budget spreadsheet (and summarise as indicated on the application form) funds applied for from other sources to cover the activities and collaboration; please clarify the status of the funding applications (that is, successful; decision pending). Please indicate when you will know the outcome of any pending applications.

H. Ethics

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

Please refer to the Research Councils UK 'Policy and Guidelines on Governance of Good Research' (<https://www.ukri.org/wp-content/uploads/2021/03/UKRI-050321-PolicyGuidelinesGovernanceOfGoodResearchConduct.pdf>), the Inter Academy Partnership report 'Doing Global Science: A Guide to Responsible Conduct in the Global Research Enterprise' (<http://www.interacademycouncil.net/24026/29429.aspx>) or contact us for further guidance.

I. Safeguarding 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>

J. 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 'human resources' 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>

K. Gender Equality

To comply with the International Development (Gender Equality) Act 2014, applications must outline how they have taken meaningful yet proportionate consideration as to how the project will contribute to reducing gender inequalities in the Gender Equality Statement section of the application form. It is expected that all the proposals submitted to this call will have a primary objective of addressing gender inequality in the outputs and outcomes of the programme.

Gender Equality Statement

Applicants are required to consider the impact their project will have on gender and provide a gender statement. It should not be a re-statement of your Institution's policy; you may refer to the policy but should show how the policy will be implemented in terms of the project.

Below are the project aspects that can be taken into consideration for the gender statement but not limited to

- Outputs
- Outcomes
- Make-up of the project team; participants, stakeholders and beneficiaries of the project
- Processes followed throughout the programme.

The statement is part of the equality, diversity and inclusion (EDI) assessment criterion in this call. The following questions should be answered when writing the statement.

- Have measures been put in place to ensure equal and meaningful opportunities for people of different genders to be involved throughout the project? This includes the development of the project, the participants of the research and innovation, and the beneficiaries of the activities.
- The expected impact of the project (benefits and losses) on people of different genders, both throughout the project and beyond.
- The impact on the relations between people of different genders and people of the same gender. For example, changing roles and responsibilities in households, society, economy, politics, power, etc.
- How will any risks and unintended negative consequences on gender equality be avoided or mitigated against, and monitored?
- Are there any relevant outcomes and outputs being measured, with data disaggregated by age and gender (where disclosed)?

Not all questions will be applicable. If a question is not applicable, you will need to articulate the reasons why.

British Council reserve the right to reject the application if no consideration has been given to gender equality or if the proposal is assessed to result in a negative impact for gender equality.

L. Impact on the environment

The British Council is committed to minimising its environmental impact. For this call, we have developed a question which will enable us to understand the expected impact of a proposed project on the climate (and environment more broadly). We welcome information from Lead 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 (education@britishcouncil.or.id) if you have any queries about the environmental impact section.

M. Proposal Submission

The **deadline** for the submission of applications is **23:59 UK time, 28 September 2023**. Applications must be **submitted by email** to education@britishcouncil.or.id.

We recommend avoiding submitting applications at the last minute. Applications shall be judged by an evaluation panel. Successful applicants will be informed by email in the week commencing **13 November 2023**. Contracts and agreements will be **signed by 1 December 2023**, 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 on how the proposed capacity strengthening activities will support the economic and social welfare of the most vulnerable populations in the partner countries where the Lead Applicant institution is based
- A detailed activity plan of activities, including timeline, milestones and division of roles and responsibilities
- A detailed plan for monitoring and evaluation
- A detailed plan for dissemination of the results and sustainability of the projects. This should include a description of the means and resources that will be used to sustain the activities beyond the duration of the grant
- A Gender Equality statement

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

- **Two letters of support** from 1. the UK and 2. the partner country Lead Applicant's institutions in English, on headed paper, signed by the Head of Institution, Head of Department or other person with appropriate delegated authority, expressing specific commitment to the proposed project, confirming capability of the Lead Applicant is suited to the project content, and confirming the capacity of the institution to administer the grant.
- **CVs** for UK and partner country Lead Applicant (Team Leader) and their deputy

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- Completed **budget spreadsheet** (template available on the British Council call webpage)
 - Completed **activity-based monitoring and evaluation plan** (template available on the British Council call webpage)
 - Completed gantt chart
 - Completed **bank details form** (UK Institution) (template available on the British Council call webpage)
 - If the proposal includes Associated Partners, further information is required on Associated Partners of up to 300 words per partner, summarising the organisational and individual skills, knowledge and experience each partner will bring to the project and the role they will take.

