



International Collaboration Grants

Application Questions

2024-2025

www.britishcouncil.org

Application Questions

1 Introduction

This is an offline copy of the application questions for the British Council's International Collaboration Grants. The purpose of this document is to share the questions in advance, so that potential applicants can review them before deciding to apply and signing up to the Submittable platform to complete their application.

Don't forget to also have a look at our FAQs which you can see here www.britishcouncil.org/arts/international-collaboration-grants-faqs as well our other application support materials such as our application toolkit and our Submittable Walkthrough Video – all of which you can find here: www.britishcouncil.org/arts/international-collaboration-grants

For video submissions (provided via a URL link in the text field), please remember to keep the length to the number of minutes specified.

Criteria

You will be asked to provide some basic information about the organisations attached to your application. These questions will not be assessed, and will relate to the areas below:

- The Collaborators (information about the organisations applying to work together, i.e. name and address)
- The Project: basic information such as start date and title for the project

Your application will then be assessed and scored against three key criteria:

- The Project: Artistic Activity, Innovation and Legacy: 40%
- Delivery: Project Plan, Working in Partnership and Positive Contribution: 30%
- Diversity, Inclusion and Environmental Sustainability: 30%

Assessors will be evaluating the content of your answers and not the language you use.

The Project: Artistic Activity, Audience, Innovation and Legacy - 40%

Is the project proposal of a **high artistic/creative quality and is it experimental and/ or innovative in its approach?** Is the project outline, what you **aim to achieve** and **who your intended audience** is clear?

We will look for:

- Evidence of **artistic quality and benefit to individual artists/creatives**
- A **clear project outline** and evidence of **developed discussions** between Collaborators
- Evidence of who the **intended audiences are**
- Evidence of how the project will incorporate **innovation***
- Evidence the applicant has considered how the project might **continue after this year of delivery**

***A note on innovation** We are looking for new and innovative projects. By **innovation** we mean projects that include new forms of content, new methods of delivery, new design processes, how the project approaches audiences in a new way. Are the partners working in a new country, with a new organisation, or is using technology (not necessarily new) to make art or cultural connections.

Criteria 2: Delivery: Project Plan, Working in Partnership and Positive Contribution: 30%

Is the project proposal **well planned and resourced**, and have **reasonable risks and mitigations** been considered? Does the proposal mention how the project will be **marketed**? Is there evidence of how the Collaborators (organisations applying) will **work together** in a way which factors in equality within the partnership?

How does the project proposal evidence **mutual and equal benefit to both UK and international countries/ territories** and does it demonstrate **shared use of the budget** between the UK and International Collaborators?

Assessors will look for:

- Evidence of a **realistic project plan** (including a timeline and a budget), and the ability of Collaborators to deliver (i.e. their track record).
- **Evidence that risks have been considered** and there are solid plans on how they will **reduce risks** (including those related to the countries they are working in)
- Evidence of planning for the **marketing and promotion** of the project. Evidence of an **equitable approach to partnership** working, e.g. **how the applying organisations will work together**, and how each will contribute to and benefit from their relationship.
- Evidence of consideration for international working, such as cultural differences, time zones, and different working environments. How do the applying organisations know each other? How will they **support each other**, and how will their budget be split between each other? What will each organisation bring to the project and **how might the relationship continue** beyond this project.
- Evidence that the project will make a **positive contribution to the cultural development of the international countries/ territories involved**. This could involve supporting social and/or economic development in the countries involved, such as; skill sharing with audiences or partners, capacity building, promotion of international profile, providing platforms to underrepresented groups, or artists, or practices.

Diversity, Inclusion, Environmental Sustainability - 30%

The British Council works towards mainstreaming of our Equality Diversity and Inclusion (EDI) principles and practices across all our work and is committed to reducing our environmental footprint. This includes how we engage with stakeholders, participants and partners. We will be assessing how projects address and consider Diversity, Inclusion and Environmental sustainability.

