International Collaboration Grants

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Application Guidance

This document is for reference only

International Collaboration Grants – Application Guidance

INFORMATION CORRECT AS OF 7 OCTOBER 2021. PLEASE REGULARLY CHECK WEBSITE FOR UPDATES www.britishcouncil.org/arts/international-collaboration-grants

This document outlines the application process for the International Collaboration Grants. **Please note that this is not the application form.** All applications must be submitted via the online application form link which opens from **15 October 2021** at www.britishcouncil.org/arts/international-collaboration-grants

Below you can find the questions that applicants will be required to complete on the application form. You can use this information to start preparing your project ideas and application with your partners.

We can not accept any email submissions. All applications must be completed via the online application form which will be open from 15 October 2021 at www.britishcouncil.org/arts/international-collaboration-grants

Please note the deadline for applications: **4 November 2021, 23:59hrs GMT**. This may mean that if you live in Japan, deadline would technically be on 5 November, 08.59hrs GMT+9 (daylight savings time). Please take note of the time-zone and date.

Please read our Frequently Asked Questions for full details about this Grants programme and to find out about the eligibility requirements for applicants.

Overview of application criteria

Your application will be assessed in relation to the following areas:

Activity and innovation - 40%

Is the project proposal of a high artistic/creative quality and is it innovative in its approach? We will look for:

- Evidence of developed discussions and activity outline
- Evidence of artistic quality and benefit to individual artists
- Evidence of innovation (what is new about the way you want to work)

Partnership and positive contribution, legacy - 30%

Is the project proposal mutually and equally benefitting both UK and international applicants? Is the project proposal well planned and resourced and does it demonstrate shared use of the budget between the UK and international applicants?

- Evidence of a sound partnership
- Evidence of viability of project (timescale, budget) and ability of partners to deliver (track record, risk assessment)
- For projects involving ODA countries, demonstrate that they are making a positive contribution to the social and economic development to the ODA country involved
- Legacy plans – how will this partnership be sustained and developed beyond this project

Diversity, Inclusion, Sustainability - 30%

Does the project proposal address equality, diversity, inclusion, or environmental sustainability?

- · Evidence of diversity (in project team, in subject, in targeted audiences)
- · Equality and Diversity assessment
- · Sustainability (in delivery, and in project themes)

Access

If you identify as disabled 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 associated 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 BSL. Please note videos should all be within the maximum time indicated after each question.

We may be able to offer disabled-led organisations some support to assist in completing your application. Please contact CollabGrants@britishcouncil.org to arrange this.

Application questions

Below are the application questions as they will appear on the online application form. Please take the time to read through all the questions to understand what is required to submit a full application.

If you have any questions, please email CollabGrants@britishcouncil.org.

Please do not submit your application by email. All applications must be submitted via the online link on the website which will be available from 15 October 2021 at www.britishcouncil.org/arts/international-collaboration-grants

SECTION A: You and Your Partners

Please note one of the partner organisations must be based in the UK and with a UK bank account. The contract must be signed by the UK organisation as funding can only be distributed to a UK bank account.

PARTNER 1 (You)

A1. Full name
A2. Job role
A3. Organisation name
A4. Organisation type
(Please check our FAQs https://www.britishcouncil.org/arts/international-collaboration-grants for eligibility of organisations for this fund. Please note that individuals are not eligible to apply.)
A6. Location
A7. Full address
A8. Email address
A9. Mobile Number
A10. Website
A11. About your organisation (no more than 500 words)
Tell us about what you do, 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 5 minutes.
A12. Have you previously received grants for projects within your organisation?
A13. If yes to above, please share project name amount and funder (no more than three examples).
A14. Contact's gender
A15. Please indicate your preferred pronoun (for example: he/him, she/her, they/them).

PARTNER 2

A16. Full name
A17. Job role
A18. Organisation name
A19. Organisation type

(Please check our **FAQs https://www.britishcouncil.org/arts/international-collaboration-grants-faqs** for eligibility of organisations for this fund. Please note that individuals are not eligible to apply.)

A20. Location

A21. Full address

A22. Email address

A23. Mobile Number

A24. Website

A25. About your organisation (no more than 500 words)

Tell us about what you do, 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 5 minutes.

A26. Have you previously received grants for projects within your organisation?

A27. If yes to above, please share project name amount and funder (no more than three examples).

A28. Contact's gender

A29. Please indicate your preferred pronoun (for example: he/him, she/her, they/them).

A30 Do you have other partners involved in this project?

