Skills Training Grants 2025

# Annex 1: Application Form

## Instructions

It is essential you familiarise yourself with **Guidance Notes** which contains information about the funding available, as well as a checklist to help you ensure your application meets eligibility criteria. It also contains information about how your application will be assessed.

Please submit the completed application form to [society.indonesia@britishcouncil.org](mailto:society.indonesia@britishcouncil.org) by **09.00 WIB on 17 March 2025.**

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| SECTION 1: ORGANISATION CONTACT DETAILS | |
| Organisation/institution name |  |
| Address |  |
| Type of organisation |  |
| Website |  |
| ORGANISATION LEAD PERSON  In addition to completing the field below, please also attach a PDF file with a two-page CV outlining your education, employment, and academic 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 |
| Position |  |
| Email address |  |
| Mobile telephone number |  |
| PROJECT COORDINATOR  In addition to completing the field below, please also attach a PDF file with a two-page CV outlining your education, employment, and academic track record | |
| Title |  |
| Full name - Please nominate a person in your organisation who can lead the project |  |
| 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 |

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| SECTION 2: ORGANISATION EXPERIENCE | |
| Provide a brief overview of your organisation, its aims and objectives, the management of your organisation, the technical expertise within the organisation, the sector of work, who the partners are, and the work done.  (Max 300 words) |  |
| Why is your organisation interested in running Skills Training for marginalised youth and young people with disabilities?  Is this project a new initiative or a further development of previous/existing projects?  (Max 300 words) |  |
| Please provide your experience along with evidence in managing and delivering projects around disability inclusion in the last 1-3 years  (Max 300 words) |  |
| Please provide your experience managing and delivering skills training with/for marginalised groups such as youth from low-income families, women and people with disabilities.  (Max 300 words) |  |

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| SECTION 3: PROJECT DESCRIPTION AND ACTIVITIES | | |
| Project title |  | |
| Brief description of the project  (Max 100 words) |  | |
| Which skills gaps do you address in this project? | Communication skills  Resilience in working environment  English language  Other: \_\_\_\_\_\_\_\_ | |
| PROJECT DESCRIPTION | | |
| Please provide the details of your project activities from planning, delivery, to post-training monitoring and evaluation (including timelines and milestones) to achieve the objectives |  | |
| Who is your target group/community that will benefit from your project and how do you plan to involve them? |  | |
| SUSTAINABILITY | | |
| Please provide plans how the project will sustain with benefits that can last beyond the funding period? |  | |
| ACTIVITIES | | |
| Please list only the main ones | | |
| Activity | **Output** | **Timeline (Month)** |
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| SECTION 4: FUNDING AND RESOURCES | | | |
| Total funding requested from the British Council  (Maximum amount of the grant is IDR 100,500,000 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 | **Position** | **Time (hours/month)** | **Contribution to the project (bullet points)** |
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| Budget – Activities costs | | Please fill in the **Budget** document (\*mandatory) – see separate Excel document. | |

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| SECTION 5: RISK MANAGEMENT & ETHICS | |
| What are the key risks in implementing this project, and how will you manage/mitigate them?  Please consider disability and 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 6: MONITORING PLAN | | | | | | | |
| How do you measure the success of your skills training project? | | | | | | | |
| Activity Descrip-tion | Indicator  (TANGIBLE MEASURE of the success of activity) | Baseline  (if any) (if you have done this similar activity previously what was the number of people reached) | Target  (number of people planned to reach) | Resources including budget | Data sources/ Means of Verification | Frequen-cy | Respon-sible 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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| SUPPORTING DOCUMENTS | |
| Completed Application form – Annex 1 | Y/N |
| Completed Budget template – Annex 2 |  |
| 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 |
| 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 will not be considered) | Y/N |
| Bank detail form completed, printed and signed – Annex 3 | 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) 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 [society.indonesia@britishcouncil.org](mailto:society.indonesia@britishcouncil.org) within 5 working days from the deadline, otherwise your application will be considered ineligible. |