We will look for evidence of:

- **Diversity and inclusion** (in project team and/or project delivery and/or in subject and/or in targeted audiences)*
- The project has considered **access** for disabled partners, participants and/or audiences as required. Access has been considered in how the project will be delivered, such as transport, venues**, online access, or sign language interpreters and within marketing materials as required.
- The budget includes where needed **costs for access, additional support** for working with different groups or, specialists where needed. The application evidences any **potential risks** in relation to diversity and inclusion.
- **Planning around environmental sustainability within delivery** of the project. How will the project reduce potential environmental carbon footprint in delivery? Is climate and environmental sustainability within project's themes?

***A note on EDI:** This could be how the project might increase the reach to include underrepresented artists and/or creatives, organisations, communities, networks, or delivering work for underrepresented or diaspora audiences. It might be how the project creates platforms for women, disabled groups, LGBTQAI + communities in delivery and or/ audiences. It may be on how you will approach the delivery of your project such as bringing in specialists, consultants, or advisory roles, which could support the delivery and approach to addressing themes of diversity, inclusion and /or environmental sustainability – particularly if your organisation lacks expertise in these areas. Applications can include a short description of what diversity and/or inclusion means in the context of your project and the countries you are working with.

****A note on access at venues:** We acknowledge that it is not always possible to have provision of accessible venues in different country contexts, but you can describe what access means in your country context, and what a good standard of access might mean in your country if this is the case.

Access

You are welcome to submit your answers to certain questions (where marked in the text) via a video format.

For video submissions, please submit a different video for each answer and share a private YouTube link within the response box. Videos will not be assessed on quality, but we ask that we can clearly see and hear the speaker. Submissions can be in British Sign Language. Please note videos should all be within the maximum time indicated after each question.

If you identify as disabled, you can also apply for additional access costs in Section 1E to help you complete this application. This will be processed separately, and you do not need to include this within your overall budget.

The application form questions

Section 1: About the Collaborators

In this section we are asking about details of the UK and International organisations who are applying together to deliver this project.

A: UK Organisation

Here we need the details of the applying organisation based in the UK

A1: Name of Organisation

A2: Organisation type

Please check our FAQs for eligibility of organisations for this fund.
Please note that individuals are not eligible to apply.

A2i: Organisation type - If you have selected 'other', please specify here

Please check our FAQs for eligibility of organisations for this fund. Please note that individuals are not eligible to apply unless they have a registered business bank account and all necessary registrations according to local legislation (i.e., UK-based company must have a company registration number).

A3: Which area in the UK is the organisation based?

A4: Full address

A5: UK Company Registration Number- if applicable

A6: Website

Social Media: Please share your social media handles here

A7: Twitter

A8: Facebook

A9: Instagram

A10: Other social media

A11: How many people work in the organisation?

A12: Tell us about the organisation (**Limit: 250 words**)

Tell us about what you do and give details of any previous or current projects that will help us understand about your work and aims.

For video submissions (by pasting your private link onto the text field), please keep the length to no more than 3 minutes

A13: We may like to use this information above in external communications. Please tick here if you are happy for us to share this information.

A14: Who is your audience and what other organisations/artists do you work with? (**Limit: 200 words**)

For video submissions (by pasting your private link onto the text field), please keep the length to no more than 2 minutes.

A15: Has the organisation worked with the British Council before - as a grantee, presenter, guest, delegate or project collaborator?

Yes or No

A15i: If you have answered Yes to the above, please give details here

(Limit: 200 words)

A16: Contact person

A17: Role in the organisation

A18: Email

A19: Phone

A20-A21 Gender

We ask our for applicant's gender and preferred pronouns to ensure we can address applicants according to their wishes. This information also supports us in understanding how our work contributes towards furthering gender equality. If you are not able to (or do not wish to) answer these questions, please select 'Prefer not to say' to opt out. For more information on this, please refer to our programme FAQs and our data privacy statement

A20: Gender

A20i: I identify as...

A21: Please state your preferred pronoun

For example: he/ him, she/her, they/them, prefer not to say

B: International Organisation

Here we need details about the organisation based outside of the UK

B1: Name of Organisation

B2: Organisation type

Please check our FAQs for eligibility of organisations for this fund.

