UK Programme Grant

Application Form

**Active Citizens UK Programme Cycle 2019-20**

Please read the “Active Citizens UK Programme Cycle 2019-20 – Guidance to Applicants” (hereafter referred to as “the Guidance”) before submitting your application.

Please e‑mail your application form, budget template and supporting documents to ActiveCitizensApplic@britishcouncil.org

The deadline for applications is **23.00 on Monday 3 June 2019**.

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| Reference no: (for office use only) |       |

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| **Eligibility checklist** |
| Please only submit your application if you can confidently answer yes on behalf of the organisation applying to all the statements below:* Is UK based and works with a community in the UK;
* Has a UK based bank account that requires two signatures;
* Operates from a sound financial position, demonstrated through their latest audited accounts, or appropriate alternative (for example, a public body (university etc) should provide their Year End Report & Financial Statement; a charity that is not required to be audited should provide their latest independent examiner’s report);
* Has no conflict of interest relating to their involvement as a grantee;
* Is able to guarantee the commitment of a Project Co-ordinator and two facilitators;
* Is able to contribute the necessary staff time and additional costs to ensure effective delivery of the project, including monitoring, evaluation and reporting commitments, with a co-financing contribution of at least 20% of the value of the Delivery grant. This may be from the organisation’s own resources and/or financial contributions from third parties;
* Accepts the requirements in relation to intellectual property rights;
* Has completed the activity from any previous cycle(s). (This applies only to organisations who have been involved in previous cycles of the Active Citizens programme.)

In addition, applications must:* be received by the deadline
* be complete
* be word processed and completed in English
* be signed by the appropriate signatories
* include a completed budget template
* include the required supporting documentation
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**All complete, eligible applications received with supporting documentation by the deadline will then be assessed against the following criteria:**

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| **Criteria** |
| 1. The organisation shares the Active Citizens vision and ethos and has a sound business model.
2. The organisation has experience of designing and facilitating programmes that bring about sustainable social impact in a community, and of working with a wide cross section of people on community led social action.
3. The organisation has strong local, regional and/or national partnerships and networks.
4. There is strong proposed impact in relation to working with participants that fit the Active Citizens participant profile (please refer to section 1.4.3 of the Guidance) and
5. The organisation has wide reach, strong links to a network/networks of potential participants and will be inclusive in their recruitment.
6. The plan for delivery of the programme meets programme requirements, will achieve impact and can realistically be implemented.
7. Partners from previous cycles only: there is strong evidence that partners will innovate (compared with their previous delivery) when delivering the 2019-20 cycle of the programme.
8. There is evidence that the organisation will build its capacity through delivery of the Active Citizens programme.
9. Expenditure is linked to activities and on items which clearly contribute to the achievement of project outputs.
10. The organisation has the experience to meet the project and financial planning, management and reporting requirements.

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**Part 1: Privacy Notice, Freedom of Information and Applicant Screening**

**Privacy Notice**

The British Council will use the information that you are providing in connection with processing your application. The legal basis for processing your information is agreement with our terms and conditions of application (guidance notes). We may need to pass this information on to other individuals or organisations who will form part of the assessment panel in order to assess your application and to administer and evaluate the project. These individuals or organisations are contracted by the British Council due to their technical understanding of international programmes relating to active citizenship and social development.

Please refer to section 2.4 of the guidance notes for further information about how your application will be assessed. The guidance notes would have been sent alongside this application form and the budget template, however, if you do not have the guidance notes then please email active.citizens@britishcouncil.org.

The British Council would like to use the information you provide to send details of activities, calls for recruitment, services and events (including social events) which we think are of interest. To choose your contact preferences, please check any of the boxes below:

[ ]  Email

[ ]  Telephone

You do not have to select any of the options and if you do, you may unsubscribe from any option at any time. We will process your personal information based on this consent.

**You may unsubscribe by contacting** **active.citizens@britishcouncil.org****.**

The 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 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. For successful applications, we will keep your information for a period of 7 years from the time of contract end. For unsuccessful applications, we will keep your information for a period of 1 year from the last correspondence.

