BRITISH COUNCIL

Going Global Partnerships

SAMPLE Grant Application Form 2026

22 June 2026

Section	Sub-section	Is this assessed?
Eligibility	• NA	No
1 – Administrative	• Lead institution • Association partner(s) • Application statements	No
2 – Project specifics	• Organisational experience & capacity • Project approach • Project outputs and benefits • Outcomes	Yes
3 – Social values	• Gender and EDI impact • Environmental, ethics and development	Assessed as part of screening.
4 – Finance & Budgets	• NA	Yes
5 – Risk	• NA	No
6 – Communication & engagement	• Communication plan	No
7 – Data protection etc	• NA	No
8 – Supporting documents	• NA	No

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SAMPLE Grant Application Form 2026

– not for offline completion

Eligibility Questions

Important - The application **can only be started and submitted by the lead UK institution**. Once started by the lead UK institution, the form can be shared with the partner institution to contribute. Any application started by a non-UK institution will be automatically ineligible.

Allowing others to collaborate - on the right-hand side of the screen near the top you will see a '⊕' symbol. Click the ⊕ symbol and you can invite others to collaborate on your application. You can allow others to:

- **Read only** (read what you have written)
- **Read and Input** (read and contribute)
- **Read, Input and Submit** (read, contribute and submit the finished application)

Eligibility Check - Please read carefully

Before you can begin the application form, we need to confirm your eligibility for this call. You will be asked a short series of questions, after which you can select **"Check Eligibility"** at the bottom of the page.

IMPORTANT Each question is important so please **do not** press "*Check Eligibility*" until all questions are answered, otherwise your application will end and you will have to start over.

Eligibility Question 1: Are you applying as the lead UK partner for this partnership? • No • Yes	*Applications must be started and submitted by the **lead institution** that will be responsible for signing the grant agreement contract.* ***For this grant call, the Lead institution must be based in the UK**.* *If you apply and are not eligible your application will be deleted.*

Eligibility Question 2: Which UK nation is the contracting institution based in? • England • Northern Ireland • Scotland • Wales	*The "**contracting institution**" is the UK Lead institution who will ultimately sign the contract and directly receive the grant*

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Eligibility Question 3: Which institution in **the UK** will be the contracting institution for whom you work?	*Please see call guidance note regarding eligible institutions for this call.* *You can type any part of the institution name rather than scroll e.g. "Man" will bring up any institution with "Man" anywhere in the name.* *If your institution is not listed and you believe it should be eligible please contact: GoingGlobalPartnershipGrants@britishcouncil.org* *Please email the address shown with:* • Institution/Organisation name • Full postal address • Web address URL *If you are a College, Institution or School within a university you should select that university from the list.* *Please note that we will be unable to proceed with your application until your institution/organisation has been verified as an eligible institution for this call.*

Eligibility Question 4: tick this box to confirm that you obtained permission to submit this application on behalf of your own institution.	*Unless you have permissions from all partners we cannot progress your application.* ***Please note that you will have to upload letters of support, on headed paper from your own institution and your partnering institution(s). If you do not supply these - your application will be deleted***

Eligibility Question 5: The Lead Partner has capacity to transfer funding to the international partnering institution(s) from overseas.	*For an equitable partnership, the Lead Partner should be able to transfer funding to the partnering institution(s) from overseas for activities which support the objectives of the collaboration and the overall project in a timely manner, allowing activities to be implemented without delay.*

The eligibility questions have concluded and you can now press "***Check Eligibility***"

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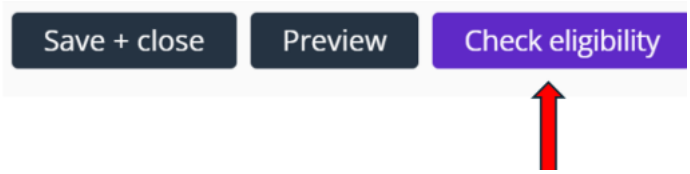

If you are confirmed as eligible you can then access the full application form.

Section 1: Lead Institution

Eligibility Screening Completed

You have progressed through the initial eligibility screening and can now access the full application form. You may wish to download a sample copy of the application form (below) and at this point you may want to **add 'Collaborators'** to help you complete the online application.

Application Form - the application form can be downloaded here - and is for **reference only**.

