

UK-Indonesia Going Global Partnerships (GGP) Grant 2022

Appendix 3:

Application Form

Version 1.1

**This Word doc form is intended to give applicants knowledge of the questions in the online application form and use for planning. This form cannot be used to apply the Grant.**

**Please submit your application form online via the link below by 7 November 2022 (Monday) before 11.59 pm UK time. Submission via email is unacceptable.**

[**https://bit.ly/GGP2022\_Application\_Form**](https://bit.ly/GGP2022_Application_Form)

**Instructions**

Before completing this application, please read the Guidelines for Applicants for full details on eligibility and important information to help you complete a strong application.

When you start to fill in your online application form, the form will be saved automatically from time to time; please keep the exact URL to access the online application later if you’re not completing your online submission in one go.

If you have any questions about this call, or if you encounter any technical issues with the online application, please contact British Council Indonesia Education Team at [ihe.indonesia@britishcouncil.or.id](mailto:ihe.indonesia@britishcouncil.or.id)

We look forward to receiving your application.

**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 (Grant Agreement).

We may share all application data 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 Grant.

Your information will not be used/shared 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 project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I have read and understood the above** (Please put an X sign) | **Yes** |  | **No** |  |

|  |  |
| --- | --- |
| section 1: project Title & contact details | |
| Project Title |  |
| **UK Lead Applicant** | |
| Institution |  |
| Lead Applicant  (name and email address) |  |
| Institution address |  |
| **Indonesia Lead Applicant** | |
| Institution |  |
| Lead Applicant  (name and email address) |  |
| Institution address |  |
| Please provide a brief introduction of Applicant’s institutions and describe briefly about the partnership - if this project is a new partnership or has developed from existing collaborations.  You must also confirm in this section that your institution is an accredited higher education institution in your country.  (Max 500 words) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| section 2: Funding | | | | |
| What is the total co-funding and/or in-kind supports secured from other sources (if any) | Co-funder:  Total co-funding:  In-kind supports: | | | |
| What is the total funding requested from British Council?  (Maximum £30,000) | The Budget Template must be completed and the costs for all activities funded by the grant must be provided. Your proposal will not be considered without this. | | | |
| What is the project delivery duration?  *(It must be between 1 Jan 2023 – 31 Mar 2024)* | Project start date: |  | Project completion date: |  |

|  |  |
| --- | --- |
| section 3: project description | |
| **Project summary**  Please give a short summary i.e., what your project purpose is, what your project will achieve; what thematic area it will address; what benefits it brings.  (Max 500 words) |  |
| **Background and justification**  Please explain the issue this project will address and why the British Council should fund it. (Max 300 words) |  |
| **Project Team**  Please provide name of key people from Principal Applicant’s and Partner’s institution, and their role in the project. CVs highlighting their relevant experiences must be attached as supporting documents to the proposal.  (Max 300 words) |  |
| **Outputs**  What outputs will the project generate?  These outputs must relate to the project overarching aim and objectives.  (Max 400 words) |  |
| **Impact**  Please describe what impacts your project will achieve in short, medium and long term.  These individual project impacts must contribute in delivering Going Global Partnerships overall outcomes as outlined in Section 1 of Guidelines for Applicants.  (Max 500 words) |  |
| **Beneficiary Groups**  Beneficiaries are any organisations, groups or individuals who will benefit from the project.  (Max 300 words) |  |
| **Gender Statement**  Please describe the impacts of the project will have on gender equality.  (Max 500 words) |  |
| **Value for Money**  How will you achieve the best possible outcomes with the funding and resources available?  (Max 300 words) |  |
| **Sustainability**  How will the project be sustainable with benefits that can endure beyond the funding period? (Max 300 words) |  |
| **Official Development Assistance (ODA) Eligibility**  Please describe what development impact your proposed activities will achieve in short to medium term. Your answer related to ODA Eligibility should link to your answer on impact above.  To show development relevance, you are advised to include reference to any local or national consultation, government policies, and/or existing links with government institutions. Please refer to Section 7 of Guidelines for Applicants.  (Max 300 words) |  |

|  |  |
| --- | --- |
| section 4: risk management | |
| What are 3 key risks in implementing this project and how are you going to manage them? | Risk 1:  Management: |
| Risk 2:  Management: |
| Risk 3:  Management: |

|  |  |
| --- | --- |
| section 5: monitoring and evaluation | |
| Please describe:  What are the project key performance indicators (KPIs) and milestones?  How will the project be monitored and evaluated against those KPIs and milestones? (Max 500 words) | Please answer the 2 questions and upload the activity-based monitoring and evaluation plan (Appendix 5) and Gantt chart. Your proposal will not be considered without this. |

|  |  |
| --- | --- |
| section 6: Communication and dissemination | |
| Please use the space to elaborate your communication plan and result dissemination plan.  (Max 300 words) |  |

|  |  |
| --- | --- |
| section 7: Additional information | |
| Please use the space below to include any additional information that you feel is relevant to your proposal but not covered elsewhere in the application form.  (Max 300 words) |  |

|  |  |
| --- | --- |
| section 8: Supporting Documents | |
| CV of the UK Team Leader and his/her deputy (maximum 2 sides of A4) | Y/N |
| CV of the Indonesia Team Leader and his/her deputy (maximum 2 sides of A4) | Y/N |
| Signed letter of support from the senior leader of the UK Lead Institution e.g., Vice Chancellor, College Principals, President.  The signed letter should also contain information confirming that both UK and Indonesia Lead Institutions have reached an agreement about funding management and disbursement arrangement prior to apply to the Grant (e.g. 60% of the grant will be managed by the UK Lead Applicant and the remaining 40% will be managed by Indonesia Lead Applicant). | Y/N |
| Signed letter of support from the senior leader of the Indonesia Partner Institution e.g., Rector, Vice-Rector or Dean.  The signed letter should also contain information confirming that both UK and Indonesia Lead Institutions have reached an agreement about funding management and disbursement arrangement prior to apply to the Grant (e.g. 60% of the grant will be managed by the UK Lead Applicant and the remaining 40% will be managed by Indonesia Lead Applicant). | Y/N |
| Detailed budget request (Appendix 4: Budget Template) | Y/N |
| Activity-based monitoring and evaluation plan (Appendix 5) and Gantt chart have been uploaded. | Y/N |
| Bank detail form (Appendix 7) completed, printed and signed on institution letter headed paper | Y/N |

|  |  |
| --- | --- |
| section 9: Pre-submission confirmation | |
| I understand that the British Council will sign grant agreement with the UK leading university and will channel the grant to UK leading university. The UK leading university must discuss and plan with the Indonesia leading university on how to channel the grant and manage it. | Y/N |
| I understand that the terms and conditions of the grant agreement cannot be amended after the application form is submitted and we will sign the grant agreement if the project is selected for the grant. | Y/N |
| I have obtained permission to submit this application on behalf of the UK and Indonesia leading institutions. | Y/N |
| Both the UK and Indonesia Lead Applicants and their home institutions have the professional resources, competencies and qualifications necessary to manage the grants and deliver the project. | Y/N |
| The lead applicants must be able to work on the project until it is completed including a tenure contract with the leading universities that covers the project period. We do not accept changes to the lead applicants of the project. | Y/N |
| Neither the UK Principal Applicant not the Partner Country Principal Applicant 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 and partner organisations' financial interests. | Y/N |
| 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 |

|  |  |
| --- | --- |
| section 10: SIGN-OFF | |
| The proposal must be signed off by the UK Lead Applicant | *I hereby declare that all information provided in this application (and any other required documents) is correct, accurate and complete to the best of my knowledge*.  Name, position, date: |