Please note that individuals are not eligible to apply.

B2i: Organisation type - If you have selected 'other', please specify here

B3: Which country or territory is the organisation based?

B4: Full address

B5: UK Company Registration Number- if applicable

B6: Website

Social Media: Please share your social media handles here

B7: Twitter

B8: Facebook

B9: Instagram

B10: Other social media

B11: How many people work in the organisation?

B12: Tell us about the organisation (Limit: 250 words)

Tell us about what you do and give details of any previous or current projects that will help us understand about your work and aims. For video submissions (by pasting your private link onto the text field), please keep the length to no more than 3 minutes.

B13: We may like to use this information above in external communications.

Please tick here if you are happy for us to share this information.

B14: Who is your audience and what other organisations/artists do you work with? **(Limit: 200 words)**

B15: Has the organisation worked with the British Council before - as a grantee, presenter, guest, delegate or project collaborator?

Yes or No

B15i: If you have answered Yes to the above please give details here.

(Limit: 200 words)

B16: Contact person for the Organisation

B17: Role in the organisation

B18: Email

B19: Phone

B20: Gender

We ask for applicant's gender and preferred pronouns to ensure we can address applicants according to their wishes. This information also supports us in understanding how our work contributes towards furthering gender equality. If you are not able to (or do not wish to) answer these questions, please select 'Prefer not to say' to opt out. For more information on this, please refer to our programme FAQs and our data privacy statement

B20i: I identify as

B21: Please state your preferred pronouns

For example: he/him, she/her, they/them, prefer not to say

C: Other Organisations

You may have more than two organisations working together to plan and deliver this project.

C1: Are there other organisations involved in leading this project?

Yes or No

C1i: If Yes, please provide the details of each additional applying organisation. Applicants can upload supporting materials. Note that this upload button will accept only one text-based document/spreadsheet. Please provide the following details for each additional applying organisation on ONE document and upload using the button above.

- **Full name of organisation 3 (and so forth):**
- **Organisation Type:**
- **How many people work in your Organisation:**
Micro (1-9), Small (10- 49), Medium (50-249), Large (250+)
- **UK location or Non-UK Country:**
- **Full Address:**
- **Registration Number, if applicable**
- **Website**
- **Social Media handles**
- **About the organisation: (No more than 250 words)**
Has the organisation worked with the British Council before - as a grantee, presenter, guest, delegate or project collaborator?
If Yes, please give details
- **Contact person**
- **Role**
- **Email**
- **Mobile number including international dialling codes**
- **Contact's gender and pronouns**
Please indicate preferred pronouns or state 'prefer not to say.'

D: Application Agreement

D1: Please confirm ALL named organisations have agreed to participate and deliver this project.

D2: Please upload one letter that contains the names of each organisation listed in Sections A, B, C and D and is signed by a representative of each organisation, confirming their intention to collaborate on this project

E: Access costs for completing the application form

In this section, you can request funds for access costs that you have incurred in completing this application form. Access costs might include support workers, sign language interpreters, technical tools or mental health support. They are defined as costs that you incur due to a disability that others would not incur.

This support is available to all disabled applicants, whether they are successful or not.

The support is available on two conditions:

- 1:** You fully complete all sections of the application form and upload all required supporting documents.
- 2:** Your application is submitted by the deadline.

E1: Would you like to apply for support for access costs to complete this application form? **Yes or No**

E1i: Please state the total amount of access costs you want to apply for **(Limit: 50 words)**

E1ii: Please list the access costs you have incurred **(Limit: 200 words)**

E1iii: Please upload the receipts or invoices for the access costs you are claiming for.

Section 2:

Tell us about your project

F: Project Details

F1: Project Name (**Limit: 100 words**)

F2: Please identify which artform/s describe your project.

- Architecture, Design or Fashion including Crafts
- Creative Technology including Games, Immersive, Mixed, Augmented and Virtual Reality)
- Film
- Literature (including Spoken Word and Publishing)
- Music
- Theatre and Dance, including Circus
- Visual Arts
- Mixed (More than one main art form)

If your project features more than one art form, please select 'mixed' and provide further details, including the main art form. This will help us to assign the most appropriate Assessors and, if successful, the most appropriate Relationship Manager to your project.