If you experience problems with accessing the application form or any key document, please contact us by email (education@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 the eligibility of your application.

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

- Obtained permission to submit the proposal on behalf of the Lead Institution in the partner country and the UK institution(s). This must be confirmed by attaching Letters of Support from the respective institutions signed by the Head of institution or person with appropriate delegated authority.
- Confirmed the UK Lead Applicant's Institution's willingness to receive the funds and to sign a grant agreement with the British Council, also confirmed in the Letters of Support.
- 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.

N. 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 institutions nor any of the applicants' employees, 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.

O. Selection process

UK-Indonesia Disability Inclusion Partnerships Grant activities can be in any discipline or cross-discipline as long as these respond to country needs and meet the following **criteria**.

Criteria	Score (weight)
<p>Relevance to economic development and social welfare</p> <ul style="list-style-type: none"> • The proposal clearly articulates a plausible pathway along which the activity(s) may contribute to the economic development and social welfare of the partner country and lead to positive impact on the lives of the most vulnerable populations within a reasonable timeframe (3 to 15 years). • It clearly demonstrates a contribution to gender equality. • It also considers the impact activities may have on the environment with clear measures to mitigate them. 	Y/N
<p>Project description: quality and relevance</p> <ul style="list-style-type: none"> • The proposal contributes to the country needs through structural and institutional change and correlates with overall Going Global Partnerships objectives and expected outcomes. • The activities are well planned and defined. The proposal contains clear, feasible, and realistic objectives, as well as potential for long term impact. • The proposal demonstrates the potential to be transformative, e.g. address some of the root causes within the sector. • The proposal shows kickstart and/or accelerates long term strategy to address gender inequality in the institution/sector. • The proposal identifies clear benefits and impacts to higher and further education stakeholders including leadership, staff, students and the wider community in both countries. • The proposal focuses on capacity strengthening to address challenges in mainstreaming disability-inclusive education in Indonesia higher education institutions. 	30%
<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 shows equity in the budget distribution • 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. • The proposal demonstrates strong gender expertise in the implementing team 	20%

Criteria	Score (weight)
<ul style="list-style-type: none"> The proposal offers development opportunities for staff who are under-represented in senior roles. 	
<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. The methodology has been clearly articulated and is achievable within the given timeframes. Risk assessment and mitigation plan are clearly defined. The timelines are realistic and there is an effective monitoring framework in place. The proposal shows solid mechanisms for monitoring and evaluation and defined plans for sustainability. There are clear indicators defined to show the change and transition made in the Gender/EDI journey. There is a planned mechanism for the dissemination of the results of the activities. 	25%
<p>Sustainability and capacity strengthening</p> <ul style="list-style-type: none"> The proposal includes a clear and feasible description of how the Lead Institutions intend to ensure the outcomes are achieved beyond the funding period. There is a clear plan for how the benefits of the activity(s) will be developed beyond the institutions, whether at a local/regional/national level The proposal demonstrates the potential for future collaborations and the establishment of long-term relationships There is involvement of Associated Partners who will aid in sustaining the activity outcomes (if/when working with associated partners) 	25%
<p>Total maximum score</p>	<p>100%</p>

P. 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 the proposed project activities must be approved by the British Council prior to execution.

Q. Project Reporting, Monitoring, and Evaluation

The delivery partners and associates are required to submit two progress reports to the British Council on their progress with a final narrative and financial report within 30 days of the project (refer to Scope and Timeline for reporting). Report templates will be provided. Please note if the progress reports or final report is not completed on time, the British Council will reserve the rights to recoup funds or not give future instalments of funds that are due.

Applicants are also expected to report gender equality-related indices, such as the benefits to participants from working on the project.

The British Council will conduct regular monitoring and evaluation, including the commission of independent evaluations for selected activities of strategic importance to the project.

A record should be kept of project activities, contracts, expenditures, financial transactions, and other important documentation for external auditing purposes.

R. 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.

S. 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 UK Lead Institution.
- The successful applicants will be expected to undertake activities in the UK and in the partner, countries listed in these guidelines.
- 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 education@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.