DEADLINE FOR APPLICATIONS

The **deadline for applications is non-negotiable** and we strongly advise you to submit your application before the deadline day. Submitted applications can be amended right up until the deadline but late applications cannot be submitted once the deadline passes.

If you have technical difficulties submitting your application it is much better to discover that a day or two before the deadline rather than on the deadline.

I acknowledge that I have read and noted the deadline for applications and understand that this is non-negotiable.

Title of person leading for contracting institution	*Dr, Mr, Mrs, Ms, Miss etc*
First Name of person leading for contracting institution	*The name you wish to be known as/referred to in emails.*
Second/Family name of person leading for contracting institution	*Surname/Family name.*
What is the Position/Job Title/Designation of the lead within the institution/organisation	*Head of Department, Director of Programmes, Professor of Engineering etc.*
Gender of lead applicant. • Female	*How would you describe your gender, or if completing this application for the lead applicant, how do they describe their gender?*

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• Male • Another way • Prefer not to say	*Please check with the lead at the institution / organisation if you are completing this question on their behalf or alternatively use the "Collaborator" function to allow them to complete this question themselves.*

Disability UN convention on Rights of Disabled people states persons with disabilities include those who have long -term physical, mental, intellectual or sensory impairments with barriers may hinder their full and effective participation in society on and equal basis with others. Does the lead applicant have a disability as defined above? • No • Yes • Prefer not to say	*Do you have a disability as defined by the UN convention on Rights of Disabled People, or if completing this application for the lead applicant, do they have a disability as defined above?* *Please check with the lead at the institution / organisation if you are completing this question on their behalf or alternatively use the "Collaborator" function to allow them to complete this question themselves.*

Do you, or any of the project team based at your institution, require any access adjustments or have any additional support or learning needs you would like to inform us of? • No • Yes • Prefer not to say	*This should cover the entire lifetime of the project including the project delivery, project activities and project reporting phases.*

If yes, please provide details on specific requests for any support, access arrangements, or accommodation, and any indicative costs associated with the adjustments. These will be considered on a case-by-case basis and dependent on the funding available. These costs are not expected to be met from your grant.	*Think about any support, access arrangements, or adjustments that participants might need to fully take part in project activities and reporting.* *You should **not** name individuals; you can describe the type of support required in general terms (for example, wheelchair access, sign language interpretation, or additional time for reporting).*

Institutional email address of lead applicant	*When possible try to avoid using generic non-work related personal email addresses such as Gmail, Outlook, Yahoo etc.*

CANCELLED

Please provide a telephone number that the lead contact can be reached on	*Most communication will be done via email but occasionally when time is of the essence we may need to speak/text the lead contact*

Linkedin profile of lead applicant (optional)	

Lead institution address	*For legal and compliance services please provide your full legal address.* *This is the address which will be included on your Grant Agreement should you be successful and is normally the '**Registered Office Address**' of your institution on the Companies House Register.*

Type of institution	*How is your institution best categorised*

Name of Deputy	*Person who can deputise for the Lead Person if they are unable to lead the collaboration for any reason*

Deputy - current position	

Deputy - email address	*When possible try to avoid using generic non-work related personal email addresses such as Gmail, Outlook, Yahoo etc.*

Name of Head of Department	

Section 1: Associate Partner(s) Details

This section is not mandatory if you do not have additional partners.

Associate Partners are institutions or organisations that contribute to the project in a supporting or advisory capacity but are not named in the grant agreement. Associate partners are not accountable for grant delivery and are generally not eligible to receive grant funds (except limited costs such as travel, where specified).

Associated Partners (from both Overseas and the UK) affiliated with:

- Higher Education providers
- Not-for-profit research institutions, establishments, and organisations
- TVET/FE providers
- Other education organisations/charities/foundations/membership bodies
- Not-for-profit organisations, including Non-Governmental Organisations (NGOs)

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- For-profit/commercial organisations, including small and medium enterprises (SMEs)
- Branch and satellite campuses of UK Higher Education providers
- Government organisations
- Employer organisations and industry bodies
- Civil Society Organisations (CSOs) and Social Enterprise organisations

