

Youth Connect

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# Guidance Notes

**Skills training for marginalised youth and young people with disabilities grants**

February 2025



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# 1. Introduction

In 2016 British Council commissioned “*Pusat Studi dan Layanan Disabilitas*” or Centre for Disability Studies and Services, Universitas Brawijaya, to map the relationship between arts and the creative industries, and disability. Over the past five years as part of Skills for Inclusive Digital Participation (SIDP), British Council has been providing capacity building for digitally excluded individuals such as people from lower socio-economics background, women and person living with disabilities (PLWD), to help them develop the digital competencies they need to take part in digital life and online activities safely. As part of Going Global Partnerships (GGP), British Council has awarded ten grants to UK and Indonesia universities to design and deliver projects on supporting mainstreaming disability-inclusive education. And as part of Alumni UK programme, British Council awarded two grants to UK alumni from Indonesia to work on issues around disability.

Building on the existing knowledge, in 2024 the British Council commissioned a horizon scanning study to examine the skills gap among young people with disabilities in West Java and Bali. This limited study involved semi-structured interviews with 29 respondents from Jakarta, West Java and Bali. They came from various backgrounds, including government departments in West Java and Bali, agencies such as the National Commission on Disability (Komisi Nasional Disabilitas), education institutions, enablers such as D’Network, Koneksi Indonesia Inklusif (Konekin) and Humaniora, young people with disabilities, and employers. To complement, two online surveys were also administered. A total of 59 young people with disabilities and 18 employers completed the surveys. This study identified four skills that both young people with disabilities and employers prioritised as areas of focus for improvement:

- Digital skills
- Communication skills
- English language
- Resilience in working environment

## 2. Overview of the funding opportunity

Responding to the above finding, British Council has earmarked funds for a *Skills Training Grant 2025* project. Two grants will be made available to two Indonesian organisations that can deliver skills training for young people with disabilities and other marginalised groups in West Java and Bali. We are expecting organisations to:

- upskill the communication skills and/or resilience in working in environment by delivering their own modules
- deliver digital skills training by using our Skills for Inclusive Digital Participations (SIDP) manuals
- adapt the skills training modules to the target participants.

It is recommended to familiarise with Skills for Inclusive Digital Participation (SIDP) Manuals (<https://www.britishcouncil.id/en/sidp-manuals>) before planning your activities.

Training should involve a minimum of 100 participants, aged 18 to 35 years, from West Java and Bali. Training may be split into batches e.g. 5 trainings x 20 participants. We recognise the difficulty of recruiting participants wholly from the ‘people with disabilities’ group. Therefore, we expect that training participants will consist of at least 50% young people with disabilities - hearing, visual or mobility impairments – while remaining participants may be recruited from other marginalised groups.

*Skills Training Grant 2025* is part of British Council’s Youth Connect Programme. Youth Connect is British Council’s global youth leadership programme which supports young people to develop the skills, inspiration, and connections to tackle major challenges, including employability and inequality. Through Youth Connect we empower young people through building connections, understanding and trust and work with communities/organisations that will support social development objectives, such as mainstreaming disability inclusion.

### 3. Funding

*Skills Training Grant 2025* expects to support up to 2 projects of **IDR 100,500,000** in value each (including VAT, if applicable), for an 11-month period of implementation beginning April 2025.

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

Funds will be disbursed directly to the organisation to the approved 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. 50% of the grant value (**IDR 50,250,000**) will be paid within 30 working days upon signing of the grant agreement and the remaining 50% after the submission of activity report, both narrative and financial. The amount of the final tranche will be based on actual costs.

This Grant is intended to contribute to the direct costs related to implementing activities contained in the proposal. Please complete the budget spreadsheet with the 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:

Categories	Type	Percentage Limits	Notes
Activity/Operational Cost	Travel costs	20%	
	Cost of training events, workshops, seminars essential to the success of the 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 8,000,000 Criteria are: <ul style="list-style-type: none"> <li>• Equipment is essential to delivery of the project and cannot be expected to be provided by applicants.</li> <li>• Equipment will be used by the community and will remain there at the end of the grant.</li> </ul>
	Other related costs to deliver Skills Training project		
<b>Expertise Cost</b>	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	
<b>Access and Inclusion Cost</b>	Cost providing greater accessibility and inclusion – to ensure people with disabilities are able to participate fully	20%	
<b>Other costs</b>	Bank charges for transfer of funds from the 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 following costs are eligible for funding:

- Travel. When planning for travel to and from project location (West Java and/or Bali), please consider health and safety, and value for money

- Reasonable accommodation (maximum 3-star hotel) and meals allowances
- Reasonable production costs such as printing, photocopy, and collaterals. Design must be approved by British Council in advance
- Essential equipment for use in the project including consumables, specialist software licences essential to the implementation. Equipment must be essential to project delivery and beyond the scope of organisational 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 platforms 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. Local partner will be asked to provide the British Council with information on expenditure, supported by receipts for monitoring and auditing purposes
- The cost of trainers hired to deliver the training and provide support to participants.