A31. If yes above, can you please provide their contact details in table in a separate document as per the PARTNER 1 and 2 fields and attach to this application.

A32. Have you already worked or collaborated on a project with the British Council before, as a grantee, presenter, guest, or project partner?

A33. Please give details (Limit: 100 words)

A34. What size of Grant are you applying for?

SECTION B: You and Your Project

B1. Please tell us about your project and what you hope to achieve by doing it. (no more than 500 words)

For video submissions (by pasting your private link onto the text field), please keep the length to no more than 5 minutes.

B2. What is your timeline? Please include your key milestones. Write here or upload a document on the next field.

Limit: 500 words

Ideally the project should finish 31 March 2023, however we may consider extensions on a case-by-case basis.

B3. Timeline upload (optional)

B4. Please identify which artform/s describe your project.

We know that many projects will involve multiple artforms but please indicate if there is one art form which features more strongly in your proposal to ensure it is assessed by the appropriate specialists.

B5. Please write which main artform best describe your project. (no more than 10 words)

B6. Tell us how individual artists will benefit from your project? (no more than 100 words)

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

B7. Tell us how your project provides mutual benefit to the countries involved. You may refer to economic and social benefits where relevant.

B8. What is new about your project? (no more than 100 words)
We are looking for new and innovative projects – this includes projects that demonstrate new forms or content; that work with a new partner, or in a new country; or that approach audiences in a new way, or use technology (not necessarily new) to make art or cultural connections.
For video submissions by pasting video link on the text field, please keep the length to no more than 2 minutes.

B9. Tell us why you and your partner organisations have chosen to work together and the role/contributions of each partner (no more than 100 words)
For video submissions by pasting video link on the text field, please keep the length to no more than 2 minutes.
B10. Please attach confirmation letters from Partner(s) of their intention to collaborate.
B11. Have you worked as partners before?
B12. How does your proposal address equality, diversity, inclusion, or environmental sustainability? (no more than 200 words). For video submissions by pasting video link on the text field, please keep the length to no more than 2 minutes.
B13. We ask all applicants to embed accessibility into their project. Please explain the type of access support your proposal will require. (no more than 100 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 number of audiences.
B14. Target number for face-to-face audience in the UK
B15. Target number face-to-face audience other country
B16. Target number digital audience
B17. Legacy plans: How do you plan the project and partnership to develop in the future (no more than 200 words)
B18. How will you evaluate the success of your project? (no more than 200 words). For video submissions by pasting video link on the text field, please keep the length to no more than 2 minutes.
B19. Are you working with children (under 18), or with vulnerable adults? (A vulnerable adult is someone who is unable to protect themselves against significant harm or exploitation).
If Yes, please write below how you will be working with them. (no more than 100 words)
Write No if not working with children and vulnerable adults. Please note: All selected projects will undergo basic British Council Safeguarding training whether working with at risk populations or not.

Section C: Budget

Access

If your organisation has access requirements in delivering this project, you will be able to request additional funds beyond the core grant in the budget section of this form. In addition, all projects should include access facilitation for audiences in their core project budget.

C1. How much are you requesting from the International Collaboration Grants?
£ GBP
Response will be in GBP (£). The minimum budget is £5,000 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.

C2. You can complete the inline budget template below, or you can attach your own budget in a table or spreadsheet format in C3.

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).
- At least 50% of the funding must going to non-UK partners

[BUDGET TEMPLATE PROVIDED IN ONLINE FORM]

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
Training costs Professional fees
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
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.
C3. Budget file upload
C4. Do you wish to apply for any additional access funds for your organisation? If so, provide the amount and rationale below
Write No if not needed.

Please note C4 relates to 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.
C5. Have you handled a budget of this size before?

Section D

D1. How did you find out about this opportunity?
D2. Declaration
By submitting this application, you are confirming that (please check the boxes below to confirm)

- All partners have read the application and agree that role/budget allocation is fair and that they can deliver what has been outlined in the proposal
- The contract will be signed by the UK partner with the British Council and that the UK partner will report to the British Council on behalf of all partners

- All partners will carry out their role/part as described in the project application. Any change in the partnership and/or budget allocation among partners after selection needs to have the prior approval of the British Council.

Once you are notified that your application is successful you will be required to:
- Complete and return selected information 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 (e.g. on social media).

If you are successful in your application, please note:
- We are unable to negotiate on our standard contract terms
- You will also be invited to join optional drop-in sessions to build connections, share practice and updates.

Please complete OPTIONAL EDI Monitoring Form