How many Associate Partners will be contributing to this project?	Select from drop-down list
What country is your first associate partner based?	Select from drop-down list
What is the name of the associate Partner?	Give the full legal name for the Institution, Organisation, Body or Agency etc.
How is your associate partner categorised?	Please select from the drop-down. You can type part of a word to select the category type.
Name of lead contact at your associate partner?	Please give full name including title
Please provide the gender of the lead at your associate partner?	Please check with the lead at the institution /organisation if you are completing this question on their behalf or alternatively use the "Collaborator" function to allow them to complete this section themselves.
Does the person who will lead on the behalf of the associate partner have a disability as defined on the previous page?	Please check with the lead at the institution /organisation if you are completing this question on their behalf or alternatively use the "Collaborator" function to allow them to complete this section themselves.
What is their proposed **role** or **contribution** to the project and how do they **add value**?	Think about why the Associate Partner is involved and what specific expertise, resources, or networks they bring to the project. Explain clearly what their role will be — for example, providing technical input, access to local stakeholders, or support with implementation or dissemination. Describe how their contribution strengthens the

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	project's outcomes or impact. Be focused and specific about the added value they provide rather than simply describing the organisation

Section 1: Application Statements

All contracting and partner institutions involved in this application confirm the following statements.

These are minimum requirements that must be agreed by every organisation named in the partnership, regardless of size or number.

Agreement to all statements is required in order to submit the application.

Note - If any organisation cannot confirm these statements, the application cannot proceed.

Neither the contracting institution(s) nor any partnering institution(s), nor their respective Lead Person(s), are or may be subject to a conflict of interest during the grant award procedure..

- I confirm this statement

I have obtained permission to submit this application on behalf of the partnering institutions.

- I confirm this statement

All contracting and partnering institution(s), and their respective Lead Person(s), have the professional resources, competencies, and qualifications necessary to carry out and complete the proposed action.

- I confirm this statement

None of the contracting or partnering Lead institution(s) are bankrupt, being wound up, or having their affairs administered by the courts.

- I confirm this statement

None of the contracting or partnering Lead institution(s) have entered into an arrangement with creditors or suspended business activities or have any analogous situation arising from a similar procedure provided for by national legislation or regulations.

- I confirm this statement

None of the contracting or partnering Lead Person(s) are guilty of grave professional misconduct proven by any means which the contracting authority can justify.

- I confirm this statement

None of the contracting or partnering Lead Person(s) have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the British Council or partner organisations' financial interests.

- I confirm this statement

In order to comply with UK government legislation, 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 institutions nor any of the applicants' employees, partners, directors, shareholders is listed:

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- 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 or any other party is listed in a Screening Database for any of the reasons set out above, the British Council will assess the applicant as ineligible to apply for this grant call.

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

- I confirm this statement

The British Council supports peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide. Our granting opportunities are aligned to this mission and reflect it in grant purpose and eligibility criteria. Granting projects which specifically include collaboration with military or security partners will also need to align with this mission. Projects focused on particular fields may preclude any military and security aspects, or aspects which dual-use impacts or outcomes.

- I confirm this statement

Section 2: Organisational Experience & Capacity

Describe your organisation's ambition to work internationally. (250 words)

How would you bring your expertise as a UK TVET provider to this partnership/project, including contributions from any networks and/ Associate Partners that you might leverage? (250 words)

Has your organisation played a key role in any funded collaborative projects or partnerships in the last 5 years?

- No
- Yes

Provide the name of the **most recent** project or Partnership you have been involved in.

What was the general theme of the project?

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Who funded this project?

Where was the primary location of this project?

When did this project start?

When did this project end?

Who were your partners in this project?

Briefly describe your role and achievements in the project or partnership (200 words).

Do you want to add any more examples of partnerships or collaborations you have been involved in?

- No
- Yes

Complete table in online form.

Does the proposal you are submitting build on one of the above partnerships?

- No
- Yes

If you replied “yes”, detail how this partnership will leverage existing work. (200 words)

How will Partner Institutions sustain connections established during this project life cycle, after the end date?

- Organically/informally (i.e., the team will need to review outputs first but will keep in touch at least)
- The institutions will set up comms to keep channels open for further collaboration.
- Active research/work (funding to be determined)
- Regulatory: Memorandum of Understanding, processes or systems to be developed
- Mobility of staff/students will be encouraged.
- Other: Any other actions

If you replied “other” detail those actions. (75 words)

Expected number of people involved with/engaged in this project

To help us gauge how many people will be involved in this project please complete the following table.