The following costs are ineligible for funding:

- Purchase or rental of standard office equipment. This includes IT hardware – laptops, personal computers, tablets, smartphones, Mac workstations, computer parts and peripherals, etc. Any standard hardware routinely used by the project team will not be funded
- Office software and office equipment including desks, chairs, filing cabinets, photocopiers, printers, and fax machines
- 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)
- 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 British Council.

## 4. Eligibility Criteria

British Council are looking for two Indonesia organisations with:

- Access and experience of working with marginalised young people in West Java and/or Bali including women, people living with disability, youth who are not in education, employment and/or training and digitally excluded groups.

- Extensive experience of designing and delivering face to face inclusive soft skills training/workshop in the area of youth empowerment, leadership, teamwork, community engagement, effective communication, and 21st century skills.
- Extensive experience of designing and delivering face to face inclusive hard skills training/workshop in the area of upskilling to increase employability and/or entrepreneurship.
- A track record of developing and implementing strategies to communicate the programme to related stakeholders, including local government, and target beneficiaries, including local communities.
- Extensive experience of project planning and management, monitoring evaluation and reporting.
- Wide network of community level trainers (ideally majority of trainers are sourced from West Java and/or Bali, however they can also be recruited from other province as well with minimum travel required).

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## 5. Proposal Submission Checklist

Proposal Submission Checklist	Yes/No
Youth non-profit entities / NGOs legally established under the laws of Indonesia as evidenced by official documents of the organisation	
Organisation’s bank account	
Evidence that the organisation is meeting criteria set in Section 4 (reflected in Application form- Annex 1)	
Activities proposed in proposal are located in West Java and Bali, please be specific in which district (kabupaten) the trainings will take place (reflected in Application form- Annex 1)	
A detailed and realistic budget request using the budget spreadsheet template provided by <b>British Council</b> . (Annex 3)	

<p>A detailed and realistic activity plan from April 2025 – February 2026 covering:</p> <ul style="list-style-type: none"> <li>• <b>training preparation tasks</b> such as training materials development and/or adjustment, contracting trainers, recruitment of participants, risk assessment of training venues etc</li> <li>• <b>training delivery</b> such as provisional training timetable with clear objective, emergency plan etc</li> <li>• <b>post-training</b> such as collecting feedback from participants (immediately after training delivery and three months after), reporting etc.</li> </ul>	
<p>CV of Lead person and main team members</p>	
<p>Proposal submitted to the British Council by 09.00 WIB, 17 March 2025 at the latest.</p>	

## 6. Timeline and deadlines

Activities	Key Dates
Call opening	5 Mar 2025
Briefing session <b>Please register by 9 March 2025 at 23.59 WIB using the following link: <a href="https://bit.ly/SkillsTrainingGrants">https://bit.ly/SkillsTrainingGrants</a> to join the session</b>	10 Mar 2025
Deadline for clarification questions submitted by applicants. Please send your questions to <b>society.indonesia@britishcouncil.org</b>	12 Mar 2025
British Council to respond to clarification questions	14 Mar 2025
Deadline for submission	17 Mar 2025
Due Diligence	18-21 Mar 2025
Notification of application outcome	w/c 24 Mar 2025
Agreement signing	26 Mar 2025
Introduction meeting with the British Council staff	w/c 7 Apr 2025
Project implementation	7 Apr 2025
Submission of interim report (7 Apr – 30 Jun 2025)	22 Jul 2025
Project end	28 Feb 2026



## 7. Selection procedure

### 7.1. Proposal submission

The deadline for the submission of applications is **09.00 WIB, 17 March 2025**. Applications must be submitted by email to [society.indonesia@britishcouncil.org](mailto:society.indonesia@britishcouncil.org).

We recommend avoiding submitting application at the last minute. Applications shall be judged by an evaluation panel. Contracts and agreements will be signed by 26 March 2025, subject to due diligence procedures.

The applications must clearly identify how the proposed activities will contribute to achieving the overall objectives of the project. Applications not meeting the criteria and eligibility conditions will be rejected.