F2i: If your project involves more than one main artform, please give details here and indicate if there is one art form which features more strongly in your proposal. (**Limit: 50 words**)

F3: How do you think you may deliver this project?

Digitally or In person or Hybrid (a mixture of both in person and digitally)

F4: Expected Project Start Date

F5: Expected Project Completion Date

F6: How much funding are you applying for through this grants programme?

Response will be in GBP (£). The minimum budget is £25,000 and the maximum budget is £75,000. As this is a grant the amount detailed in the grant agreement is inclusive of any taxes, if applicable.

F7: Please state how the budget will be split between organisations.

If it is not an equal split, please give your rationale. (**Limit: 200 words**)

F8: Have any of the partners managed a budget of this size before?

Yes or No

F8i: If Yes, please give details (**Limit: 200 words**)

F9: If successful, do you wish to apply for any additional access funds for your organisations in order to deliver the project?

Yes or No

This relates only to personal access costs for the individuals involved in the project planning, design and delivery. All access costs for audience and participants of the project must be included within the main application budget. These costs are not guaranteed, although we will do everything we can to support your needs.

F9i: If Yes, provide the amount and rationale below. (**Limit: 200 words**)

Section 3:

Assessment Criteria

G: Assessment Criteria 1: The Project - Artistic Activity, Audience, Innovation and Legacy- 40%

G1: Please write a short summary of your project (Limit: 500 words)

Please tell us what you want to do and why. For video submissions (by pasting your private link onto the text field), please keep the length to no more than 5 minutes.

G2: What is unique or innovative about your project?

By innovation we mean projects that include new forms of content, new methods of delivery, new design processes, how the project approaches audiences in a new way, whether the partners are working in a new country, or with a new organisation, or if the project is using technology (not necessarily new) to make art or cultural connections.

You can find more material on what we mean by innovation in our [Application Toolkit](#). You can also watch an [information video](#) which contains the things we learned from our 2021 International Collaboration Grant programme. For video submissions by pasting a video link on the text field, please keep the length to no more than 2 minutes.

G3: How will this project benefit individual artists? (Limit: 200 words)

For video submissions, by pasting video link on the text field, please keep the length to no more than 2 minutes.

G4: Who is the audience for this project? (Limit: 200 words)

For video submissions, by pasting video link on the text field, please keep the length to no more than 2 minutes.

Tell us about your estimated audience reach.

It doesn't have to be exact, just an estimation of how many people you think you will reach as an audience for the project.

G5: Target number for Face to Face audience in the UK

G6: Target number Face to Face audience other country/ies or territory/ies'

G7: Target number Digital audience

G8: Tell us how the project might continue after the funded year of delivery.

(Limit: 200 words) For video submissions by pasting video link on the text field, please keep the length to no more than 2 minutes.

H: Assessment Criteria 2: Delivery - Project Plan, Partnership and Positive contribution- 30%

H1: Please provide a project timeline, including key milestones. **(Limit: 200 words)**
Ideally the project should finish 31 March 2025, however we may consider extensions on a case by case basis. If travel is planned, remember to give enough time for Visas and any ATA Carnet as applications are taking much longer after COVID 19 to come through.

Budget

You can find more material on what we mean by innovation in our [Application Toolkit](#).

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)
- Split of budget between applying organisations and rationale
- Project Access costs. By this we mean the costs associated with ensuring the project is accessible to audiences and participants. This does not include individual access costs to complete the application or access costs required by the organisation to plan or deliver the project
- Costs for international bank transfers if needed
- Contingency

The grants can cover direct project costs including:

- New staff positions to deliver the project
- Additional hours for existing staff to deliver the project
- International bank transfer fees within budget lines
- Travel and visa costs
- Training costs
- Specialist advisors
- Professional fees
- Access costs relating to the project content and delivery
- Translation and interpreter fees
- Equipment and materials
- Activities relating to learning, advocacy and community engagement
- Evaluation
- Promotion
- Extra costs for your organisation, such as new online subscriptions, new computers or extra rent
- First-party insurance costs
- Mental health and wellbeing support for partners and participants
- Up to 25% of the budget can go towards overhead costs

We believe artists should be paid fairly and this should be reflected in the budget in relation to any artist costs.

