Alumni UK

Application Form

**Alumni UK-Indonesia Social Action Grant 2025**

February 2025

Application for Alumni UK-Indonesia Social Action Grant 2025

Please submit the completed application form to [alumni@britishcouncil.or.id](mailto:alumni@britishcouncil.or.id) by **09.00 WIB on 15 March 2025.**

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| section 1: project title | |
| **PROJECT TITLE** | |
| **Project title** |  |
| **Duration of collaboration, in months** (it should not exceed more than December 2025) |  |
| **Proposed start date** |  |
| **Proposed end date** |  |
| **Is this partnership building on previous active project?** (Delete as appropriate) | Yes  No |
| **If you replied yes to the previous question**, please provide:   * Name of the previous project/programme: * Previous funding or grants received, including funder name; * Year the previous project/programme took place; * What are your **objectives** for this new phase of your project **beyond** the direct outputs (i.e. target new beneficiaries, explore new collaborations, etc)   Max 300 words |  |

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| SECTION 2: PROJECT DESCRIPTION AND ACTIVITIES | |
| The proposed activities are relevant to Indonesia and targeted communities and must be answer at least one of the following objectives:   1. Strengthen alumni engagement and collaborations in Indonesia. 2. Addressing relevant global development challenges faced by selected communities in Indonesia. 3. Addressing gender and other equality related barriers in education and employment sector in Indonesia. | |
| Please describe how the project and planned activities will answer one of the objectives (max 500 words) |  |
| **PROJECT DESCRIPTION** | |
| **Proposal Summary\***  **Max 4 sides of A4**  Please give a **short summary** in plain English of how the grants will create impact to **disability inclusion, gender and other equality related barriers in education and employment in** the society/communities in Indonesia  Please detail the **main activities** to be undertaken, including timelines and milestones (e.g., training, seminars, workshops, etc).  **Please consider:**   * The proposed location of social action project? * Who is the beneficiaries of the social action project? * **Why** is your social action project important? Why is there a need for the social action project? What evidence? * The **purpose**/goal of your social action project, the need you are addressing or the problem you are solving * The **objectives** of the project (a maximum of 3 objectives, both specific and achievable) * The expected **outcomes** and how you will achieve them. Please mention **immediate** outcomes * The SDGs addressed by the project outcomes (up to 3) * Benefits of the project for the UK alumni and wider society * **How** you will **assess**/verify the **success** of your social action project |  |
| **ACTIVITIES** | |
| Please list only the main ones   |  |  |  | | --- | --- | --- | | **Activity** | **Output** | **Timeline (Month)** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | |

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| SECTION 3: FUNDING and resources | |
| Total funding requested from the British Council  (Maximum amount of the grant is IDR 100,000,000 and including VAT, if applicable) | IDR |
| Total co-funding and/or in-kind support secured from other sources. | **Co-funder:**  **Total co-funding:**  **In-kind support:** |
| **Resource allocation –** Please identify all those involved in the delivery of the project. Please indicate the estimated proportion of their time in hours per month dedicated to the project during its duration. Please add rows as needed.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Name** | **UK Alumni**  **(Y/N)** | **Position** | **Institution Name** | **Time (hours/month)** | **Contribution to the project (bullet points)** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | |
| **Budget – Activities costs** | Please fill in the **Budget** document (\*mandatory) – see separate Excel document. |

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| section 4: risk management & ETHICS | |
| What are the key risks in implementing this project, and how will you manage/mitigate them?  Please consider gender-related risk and safeguarding measures that may be needed. | **Risk 1:**  **Management:** |
| **Risk 2:**  **Management:** |
| **Risk 3:**  **Management:** |
| ***Add more lines if necessary.*** |

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| section 5: Monitoring Plan  How you will assess/verify the success of your social action project? What evidence will you gather? | | | | | | | |
| **Activity description** | Indicator  (TANGIBLE MEASURE of the success of the activity) | Baseline (if any)  (if you have done this similar activitiy previously, what was the number of people reached) | Target  (number of people planned to REACH) | Resources including budget | Data sources/ Means of Verification | Frequency | Responsible person for M&E |
| Example: English training for students | Number of students | 50 | - | IDR 1,000,000  and  In-kind contribution:  Senior Manager – 0.5 FTE (Full Time Employee) | Activity report and applications | quarterly | Senior Manager |
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| 2. |  |  |  |  |  |  |  |
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| section 6: COMMUNICATIONS | |
| **Communication and Dissemination**  Please use the space to elaborate your communication and dissemination plan.  **Why** – what you hope to accomplish by telling people about your project`s work. Your communication goal(s)  **What** – what you want to disseminate  To **whom** – your audiences for general and also for specific communication  **How** – how you plan to disseminate information about your project  **When** – how often and when you will communicate about your project |  |