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Numbers need only be approximations at this stage. In the final project report you will be asked to accurately breakdown these figures.

Country/Nation	Female	Male	Prefer not to say	In another way	Self-declared disability
England					
Northern Ireland					
Scotland					
Wales					

Section 2: Project Approach

Project Title (25 words max)	*Provide a short, clear title for your project that clearly explains the focus of the project. There is no need to create acronyms within the title.*

Project Purpose (75 words max)	*In 2-3 sentences, describe the overall purpose of your project – why it exists and what it aims to achieve. Focus on the core aim of the project and not detailed outcomes or activities.* *A **good example** would be: "We aim to improve quality assurance in green skills training and to promote the development of core skills. We will use a project-based learning model to develop trainer skills, enhance trainee engagement and raise the quality of learning experience. Through our project we hope to equip trainees with necessary practical experience and to foster a holistic understanding of real-world challenges."*

Is there a start date beyond which you cannot undertake the project?	*There is the possibility that additional partnership opportunities become available after the close of our grant call. As such, we will select a number of applicants to remain on a reserve list who will then be selected should these additional partnerships become available. Please select the date beyond which you would not be able to engage in a partnership opportunity.*

Set out how your institution would approach this project, as described in the Call Guidance (250 words max).	*Responses should consider a balance between face to face and online delivery and communications within the partnership. Example approaches may include establishing baselines,*

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	communications approach, running one to one sessions with partner institutions, online and face to face delivery of CPD sessions or courses, division of work by 'work packages', etc.

What are your proposed project objectives? (120 words max)	*List 1-5 clear and specific objectives that the project aims to address. Focus on what your project will actually do or produce. Avoid vague phrases like 'we aim to explore' or 'we will examine' etc.* *As part of an equitable partnership, these will be finalized in collaboration with international partners.* ***Good examples** would be:* ***"Assess and Address Barriers*** *Conduct comprehensive audits of institutional policies, physical infrastructure, and digital platforms to identify barriers faced by students with disabilities and recommend actionable improvements.* ***Develop Inclusive Teaching and Support Practices*** *Design and implement training programs for faculty and staff to promote inclusive pedagogy, accessibility awareness, and effective student support systems.* ***Implement Adaptive Technologies and Resources*** *Introduce and evaluate assistive technologies and accessible learning materials to enhance academic engagement and performance for students with diverse needs"*

Which of the following UK government priority skills areas will this project contribute towards? (below list of priority skills areas will show) • Advanced manufacturing • Clean Energy Industries • Creative Industries • Housebuilding • Defence • Digital and Technologies • Financial Services • Health and Adult Social Care	Please see this document for further information regarding each of the priority skills areas: Assessment of priority skills to 2030 - GOV.UK

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• Life Sciences • Professional and Business Services • Other • None of the above	
If you have selected 'Other', please provide further information:	

Which of the following SGDs will this project contribute towards – **select no more than 5** **(list of SDGs will show)**	For each of the Sustainable Development Goals you select you will be asked to give 1-2 sentences explaining broadly how your project will contribute to the SDG(s) selected A **good example** for **SDG 05: Gender Equality** would be: "*We aim to improve access to STEM resources and leadership opportunities for female students through gender-sensitive curricula and mentoring schemes*".

Section 2: Proposed Activities

Please read - Activity Guidance Notes before completing this section.

What are the **main** activities planned for the proposed project? Select how many **activities** you wish to detail:	*List up to five main activities that you will undertake for this project. Group together similar activities e.g. a series of webinars rather than listing them separately.* *As part of an equitable partnership, these will be finalized in collaboration with international partners.*

You will then get asked these questions per activity

Key Activity Type	You should select the Activity Type from the drop-down list: • Access Provision (workplaces, Institutions, internships etc.) • Capacity Building/Professional Development • Communities of Practise/Task Team creation • Conferences/Seminars/Webinars • Curriculum/Module Development • Digital Technology/Website Development

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	• Dissemination/Outreach/Engagement • Exchanges/Visits/Delegations • Funding Mobilisation & Investment • Innovation & Idea Generation • Mentoring • Network Formation • Pilot/Feasibility Projects • Policy/Strategy/Framework Development • Research & Knowledge Generation • Workshops/Training Session

