Newton Fund Appeals Form

Please note that this form is for use by either:

1. **Newton Fund applicants** (the person or organisation/institution submitting a grant application to the British Council). Appeals may be considered where, for example, your application is unsuccessful. Appeals in this case must specify either an **administrative error** on our part or which **published procedures** have not been adhered to.
2. **Newton Fund grant holders** (the person or organisation/institution who/which has signed the grant agreement issued by the British Council), appeals may be considered in relation to your grant where, for example, you believe that your final grant amount may have been calculated incorrectly. Appeals in this case must specify either an **administrative error** or the **special condition and/or annex of the grant agreement which has not been adhered to**.

If you require further clarification on an application outcome, assessment feedback or the calculation of a final grant amount then this form is not for you. Instead please email the Newton Fund team with your query on [UK-InstitutionalLinks@britishcouncil.org](mailto:UK-InstitutionalLinks@britishcouncil.org) and our team will be happy to help.

**Appeals which document non-specific evidence or which note dissatisfaction with the outcome of an application round will not be considered.**

Appellant Organisation and Project Details

|  |  |
| --- | --- |
| **Newton Fund Strand** | Institutional Links |
| **Unique application number** |  |
| **Organisation/institution name** |  |

Appellant Contact Details

This must be from the Principal Applicant of the project

|  |  |
| --- | --- |
| **Forename(s)** |  |
| **Family name** |  |
| **Email address** |  |
| **Telephone number** |  |

Appeal Details

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| **Nature of the Appeal** Depending on the type of appeal please specify here either: 1. The exact procedure not followed; or  2. The administrative error made; or  3. The section / condition / clause of the Grant Agreement which has not been adhered to |  |
| **Date of appeal submission** |  |

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| **Please provide further details of why you would like to appeal a decision in no more than 2 pages** (please note that if your appeal exceeds 2 sides of A4 you will be asked to reduce the word count and resubmit the form)**:** |
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Please email the completed form to the British Council at the following email address:

[UK-InstitutionalLinks@britishcouncil.org](mailto:UK-InstitutionalLinks@britishcouncil.org)

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