**Applicant screening**

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 organisations nor any of the applicants’ suppliers, directors, heads of organisation, shareholders, project coordinators or employees (as applicable) 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 organisation or any of the applicant’s suppliers, directors, heads of organisation, shareholders, project coordinators or employees (where applicable) is listed in a Screening Database for any of the reasons set out above, without prejudice to any other rights or remedies which the British Council may have, the British Council shall be entitled to:

* assess the application as ineligible; and/or
* require the applicant to take any steps the British Council reasonably considers necessary to manage the risk to the British Council.

The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches.

Please tick the box to show that you understand this. [ ]

**Part 2: Applicant information**

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| Name of organisation: |       |
| Address: |       |
| UK country: |       |
| Organisation type:(Charity/Company Number if applicable): |       |
| Organisation has a UK-based bank account that requires two signatures: | Yes [ ]  No [ ]  |
| Website: |       |
| Social networking URLs: |       |
| Project Co‑ordinator (name and title): |       |
| Telephone: |       | Fax: |       |
| E‑mail:Alternative E-mail: |       |

# Part 3: Programme interest

| **3.1 Confirm that you will be delivering the Active Citizens Learning Journey with a community in the UK.** **Please note: You will be able to expand on this in question 5.1 of the application.** |
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| **3.2 What are your expectations in relation to working on Active Citizens with the British Council? (max 200 words)** |
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**Part 4: Your organisation**

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| **4.1 Provide a brief overview of your organisation, its aims and objectives, how it is organised, the technical expertise in the organisation, the sector it works in, who it works with and the work it undertakes. Please show how the business model secures the work of your organisation into the future. (max 300 words)** |
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| **4.2 Provide a description of the experience of your organisation that you feel is most relevant to Active Citizens, including how you went about delivering the work, the people involved and the impact of the programme. (max 300 words)** |
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| **4.3 Please select the areas of expertise that you will draw on in this programme (up to 3)** |
| Youth work and youth led interventions | [ ]  |
| Youth civic engagement | [ ]  |
| Advocacy and campaigning | [ ]     |
| Political participation and public involvement | [ ]  |
| Education for active citizenship | [ ]  |
| Volunteer development and management | [ ]     |
| Skills and employability | [ ]   |
| Social entrepreneurship and social innovation | [ ]  |
| Peace building and conflict resolution | [ ]  |
| Community safety and security | [ ]  |
| Community cohesion | [ ]  |
| Community led partnerships | [ ]  |
| Sustainability | [ ]  |
| Women in public life | [ ]  |
| Working with men and women on the promotion and protection of women’s rights and equality | [ ]  |
| Working in a multi-faith or multi-ethnic context | [ ]  |
| Social media and technology for social change | [ ]  |
| Governance and organisation of non-governmental organisations | [ ]  |
| Social research and action learning | [ ]  |
| Arts & media | [ ]  |
| Other (please detail in the box below) | [ ]  |
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| **4.4 Please provide information about any networks you are part of and partnerships you have, evidencing how you have mobilised those networks in the past. (max 200 words)** |
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| **4.5 If applicable, please summarise involvement to date with the Active Citizens programme and/or other British Council programmes (max 200 words)** |
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| **4.6 Confirm that there is no conflict of interest relating to your involvement as a grantee.** |
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# Part 5: Project delivery

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| **5.1 Provide a description of the UK community you propose to work with including the profile of your participants and the relevance of Active Citizens in your chosen community (max 300 words)**  |
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| **5.2 Provide a brief description and role of any UK organisations and networks you will work with to deliver Active Citizens (max 200 words)** |
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| **5.3 Outline your plan for recruiting participants, including why you are confident of recruiting 30+ participants and how you will be inclusive in your recruitment. (max 200 words)**  |
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| **5.4 Outline your plan for delivering the programme in the UK, including the format in which you intend to deliver the Community Workshops. (max 300 words)** |
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| **5.5 Previous partners only: if applicable, how will you innovate in the 2019-20 cycle? What support would you be able to offer to partners new to the programme? (max 200 words)** |
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| **5.6 If you already have a social action project in mind, please outline it briefly. If you will allow participants to choose, what criteria will you ask them to consider? Please include how your organisation will cover health & safety and child protection. (max 300 words)** |
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| **5.7 Give up to 3 examples of how you intend to help participants gain the relevant skills and knowledge if chosen for the Active Citizens programme (max 100 words each)** |
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| 1.       |
| 2.      |
| 3.      |

| * 1. **Provide an example of a successful UK project outcome and how you will measure the outcome from the perspective of each of the following (max 100 words each)**

