Application form

Open call for   
creative commissions, in response to climate change and COP26

Application form

Please read the accompanying **briefing document** before completing this application form.

As part of our commitment to accessibility, we welcome written submissions or video applications. For video submissions, please submit a different video for each answer and share a private YouTube link within the associated response box. Videos will not be assessed on quality, but we ask that we can clearly see and hear the speaker. Please note videos should all be within the maximum time indicated after each question.

If you require this application form in another format, please get in touch with [creativecommissions@britishcouncil.org](mailto:creativecommissions@britishcouncil.org) at least five working days before the deadline submission date of Sunday 13 December 2020.

Data protection and consent

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,[www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local British Council office. We will keep your information for ten years from the time of collection.

|  |  |
| --- | --- |
| I agree (please ensure all applicants listed below have agreed to this) |  |

Section 1: Applicant Details

|  |  |
| --- | --- |
| UK – Lead Applicant | |
| Full name: |  |
| Job role: |  |
| Organisation: |  |
| Address: |  |
| Email: |  |
| Mobile number: |  |

|  |  |
| --- | --- |
| Overseas Applicant | |
| Full name: |  |
| Job role: |  |
| Organisation: |  |
| Address:  Including country |  |
| Email: |  |
| Mobile number: Including area code |  |

|  |  |
| --- | --- |
| Applicant 3 (if applicable) | |
| Full name: |  |
| Job role: |  |
| Organisation: |  |
| Address (please include the country): |  |
| Email: |  |
| Mobile number: |  |

Please add additional applicant details here should your project include more than 3 partners.

Section 2: About you and your idea

|  |
| --- |
| Question 1: Tell us about your idea for this creative commission – including details of any outputs you will work towards, platforms you want to use and audiences you aim to reach. Please also let us know if this idea is based on an existing pilot or prototype.  Please keep your response to no more than 750 words. For video submissions, please keep the length to no more than 5 minutes. |
|  |

|  |
| --- |
| Question 2: Tell us how your idea specifically responds to the creative brief –including climate change as an overachieving theme.  Please keep your response to no more than 500 words. For video submissions, please keep the length to no more than 3 minutes and 30 seconds. |
|  |

|  |
| --- |
| Question 3: Who are the partners involved in your project? Tell us why you have chosen to work together and the role/contributions of each partner.  Please keep your response to no more than 500 words. For video submissions, please keep the length to no more than 3 minutes and 30 seconds. |
|  |

|  |
| --- |
| Question 4: Tell us about the impact your idea could have on the partners and audiences involved. Please include audience figures and estimated reach.  Please keep your response to no more than 500 words. For video submissions, please keep the length to no more than 3 minutes and 30 seconds. |
|  |

|  |
| --- |
| Question 5: Does your idea have any potential for additional showcasing, scale up and further development beyond the scope of this commission? Please include potential audience figures.  Please keep your response to no more than 500 words. For video submissions, please keep the length to no more than 3 minutes and 30 seconds. |
|  |

|  |
| --- |
| Question 6: Tell us about the track record of partners involved in the project – including similar projects you have delivered in the past and your commitment to sustainability. If your idea engages with children or vulnerable adults, please tell us about your experience of working with those groups. Please keep your response to no more than 250 words for each partner and up to three links to additional content for each partner (such as websites, photographs, showreels etc). For video submissions, please keep the length to no more than 1 minute 45 seconds per partner. |
|  |

Section 3: Budget

|  |
| --- |
| Question 1: How much are you requesting from this Open Call? Please indicate amount in numerical figures and GBP (£). The minimum budget is £30,000 and the maximum budget is £50,000. Please note this is a grant and therefore does not include VAT. |
|  |

|  |
| --- |
| Question 2: Please complete the budget template below or attach your own budget in a table or spreadsheet format.  Please ensure your budget clearly shows:   * Breakdown of each item, with a description of cost per units and total units required. * Notes or rationale, including where costs relate to providing greater accessibility and inclusion, or are above market value but are low carbon alternatives. * Matched and in-kind support (if applicable). * International bank transfer fees within budget lines. |

**Budget Template (Optional)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget item | Cost per unit | Number of units | Total cost | Notes |
| *Example: Partner 1 Project Management Fee* | *£X* | *X* | *£X* | *Based on 10 days @ £X per day* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Matched or other funding contribution (optional) |  |  |  |  |
| Contingency @ 10% |  |  |  |  |
| Total budget |  |  |  | Including matched funding |
| Total requested |  |  |  |  |

Please add sub-headings and additional rows as appropriate and necessary.

|  |
| --- |
| Question 3: Do you wish to apply for any additional access funds? If so, provide the amount and rationale below. Please also include whether delivery of the main project is contingent on receiving these funds. Please note these are for personal access costs for the individuals involved in the project planning, design and delivery. All other access costs must be included within the main application budget. These costs are not guaranteed, although we will do everything we can to support your needs. |
|  |

Section 4: Checklist and partner declarations

It is essential that all named applicants sign the declaration below, acknowledging their agreement to delivering the creative commission as outlined in the application.

|  |  |
| --- | --- |
| UK – Lead Applicant | |
| Full name: |  |
| Signature: |  |

|  |  |
| --- | --- |
| Overseas Applicant | |
| Full name: |  |
| Signature: |  |

|  |  |
| --- | --- |
| Applicant 3 (if applicable): | |
| Full name: |  |
| Signature: |  |

Please add additional applicant details here should your project include more than 3 partners.

Due to the volume of applications expected through this open call, we are now welcoming submission of applications online. Once the application form is complete and reviewed by all named applicants, please upload and submit this form or use the online form via [this website](https://gradcore.formstack.com/forms/creativecommissionscop26) by Sunday 13 December at 22.00 hours (GMT).

Please ensure you cover the following:

|  |  |
| --- | --- |
| Checklist | Indicate ‘Y’ once complete |
| Complete each section of the application form in line with the advised word count and/or with links to video submissions, including passwords (if applicable) |  |
| Include budget attachment (if applicable) |  |
| Ensure all named applicants have signed the partner declaration |  |
| Complete online [equalities form](https://gradcore.formstack.com/forms/equality_and_diversity_monitoring_form_organisations) (optional for UK based applicants applying from an organisation) |  |