Applications must include:

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

Applicants are required to submit the following documents:

- Application form
- Copy of document certifying the entity's legal status
- Completed budget spreadsheet
- Completed bank details form

If you have experience problem with accessing the application form or any key documents, please contact us by email ([society.indonesia@britishcouncil.org](mailto:society.indonesia@britishcouncil.org)) before to the submission deadline. Any technical issues after the deadline will not be taken into consideration when assessing eligibility of your application.

### 7.2. Selection process

You will have your proposal evaluated as set out below:

- **Stage 1:** Applications will be checked to ensure that they have been completed correctly and all necessary information has been provided. Only responses correctly completed with all relevant information being provided and all mandatory requirements as outlined in Section 3 met will proceed to Stage 2. Any Proposal not correctly completed in accordance with the requirements of this Call and/or containing omissions may be rejected at this

point. Where an application is rejected at this point it will automatically be disqualified and will not be further evaluated.

- **Stage 2:** If an application succeeds in passing Stage 1 of the evaluation, then it will be evaluated in accordance with the evaluation methodology set out below.

## 7.3 Award Criteria

Responses from applicants will be assessed to determine using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Score (weight)
Project description: quality and relevance to Objectives on Section 2: <ul style="list-style-type: none"> <li>● Application contributes to the needs of marginalised youth, in particular young people with disability.</li> <li>● The activities are well planned – contains clear, feasible, and realistic objectives, as well as potential for long lasting impacts.</li> </ul>	40%
Funding and resources: <ul style="list-style-type: none"> <li>● <b>The proposal represents value for money and all costs are fully justifiable.</b></li> <li>● <b>The proposal planning costs are clearly distributed within the defined caps.</b></li> <li>● <b>The proposal’s aims are commensurate with the experience of the individuals involved in the project.</b></li> <li>● There is a clear definition of roles and responsibilities.</li> </ul>	20%
Methodology: monitoring and evaluation, risks, and communication: <ul style="list-style-type: none"> <li>● <b>The description of the activity(s) includes clear, feasible and realistic objectives and outputs.</b></li> <li>● <b>Applicants clearly articulate specific outputs anticipated from the collaboration and objectives likely to be achieved.</b></li> <li>● <b>Simple risk assessment and mitigation plan are clearly defined.</b></li> <li>● The timelines are realistic and there is an effective monitoring framework in place.</li> </ul>	25%
Sustainability and capacity strengthening: <ul style="list-style-type: none"> <li>● <b>The proposal includes a clear and feasible description of how the organisation intent to ensure the outcomes are achieved beyond the funding period.</b></li> <li>● The proposal demonstrates the potential for future collaborations.</li> </ul>	15%
<b>Total maximum score</b>	<b>100%</b>

## 7.4 Scoring Model

Applications will be subject to an initial review at the start of Stage 2 of the evaluation process. Any applications not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Applications will be scored by an evaluation panel appointed by the British Council for all criteria (Section 7.3) resources using the following scoring model:

Points	Interpretation
10	<b>Excellent</b> – Overall the response demonstrates that the applicant meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the applicant can meet the requirement.
7	<b>Good</b> – Overall the response demonstrates that the applicant meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the applicants failure to provide all information at the level of detail requested.
5	<b>Adequate</b> – Overall the response demonstrates that the applicant meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the applicant can meet the requirement due to the applicant's failure to provide all of the evidence requested.
3	<b>Poor</b> – The response does not demonstrate that the applicant meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the applicant can meet the requirement due to the failure by the applicant to show that it meets one or more areas of the requirement.
0	<b>Unacceptable</b> – The response is non-compliant with the requirements and/or no response has been provided.

## 8. 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;

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- 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.

## 9. 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.

## 10. Project reporting, monitoring, and evaluation

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.

## 11. 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](http://www.britishcouncil.org/organisation/structure/status)).
- The successful applicants will be expected to undertake activities in targeted area: West Java and Bali.
- 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.

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- (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 [society.indonesia@britishcouncil.org](mailto:society.indonesia@britishcouncil.org) 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.

## 12. Other regulations

### 12.1. 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.

### 12.2. Safeguarding

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>

### 12.3. 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.

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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>

## 12.4. Impacts 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 [society.indonesia@britishcouncil.org](mailto:society.indonesia@britishcouncil.org) if you have any queries about the environmental impact section.

## 12.5. 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 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 Youth Connect 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.

## 13. Contact details

All queries relating to this call should be addressed to [society.indonesia@britishcouncil.org](mailto:society.indonesia@britishcouncil.org).