Brief Description (What, Who, When) (50 words next)	*Summarise what the activity involves, who is responsible, and when it will take place. Keep it concise. Good examples:* • A series of webinars hosted by UK and Indonesian partners (July 202X) • 3-day visit by to Vietnamese institution to co-plan curriculum activities (Spring 202X) • Co-designed module taught in two partner universities (Jan–Feb 202X) • Online training for admin staff on graduate destination data tools (Sept 202X)

What will this Activity deliver? (**Tangible Output**) (50 words max)	*State the immediate result — such as a workshop delivered, a paper submitted, or a tool created. This should be a concrete deliverable. Good examples:* • Webinars delivered with Q&A and recording • Meeting notes and joint activity plan • Module delivered in both contexts • Shared assessment tasks • Training slides + session delivery

How Will You Know It Was Successful? (**Indicator**) (50 words max)	*Describe what success looks like for this activity — e.g. number of participants, satisfaction level, agreement reached, engagement achieved. Good examples:*

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	• At least 80 attendees • 75% say it was useful • Partner agrees on 2–3 collaborative activities • 40+ students complete the pilot • 10 staff complete training

How Will verify this? (**Means of verification**) (50 words max)	*Say how you will collect evidence.* ***Good examples*** *would be:* • Attendance log • Post-event survey • Webinar recording • Signed action plan • Student enrolment data • Tutor reflections • Feedback form • Sample outputs from tool

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Section 2: Project Outputs & Benefits

Outputs and Benefits by Stakeholder.

For each stakeholder groups below, provide a brief description of the anticipated:

- ***Outputs*** **-** what will be produced or delivered; and
- ***Benefits*** **-** what improvements or gains are expected.

How will this proposed partnership contribute to your institutions or department's international strategy?	*This may include how it contributes to strategic priorities such as international collaboration, capacity building, curriculum development, global engagement, student mobility, or institutional partnerships etc.*

Anticipated **outputs for your partner(s)** (200 words max)	Describe specific, tangible outputs that will be created or delivered for your partner(s). These could include resources, tools, publications, workshops, events, new processes, or formal agreements. Focus on what the project will produce, not general aims or activities. **Good examples** would be:

	• Guide for curriculum mapping developed collaboratively for the partner's engineering department. • Public-facing webinar hosted by the partner to share project findings locally.

Section 2: Outcomes

OUTCOMES

What are the expected outcomes of the proposed project?

List up to five expected outcomes of your project. These should include a mix of *hard* outcomes (such as tangibles, tools, or uptake) and *soft* outcomes (such as capacity development, relationship building, or increased understanding).

Focus on what will change, improve, or be achieved as a result of your project — **not what activities you will do**.

Outcomes should be specific enough to support monitoring and evaluation later.

Expected Outcome 1 (200 words max)	***Good Examples of Hard Outcomes*** • **Tools** – An employability toolkit is co-designed by UK and Malaysian staff and piloted with 150 students. • **Research Output** – A framework for benchmarking green skills against existing curricula is created and piloted. • **Institutional Practice** – A new template for tracking alumni employment outcomes is introduced by two partner institutions after project completion. • **Organisational Creation** – An employment taskforce is created and piloted in Pakistan with clear responsibilities, objectives and plans. ***Good examples of Soft Outcomes*** • **Capacity Building** – Partner institution staff gain skills in analysing graduate destination data following training delivered as part of the project. • **Mutual Understanding** – UK and Vietnamese staff develop shared insight

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	into each other's curriculum design challenges through co-teaching pilot modules.

What is the timeframe for this outcome? Outcome 1 timeframe Immediate outcome – within 1 month of end of project long-term outcome – 12 months+ after project finishes

How will you assess whether your outcomes have been achieved?	Briefly explain how you will review whether the project has achieved its intended outcomes. Focus on what information you will collect and how you will use it. This could include feedback from participants, review meetings with partners, or evidence of behaviour or practice change. At this stage **you are not expected to submit a full evaluation plan** — just give a clear sense of how learning and reflection will happen and what success looks like. **Good examples** would be: • *A post-project review meeting with partners will reflect on each outcome and identify follow-up actions.* • *Pre- and post-surveys will assess changes in participant knowledge and confidence.* • *Outputs will be reviewed against the original objectives and updated in a final report shared with all stakeholders.*

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Section 3: Gender & EDI Impact

Applicants need to show how the proposed project will contribute to reducing gender inequalities in partnering institutions and countries.