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| CONTACT DETAILS – Lead applicant  In addition to completing the fields below, please also attach a pdf file with a 2-page cv outlining your education, employment and social action track record. | |
| **Title** |  |
| **Full name** |  |
| **How would you describe your gender** | Female  Male  In another way  Prefer not to say |
| **Do you consider yourself to have any disability** | Yes  No  Prefer not to say |
| **City or town of residence** |  |
| **Did you study in the UK?** | Yes  No |
| **Most recent UK university?** |  |
| **Year of graduation** |  |
| **Have you signed up to Alumni UK platform (**[**https://alumniuk.britishcouncil.org/login**](https://alumniuk.britishcouncil.org/login) **)** | Yes  No |
| **Organisation/Institution name** |  |
| **Position** |  |
| **Email address** |  |
| **Mobile number** (please make sure you include the country calling code, e.g.: +62 123 1234 123) |  |
| **CONTACT DETAILS Team Member(s) – please add lines if necessary**  In addition to completing the fields below, please also attach a PDF file with a 2-page CV outlining your education, employment and social action track record. | |
| **Title** |  |
| **Full name** |  |
| **How would you describe your gender** | Female  Male  In another way  Prefer not to say |
| **Do you consider yourself to have any disability** | Yes  No  Prefer not to say |
| **City or town of residence** |  |
| **Did you study in the UK?** | Yes  No |
| **Most recent UK university?** |  |
| **Year of graduation** |  |
| **Have you signed up to Alumni UK platform (**[**https://alumniuk.britishcouncil.org/login**](https://alumniuk.britishcouncil.org/login) **)** | Yes  No |
| **Organisation/Institution name** |  |
| **Position** |  |
| **Email address** |  |
| **Mobile number** (please make sure you include the country calling code, e.g.: +44 123 1234 123) |  |

| Supporting Documents | |
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| Detailed budget request (using the template provided on the call website) | Y/N |
| Gantt Chart | Y/N |
| CV for the Lead Applicant (maximum 2 sides of A4) | Y/N |
| CV for the Team Member(s) (maximum 2 sides of A4) | Y/N |
| Signed letter from Lead Applicant and Team member(s) acknowledge that the Lead Applicant who will sign the grant agreement and receive the funds. | Y/N |
| National Identity for Lead Applicant and team member | Y/N |
| Tax Identification Number (NPWP) for Lead Applicant | Y/N |
| Scanned first page of bank book (virtual account won’t be considered) | Y/N |
| Bank detail form (using the template provided on the call website) completed, printed and signed | Y/N |

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| pre-submission confirmation  \*both lead applicant and team member(S) must confirm the following\* | |
| Neither the Lead Applicant and Team Member(s) are or may be subject of a conflict of interest during the grant award procedure.  I confirm the above  I am unable to confirm the above | |
| Both the Lead Applicant and Team Member(s) have the professional resources, competencies and qualifications necessary to complete the proposed action.  I confirm the above  I am unable to confirm the above | |
| Neither the Lead Applicant nor Team Member(s) are bankrupt, being wound up, or having their affairs administered by the courts.  I confirm the above  I am unable to confirm the above | |
| Neither the Lead Applicant nor Team Member have entered into an arrangement with creditors or suspended business activities, or have any analogous situation arising from a similar procedure provided for by national legislation or regulations.  I confirm the above  I am unable to confirm the above | |
| Neither the Lead Applicant nor Team Member are guilty of grave professional misconduct proven by any means which the contracting authority can justify.  I confirm the above  I am unable to confirm the above | |
| Neither the Lead Applicant nor Team Member have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the British Council or partner organisations' financial interests.  I confirm the above  I am unable to confirm the above | |
| Neither the Lead Applicant nor Team Member in supplying the information required as a condition for participation in the grant award procedure or of failure to supply this information.  I confirm the above  I am unable to confirm the above | |
| Does the UK Freedom of Information Act or similar act apply to the prospective Grant Agreement Holder?  Yes  No | |
| 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 is 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.  **I confirm that I have read and understood the above notice.** | Y/N |

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| data protection notice |
| The British Council will use the information provided in the application for processing the application, making any consequential grant award, for the award payment, monitoring, maintenance and review of the award.  In order to carry out the selection process for this grant, we may also share your information with our national partner organisations. The reason for this is that in countries where we work with partner organisations, the final decision on grants will be made in collaboration with them.  British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards.  British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards.  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 have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.  For detailed information, please refer to the privacy section of our website, [**https://www.britishcouncil.org/privacy-cookies/data-protection**](https://www.britishcouncil.org/privacy-cookies/data-protection%20) or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **I have read and understood the above**  (Please put an X sign) | **Yes** |  | **No** |  | |
| |  |  | | --- | --- | | Please tick this box to confirm that you are willing for the British Council to share your information with partner organisations for the purpose of this funding application (please note; if you do not agree to this we may not be able to consider your application for funding). | I am willing for my information passed on to British Council partner organisations for the purpose of this funding application. | | The British Council wishes to publish information on successful applications (including the summary provided on the first page of this form) on their website, in promotional materials disseminated through any medium, and in reports and documents. | I agree to be contacted, should the British Council wish to use my information/gather further information for publications or promotional material | | The British Council will not publish personal details on their website or via other media without prior permission. | I agree to my information being put on the British Council website | |

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| Submission process note |
| Please note that a confirmation email will be sent to your email address. If you do not receive the email following the submission of this form, please contact us [alumni@britishcouncil.or.id](mailto:alumni@britishcouncil.or.id) within 5 working days from the deadline, otherwise your application will be considered ineligible. |