**(Please refer to section 1.4 of the Guidance)** |
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| Participant |       |
| Facilitator |       |
| Wider community |       |

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| **5.9a Please choose three ways in which you would like to use Active Citizens to support the building of your organisation’s capacity.** |
| Improved staff capacity of the organisation | [ ]  |
| Increased organisational activity focussed on social impact | [ ]  |
| Improved structures, policies/processes/procedures of the organisation | [ ]     |
| Improved practices and established behaviours of the organisation | [ ]  |
| Increased organisational resources through integration of Active Citizens toolkit into internal practice or external delivery | [ ]  |
| Increased visibility, connectivity and access to networks of the organisation | [ ]  |
| Increased influence of the organisation with participant target communities | [ ]     |
| Increased influence of the organisation within sector or organisational environment | [ ]   |
| Increased influence of the organisation on local, regional, national or international institutions | [ ]   |
| Other (please specify below) | [ ]        |
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| **5.9b Please describe how you will work to achieve each of the three changes above, and how you will measure them. (max 100 words per outcome)** |
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| **5.10 Outline your plan for disseminating the outputs, good practice and experience of the programme (max 150 words)** |
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| **5.11 Outline your plan for making the impact/reach of your delivery sustainable, and ideas for legacy work/alumni. (max 200 words)** |
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| **5.12 Confirm that you accept the requirements in relation to intellectual property rights.****(Please refer to section 1.12 of the Guidance)** |
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# Part 6: Budget

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| **6.1 Please state if you are in receipt of, or have applied for funds from other sources, for the delivery of this programme.** |
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| **Would you be happy to talk to potential funders in conjunction with the British Council?** |
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| **6.2 If you intend to provide SAP seed funding from your delivery grant, please describe your organisation’s governance of this. (max 150 words)** |
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| **6.3 Please ensure that you read carefully the information in the Guidance on completing the budget template and submit the completed template with your application.** |

# Part 7: Project management

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| **7.1 Please confirm that you can guarantee the commitment of a Project Co-ordinator and two facilitators.** |
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| **Please also confirm that your organisation is able to contribute the necessary staff time and additional costs to ensure effective delivery of the project, including attending UK Partner meetings, participant support, monitoring, evaluation and reporting activity.** |
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| **7.2 Provide information about the role, skills and experience of the person who would be managing the Active Citizens programme. If there will be additional key personnel please list their experience here. (max 200 words)** |
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| **7.3 Provide information about the role, skills and experience of the two lead facilitators. (max 200 words)** |
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| **7.4 Please briefly describe your organisation’s experience of managing projects of a similar scale, financial value and brief (max 200 words)** |
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| **7.5 Outline potential risks and how they might be mitigated (max 100 words each)** |
| Risk | Mitigation plans |
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# Part 8: Further information

| **8.1 Include any further information you wish to provide here (max 200 words)** |
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# Part 9: Signatures

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| **9.1 Checklist**  |
| Required signatures | [ ]  |
| Completed budget template (as MS Excel spread sheet) | [ ]  |
| Charity/company number, or copy of Articles of Association or constitution signed by three members  | [ ]  |
| Latest audited accounts, signed by a qualified auditor, or appropriate alternative documentation (see Guidance) | [ ]  |
| Applications which are not accompanied by these documents may be rejected without further assessment. |

| **9.2 Signatures (written, not typed)** |
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| Signature of UK head of organisation or alternate with delegated authority. (An alternate with delegated authority should sign if the UK head of organisation is also the Project Co-ordinator.) | Date & Role title |
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| Signature of Project Co-ordinator | Date & Role title |
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