Analysis - what are the key gender equality issues that are relevant to your project and how	***Include data and evidence*** *to support your analysis of the relevant gender equality issues. This should include issues relevant to the*

it will contribute to addressing these? (200 words max)	*theme of your project and to the team that will deliver it.* ***Good examples*** *could include:* • Proportion of women and men accessing Further Education in the target country; data and analysis of groups that are particularly under-represented e.g. disabled women, low income women, women from rural locations etc. • Gendered barriers to Further education e.g. access to finance, discriminatory cultural and social norms • Extent to which there is a gender balance in the target areas of study addressed by the project • Gender balance of staff (male/female/other gender identities) in the target institutions and representation at senior levels
Measures – what measure will be put in place to ensure equal and meaningful opportunities for women, girls, and minority genders, including project design and team composition as well as activities and outcomes (200 words max)	*Think about the* ***barriers to participation and engagement*** *in the project and how you will overcome these through your project plan and activities.* ***Good examples*** *could include:* • Holding confidence building sessions and women only focus groups to overcome restrictive gender norms that limit on women's voice and influence • Planning and delivering training and workshops at times that respect the disproportionate unpaid care expected and safety needs of women • Measures to attract women to HE and/or to study subjects where they are under-represented e.g. through promotion campaigns, role models, targeted scholarships etc. • Proactive interventions to enhance opportunities for women's leadership and raising of academic profile to counter

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	gender norms that lead to underrepresentation of women in leadership etc.

Expected impact – what is the expected and potential impact of the project on people of different genders, both throughout the project and beyond? (200 words)	Describe how the project is expected to benefit people of different genders, both during the project and after it ends. This does not need to be a specialist gender analysis. We are interested in realistic and practical approaches appropriate to the project and local context. Good responses may include examples such as: • *encouraging more women or underrepresented groups to participate in technical or vocational training;* • *supporting progression into non-traditional sectors or occupations;* • *ensuring training materials, recruitment and outreach activities are inclusive;* • *providing mentoring, role models or peer support;* • *increasing awareness and understanding of gender equality among staff, learners or partners.*

Lessons learned - How are you planning to share lessons learned within your institution?	

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EQUALITY, DIVERSITY and INCLUSION

Describe how this project includes and/or addresses any additional Equality, Diversity and Inclusion aspects (e.g. age, disability, race/ethnicity, religion/belief, sexual orientation and socio-economic background)?	*Specify the groups included and how they will benefit from the activities*

Section 3: Environmental Impact, Ethics and Economic Development Relevance

RELEVANCE TO ECONOMIC DEVELOPMENT, SOCIAL WELFARE, AND ENVIRONMENT

Describe how the project and planned activities will contribute to the economic development and social welfare of the overseas country. These can develop over the medium term (3-5 years) but the connection to the project outcomes needs to be clear. (300 words max)	*Think about how your project will create lasting benefits for the local economy and society, not just during implementation but over the next few years.* *Explain how your activities will support jobs, skills, businesses, or wider economic growth.* *Consider social outcomes such as improved wellbeing, inclusion, or community resilience.* *Be specific about the link between your project outputs and the longer-term economic and social impact*

ENVIRONMENTAL IMPACT

What is the expected impact of the proposed project on the climate and environment (both throughout the project and beyond)? (300 words max)	*Think about both the positive and negative environmental impacts your project may have during delivery and after completion.* *Describe how you will minimise any potential harm and enhance any benefits, such as reducing emissions, improving resource efficiency, or supporting biodiversity.* *Consider long-term sustainability and how the project aligns with local or global climate goals.* *Be clear about practical steps you will take to manage environmental impact.*

What measures will you take to minimise the impact on the environment or limit the carbon footprint of travel? (300 words max)	*Think about practical ways to reduce the environmental impact of your travel plans. This could include choosing lower-carbon transport options, combining trips to reduce frequency, or using virtual meetings where possible.* *Explain how you will plan and manage travel efficiently to limit emissions. You may also wish to mention any carbon-offsetting or sustainability policies your organisation follows.*

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NET ZERO & DECARBONISATION

Does your institution or organisation have a formal net zero greenhouse gas emissions target? • No • Yes • Unsure	If yes, please give your target year.