All eligible costs can be seen in the [FAQs](#).

Upload your Budget

You are welcome to download an [example template here](#). or you can use your own template. Make sure you include the type of expense, the unit cost, the total cost per item, which organisation will be managing the cost, and any notes.

At the end of your budget, include contingency or unforeseen costs (normally 5-10%), any in kind costs, any income or other funding, and a grand total cost. Once you have completed your budget, use the upload button below to upload the document.

H2: Upload your budget here

H3: Has the organisation previously received grants or funding for projects?

Yes or No

H3i: If yes to above, please share the project name, the amount and the funder (no more than three examples). **(Limit: 200 words)**

H4: How do you know each other? **(Limit: 200 words)**

H5: Have you worked together before?

Yes or No

H5i: If Yes, please give details **(Limit: 200 words)**

H6: Please share how you will work together to deliver this project and how you will support each other. **(Limit: 300 words)**

This can include areas such as working across different time zones, countries, cultures and connectivity. For video submissions by pasting video link on the text field, please keep the length to no more than 3 minutes.

H7: How will this project make a positive contribution to the cultural development of the non UK country/ countries? **(Limit: 200 words)**

By this we mean how does your project support social and/or economic development to the international country/territory involved, such as; skill sharing with audiences or partners, capacity building, promotion of international profile, providing platforms to underrepresented groups, or artists, or practice. For video submissions by pasting a video link on the text field, please keep the length to no more than 2 minutes.

H8: How will you share the project with your audience and wider community? **(Limit: 200 words)**

Detail your current thoughts around marketing and communicating the project. It doesn't need to be a finalised plan. For video submissions by pasting video link on the text field, please keep the length to no more than 2 minutes.

H9: What risks have you have identified in planning or delivery of this project, and what actions will you take to mitigate the risks? **(Limit: 200 words)**

For video submissions by pasting video link on the text field, please keep the length to no more than 2 minutes.

H10: How will you evaluate the success of your project? **(Limit: 200 words)**

For video submissions by pasting video link on the text field, please keep the length to no more than 2 minutes.

I: Assessment Criteria 3: Equality, Diversity and Environmental Sustainability - 30%

I1: How does your project embed diversity and how will you ensure inclusion within your project? **(Limit: 200 words)**

This could be within your project team including specialists to consult or advise, in how you plan to deliver your project, what your project is about, the organisations, artists or creatives you will work with and the audiences you might reach. This could be how the project might increase the reach to include underrepresented artists and/or creatives, organisations, communities, networks, or delivering work for underrepresented audiences. It might be how the project creates platforms for women, disabled groups, LGBTQAI + communities in delivery and or/ audiences. You may want to include you approach to wellbeing and mental health if relevant, as well as noting any specialists, consultants, or advisory roles, which could support the design, delivery and approach where you need more expertise in a specific area. You can include a short description of what diversity and/or inclusion means in the context of your project and the countries you are working with.

I2: How will you consider access for disabled partners, participants and/or audiences? **(Limit: 200 words)**

Here you can share details about how this has been considered in the delivery of the project, such as transport, venues*, online access, or interpreters and within marketing materials. Have you identified any potential risks in relation to diversity and inclusion?

*We know that it is not always possible to have provision of accessible venues in different country contexts, but you can describe what access means in your country context, and what a good standard of access might mean in your country if this is the case. For video submissions (by pasting your private link onto the text field), please keep the length to no more than 5 minutes.

I3: How does your project address environmental sustainability? **(Limit: 200 words)**

We are looking for evidence of planning around environmental sustainability within delivery of the project. How will you seek to reduce the potential environmental carbon footprint in delivery? You may want to note any specialists, consultants, or advisory roles, which could support the delivery and approach to environmental sustainability or best practice you might be applying. For video submissions by pasting video link on the text field, please keep the length to no more than 2 minutes.