T. Privacy notice

The British Council and UK partners comply with UK General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018 as well as 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 any necessary application data with our UK partner(s) institution(s), our national partners in your country and with our funding partners, 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 Going Global Partnerships 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.

U. Contact details

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

Annex 1 – Eligibility criteria checklist

1.	The online application has been submitted by the applicant by the published deadline (23.59 UK time, 28 September 2023)	
2.	The application is completed in full.	
3.	The application form and supporting documents have been completed in English.	
4.	Applicants have submitted a detailed budget request using the budget spreadsheet provided with the grant call documents on our funding call page.	
5.	Applicants have submitted a detailed monitoring and evaluation plan using the activity-based monitoring and evaluation template provided with the grant call documents on our funding call page.	
6.	Applicants have submitted a detailed Gantt chart.	
7.	Applicants have submitted a completed bank detail form using the template provided with the grant call documents on our funding call page.	
8.	Applicants have submitted CVs for both Lead Applicants (Project Team Leader, Deputy Team Leader and members).	
9.	The proposed activities are relevant to country priorities and objectives of the call.	
10.	Each proposal must have both: <ul style="list-style-type: none"> • One lead institution from Indonesia; and • One lead institution from the UK, submitting one joint application 	
11.	UK Lead institution must be Higher Education Institution with degree awarding powers . <ul style="list-style-type: none"> • England - Check the 'awarding degrees' drop down section on the specific provider's entry on the OFS register. The OFS register lists all institutions which offer UK degrees, not all of which have degree awarding powers. • Northern Ireland – https://www.nidirect.gov.uk/articles/universities-and-colleges-northern-ireland • Scotland – https://www.gov.scot/policies/universities/ • Wales – https://www.gov.uk/check-university-award-degree/recognised-bodies-wales 	
12.	Indonesia Lead institution must be an accredited Higher Education Institution, as locally defined.	
13.	The applicants have included 2 supporting letters, one from each of the 2 lead Institutions, on headed paper, signed by the Head of Department or other person with appropriate delegated authority, giving specific commitment to the project. Supporting letters must be in English. Email versions of letters are acceptable.	
14.	Both Lead Applicant and Partner must have the capacity to administer a grant and satisfy British Council requirements to prevent bribery, fraud and professional misconduct. Applicants will confirm that they comply with British Council requirements by responding to pre-submission questions on the top of the application form.	
15.	Where relevant, Associated Partner letters have been attached.	
16.	Lead Applicant agrees to sign Grant Agreement with the British Council	
17.	Lead Applicant confirms that Grant Agreement as stipulated in Appendix 6 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.	

18.	Human resource costs: Staff costs for personnel working directly on the grant funded project limited to 30% of the grant to be awarded.	
19.	UK expertise costs: Limited to 20% of grant to be awarded.	
20.	Travel costs: Limited to 20% of the grant.	
21.	Access and inclusion costs: Limited to 15% of the grant.	

Annex 2 – List of eligible not-for-profit research institutions, establishment and organisations

Please note that where organisations have both for-profit and not-for-profit arms, it must be clear that this grant is held and administered by the not-for-profit arm of the organisation

- Alan Turing Institute
- All NHS Trusts, hospitals, boards, primary care trusts and GP practices
- Animal and Plant Health Agency
- Anthony Nolan
- Armagh Observatory
- Babraham Institute
- BirdLife International
- British Film Institute
- British Institute of International and Comparative Law
- British Library
- British Museum
- British Trust for Ornithology
- Butterfly Conservation
- CABI (Centre for Agriculture and Bioscience International)
- Cambridge Arctic Shelf Programme
- Cambridge Crystallographic Data Centre
- Cell and Gene Therapy Catapult
- Centre for Environment, Fisheries and Aquaculture Science
- CERN
- Chatham House (Royal Institute of International Affairs)
- Culham Centre for Fusion Energy (part of UK Atomic Energy Authority)
- Defence Science and Technology Laboratory
- Diamond Light Source
- Earlham Institute
- Earthwatch Institute
- Environment Agency
- European Bioinformatics Institute
- European Synchrotron Radiation Facility
- Fera Ltd
- Forest Research
- Health and Safety Executive PSRE
- Health Data Research UK
- Historic Buildings and Monuments Commission for England
- Historic Environment Scotland
- Historic Royal Palaces
- HR Wallingford Group
- Imperial War Museum
- Institute for Fiscal Studies
- Institute of Development Studies