Scope(s) covered by your net zero greenhouse emissions ambitions • Scope 1 – Direct Emissions • Scope 1 – Indirect Emissions • Scope 1 – All other indirect Emissions	***Scope 1 – Direct Emissions:*** *Emissions directly generated by sources owned or controlled by a company, such as fuel burned on-site (furnaces, boilers) or emissions from company-owned vehicles.* ***Scope 2 – Indirect Energy Emissions:*** *Indirect emissions from the generation of purchased electricity, steam, heat, or cooling consumed by the company.* ***Scope 3 – All Other Indirect Emissions:*** *All indirect emissions—not included in Scope 2—that occur in the value chain, including both upstream (purchased goods, transport) and downstream (product use, disposal) activities. These often represent the largest portion of a company's carbon footprint*

Does your institution or organisation have a documented plan to achieve net zero, including interim targets? • No • Yes • Unsure	

If this plan is publicly available please provide the link

ETHICS

How will you ensure that activity will be carried out to the highest standards of ethics and research integrity, at least equivalent to those of the UK?	*Think about how you will maintain strong ethical standards and responsible conduct throughout your project.* *Explain what policies, approvals, or review processes are in place to ensure integrity and compliance with both local and UK-equivalent standards.*

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	Consider how you will protect participants, data, and the environment, and promote transparency and accountability. *Be specific about how ethical oversight will be embedded in project delivery.*

How have potential ethical and health and safety issues arising as part of this collaboration have been considered, and how will they be addressed?	*Think about any risks to people, communities, or the environment that might arise from your project activities.* *Explain how you have identified these ethical, health, or safety issues and the steps you will take to prevent or manage them.* *Consider local context, legal requirements, and any safeguarding measures needed.* *Be clear about monitoring, reporting, and accountability processes to ensure risks are effectively addressed.*

Section 4: Finance & Budgets

Provide details of your organisation's experience of/ approach to managing a project budget across multiple partners and dispersing funds internationally. (200 words)	*Please note as per the Call Guidance, there is an expectation that your organisation will disperse funds internationally as part of this International Skills Partnership.*

Explain how you intend to allocate budget and leadership roles in the partnership to reflect an equitable partnership between UK and overseas institutions. (200 words)	*Explain how financial resources and leadership responsibilities are shared across UK and overseas partners in a way that demonstrates an equitable and balanced partnership. This may include how budget allocations align with roles and responsibilities, how decision-making authority is distributed, and how leadership of key work packages or activities is shared. Applicants should also indicate how equity has been considered in the design of the partnership structure and resource allocation*

Co-funding: Please give the total amount of Co-funding (if applicable) (optional)	*If Yes - Please state the value of the funding.*

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Benefit in Kind: Will you be receiving any indirect benefit in kind (e.g. free use of equipment or premises; uncharged staff time etc). • Yes • No	*If Yes - Please describe and state the approximate value of this benefit*

Please give the last four digits of the bank account that the grant will be paid into if your application is successful:	*We ask for this now so we can check whether your institution is already set up on our finance systems. Should your application be successful we will send you a full bank details declaration form.*

Section 5: Risk Management

How many risks do you wish to register. You are required to enter at least one risk and a maximum of five.

Select Risk Type	• **Environmental / Climate** - Unforeseen environmental events (e.g., extreme weather disrupting travel), or sustainability risks in delivery. • **Ethical / Safeguarding** - Failure to follow ethical research standards, safeguarding breaches, inadequate protection for vulnerable participants. • **Financial** - Budget overruns, exchange rate fluctuations, delayed fund transfers, partner unable to meet co-funding commitments. • **Health & Safety** - Travel risks, pandemics, on-site safety issues, participant welfare. • **Institutional / Governance** - Lack of institutional commitment, leadership changes, unclear roles/responsibilities, weak internal approval processes. • **Legal / Compliance** - Breach of contract, intellectual property issues, visa/regulatory constraints, data protection non-compliance (e.g. GDPR). • **Operational / Delivery** - Delays in project activities, logistical challenges (travel, procurement), partner coordination issues, staffing shortages.

SAMPLE

	• **Partnership / Collaboration** - Breakdown in communication, differing expectations, cultural misunderstandings, unequal workload distribution. • **Reputational** - Actions or incidents that could damage the reputation of the institutions or the British Council. • **Security / Political** - Political instability, civil unrest, or policy changes in partner countries that affect project delivery. • **Technical / Digital** - IT system failures, cybersecurity threats, poor internet connectivity affecting online collaboration.