Safeguarding and Working with Children

The British Council Arts programmes work primarily with people over the age of 18. Through our programmes, we also work with organisations whose primary audience are young people under the age of 18. If your project will work directly with young people under the age of 18, please select the checkbox. If your project will work with adults but your intended audience is young people under the age of 18, you do not need to check the box.

You can find more information about Safeguarding in the [Application Toolkit](#).

I4: Are you working directly with children (under 18), or with vulnerable adults?

Select one of the below:

Children (under 18) or Vulnerable adults or Children and Vulnerable adults or None of the above

By Children, we mean any person under the age of 18. By Vulnerable adult, we mean someone who is unable to protect themselves against significant harm or exploitation or is understood to be at risk which may be due to frailty, homelessness, mental or physical health problems, learning or physical impairments, and/or impacted by disasters or conflicts. If your project is selected, you will be asked to provide relevant checks or registrations for working with young people applicable to your country. Please note that all selected projects will undergo basic British Council Safeguarding training whether working with at risk populations or not.

I4i: If you have selected yes to any of the above, please detail how you will be working with them and what Safeguarding measures you intend to put in place.

(Limit: 500 words)

For video submissions by pasting video link on the text field, please keep the length to no more than 5 minutes.

Optional EDI Monitoring

In order to monitor the effectiveness of our equality and diversity practices, and that this British Council-funded programme is reaching a diverse range of people, we would like to know more about your organisation as well as how you found the application process.

This is optional and any information you supply will not inform any decision regarding your application – the information will be used on an anonymous basis and used only for the purposes mentioned above.

J1: Please download and complete this optional EDI Monitoring Form

Please download and complete our [Equality Diversity and Inclusion Monitoring form](#) then upload your completed copy through the file upload button above.

J2: How did you find out about this opportunity?

Facebook

Twitter

Instagram

British Council Newsletter

British Council Website

Direct contact by the British Council

Other

International Collaboration Grantee Community

As part of the International Collaboration Grants, we offer an optional Grantee Community for successful applicants. This community aims to bring the cohort together to share about projects, and build your network.

Tick here if you would like to be invited to this Community if your project is selected.

Declaration

By submitting this application, you are confirming that (please check the boxes below to confirm)

- All organisations named on this application have been consulted and agree to being a part of this project
- All organisations have read the application and confirm that all roles and responsibilities have been shared and agreed by all organisations, and are reasonably balanced, achievable and bring mutual benefit
- All applying organisations agree that the budget will be split equally, and the responsibilities and roles in the proposal reflect this. If there is not an equal split, you have shared a sound rationale which all organisations have agreed to
- All applying organisations will carry out their roles and responsibilities as described in the project application
- Any change in the partnership, timeline, project focus and/or budget allocation after selection needs to have the prior approval of the British Council.
- The organisations applying agree that progress reports will be completed jointly by all

The British Council is subject to the requirements of the UK Freedom of Information Act, (“FOIA”). Please indicate whether FOIA also applies to your organisation, so that we can reflect this in the Grant Agreement should you be successful in your application.

Yes or No

Once you are notified that your application is successful you will be required to:

- Note that the contracting authority is the British Council which includes any subsidiary companies and other organisations that control or are controlled by the British Council from time to time (see: www.britishcouncil.org/organisation/structure/status). The contract will be signed by the UK organisation with the British Council and the UK Organisation will share the terms of this contract with the International Organisation ahead of signing
- Either the UK or International organisation will report to the British Council on behalf of all partners
- Complete and return selected information in order for British Council to undertake due diligence, financial checks, and prepare contractual paperwork. Any grant award is conditional on these checks and on paperwork being returned by the communicated deadline
- Attend any mandatory training we offer, for example in safeguarding and monitoring and evaluation
- Complete an evaluation report on your project within an agreed timeframe
- Acknowledge British Council support with agreed credit