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- Institute of Occupational Medicine
 - International Institute for Environment and Development
 - Isaac Newton Group
 - John Innes Centre
 - Joint Astronomy Centre
 - Joint Nature Conservation Committee (JNCC)
 - London Institute for Mathematical Sciences
 - Malaria Consortium (UK)
 - Manufacturing Technology Centre
 - Marine Biological Association
 - Marine Scotland Science
 - Medicines and Healthcare products Regulatory Agency (MHRA)
 - Moredun Research Institute
 - MRC Harwell Institute
 - MRC Laboratory of Molecular Biology
 - MRC London Institute of Medical Sciences
 - Museum of London Archaeology
 - National Archives
 - National Centre for Social Research
 - National Foundation for Educational Research
 - National Gallery
 - National Institute of Agricultural Botany
 - National Institute of Economic and Social Research
 - National Maritime Museum
 - National Museum Wales
 - National Museums Liverpool
 - National Museums of Scotland
 - National Nuclear Laboratory
 - National Oceanography Centre
 - National Physical Laboratory
 - National Portrait Gallery
 - Natural England
 - Natural History Museum
 - NERC British Antarctic Survey
 - NERC British Geological Survey
 - Nesta
 - Office for National Statistics
 - Overseas Development Institute
 - Plymouth Marine Laboratory
 - Public Health England
 - Quadram Institute Bioscience
 - RAND Europe Community Interest Company
 - Rosalind Franklin Institute
 - Rothamsted Research
 - Royal Botanic Gardens – Edinburgh
 - Royal Botanic Gardens – Kew

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- Royal Society for the Protection of Birds
 - Royal United Services Institute for Defence and Security Studies
 - Science and Advice for Scottish Agriculture.
 - Science Museum Group
 - Scottish Association for Marine Sciences
 - Sightsavers
 - STFC laboratories
 - Tate
 - Tavistock Institute of Human Relations
 - The Faraday Institution
 - The Francis Crick Institute
 - The James Hutton Institute
 - The Manufacturing Technology Centre Ltd
 - The National Trust
 - The Office of the Health Economics
 - The Pirbright Institute
 - The Resolution Foundation
 - The Royal Shakespeare Company
 - The Welding Institute
 - Transport Research Laboratory
 - UK Astronomy Technology Centre.
 - UK Centre for Ecology and Hydrology
 - Victoria and Albert Museum
 - Wellcome Trust Sanger Institute
 - World Conservation Monitoring Centre
 - Young Foundation
 - Zoological Society of London, Institute of Zoology.

If you believe your research organisation is eligible but is not on this list, please contact us via goingglobalpartnerships@britishcouncil.org before submitting a proposal to this Programme.

¹ The list includes Public Sector Research Establishments affiliated with UK Government Departments and Research Councils; Independent Research Organisations recognised by Research Councils UK; and research organisations funded by the Scottish Government.

Annex 3 – Eligible and ineligible costs

Eligible costs

The following costs are eligible for funding:

- Travel: Travel (economy class) and subsistence costs to the UK/partner country, visa fees, vaccinations, quarantine costs (not exceeding GBP800 per person for 14 days), medical insurance, and roaming charges during travel essential to the project, to the UK and partner country.
- Local travel in the UK and overseas (public transport to and from the airport and for meetings/visits is encouraged where possible).
- Reasonable accommodation and subsistence costs for staff when visiting their partner organisation in the UK or overseas
- 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 30% 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.
- Attendance at conferences or other events in the UK, partner countries, or virtual events to present the outputs and outcomes of the project.
- Monitoring and evaluation costs.
- All the foregoing activities must be directly related to the development and delivery of the agreed project. Partners 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:

- Full economic costs (FECs).
- Promotional activities solely concerned with the recruitment of overseas students.
- 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 research). This includes IT hardware – laptops, personal computers, tablets, smartphones, Mac workstations, computer parts and peripherals, etc. Any standard hardware routinely used by researchers and academics will not be funded.

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- 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.