How like is it that the risk will occur? (select from)	• Very Low (Rare) • Low (Unlikely) • Medium (Possible) • High (Likely) • Very High (Almost Certain)

If the risk materialises, how serious is the likely impact? (select from)	• Insignificant (minimal disruption) • Minor (some effect, manageable) • Moderate (noticeable delay or costs) • Major (significant impact) • Critical (potential project failure or serious harm)

Briefly describe the risk — what could go wrong and how it might affect the project (150 words)	*Use this space to briefly describe the risk in plain terms.* *Explain what could go wrong and how it might affect the project, linking it to the type, likelihood, and impact you've already selected.* *Keep the description focused on the essential details so reviewers can clearly understand the nature of the risk*

SAMPLE

Section 6: Communication and Engagement

Please describe your communication and dissemination plan during and after the project (max 200 words):

Section 7: Data Protection, Intellectual Property and AI Use

Will intellectual property be created through the collaboration be protected?

- No
- Yes

If **Yes,** Please provide details of the arrangements to be made regarding IPR.

How will project outputs (for example curricula, frameworks, publications, and tools) demonstrate co-authorship and shared intellectual contribution between project partners?	*Describe how project outputs such as curricula, frameworks, publications, tools, or other deliverables will be jointly developed and reflect balanced intellectual input from all partners. Applicants should explain how co-authorship will be recognised in practice, including approaches to joint design, review, and approval processes, as well as how shared ownership and contribution will be evidenced*

The British Council will use the information provided in the application for processing the application, making any consequential grant award, for the award payment, monitoring, maintenance, and review of the award.

To carry out the selection process for this grant, we may also share your information with our national partner organisations. The reason for this is that in countries where we work with partner organisations, the final decision on grants will be made in collaboration with them.

British Council complies with data protection law in the UK and laws in other countries that meet internationally acceptable standards.

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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, https://www.britishcouncil.org/privacy-cookies/data-protection or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.

I have read and understood the above

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- Yes

I am willing for the British Council to share your information with partner organisations for the purpose of this funding application (please note; if you do not agree to this we may not be able to consider your application for funding).

- No
- Yes

We recognise that applicants may use artificial intelligence (AI) tools to support drafting and preparation. Have you used any AI tools in preparing this application? • No • Yes	*The use of AI tools is permitted to support your application (for example, to help structure or edit text to keep within word counts etc). However, all content submitted must be your own work and accurately reflect your organisation, partnership, and proposal.* *You are responsible for ensuring that:* • the information provided is accurate and complete • the proposal reflects your genuine plans and capabilities • no confidential or sensitive information is inappropriately shared with AI tools *Applications that appear to be generic, inconsistent, or not aligned with the call requirements may be subject to further scrutiny.*

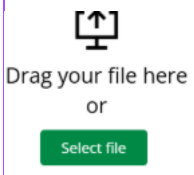
If Yes, briefly describe how AI was used.

Section 8: Supporting Documentation

For the **contracted institution** and **each partner,** you will be asked to provide a signed letter of support (**on letterheaded paper**) and CV for the lead(s).

Signed letter of support from the Head of Department (or equivalent) of the **Contracting Institution** Drag your file here or Select file	***Important*** *The letter of support should specifically include:* • The proposed project name • The name of the principal lead at the institution • Details of any commitment (monetary, benefit in kind, or otherwise) to the partnership

SAMPLE

	• A commitment and willingness to receive funding and to **sign the standard grant agreement with the British Council without negotiation** - the sample grant agreement is made available during the application process as part of the call documentation
CV for the Lead Person at **Contracting Institution**  	***Format & File Type*** • Submit as a **PDF** or **Word (**.doc or .docx**)** file only. • Use **clear, readable formatting** (no graphics-heavy, scanned, or image-based CVs) ***Length*** • Maximum **2 pages** (concise summaries are preferred). ***Formatting tips*** • Use a **standard font** (such as Arial or Calibri, size 11 or 12). • Use headings or bullet points for clarity. • Avoid photos, logos, or decorative templates. ***Content Suggestions*** • Current position and responsibilities • Key qualifications and areas of expertise • Previous **British Council** grant or international project experience (if any) • Selected publications or outputs (if applicable and relevant to the grant project application)

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