

Going Global Partnerships

SAMPLE DIP Grant Application Form DIP 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?

- ☐ Yes
- ☐ No

*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: Who 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.
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☐ Eligibility Question 4: tick this box to confirm that you obtained permission to submit this application on behalf of the partnering institutions (including your own)	Unless you have permissions from all partners we cannot progress your application. <u>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</u>
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Eligibility Question 5: If you are applying from a College, School or Institute within a university, please provide its name. Alternatively provide the name of the faculty to which you are a part of (or type n/a if the question does not apply to you)	Please provide the name of the College, School of Institute for whom you work if it has it's own identity e.g. • The X College of Art • X Business School • Institute of X • School of X Alternatively, the faculty to which you are part of e.g. "Faculty of Medical Sciences" etc.
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Eligibility Question 6: Please provide the name of the Department or Office that will be leading this application.	<i>You should specify the department or unit leading this application e.g. "Department of Engineering", "International Partnerships Office" etc.</i>
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Eligibility Question 7: Name of person with delegated authority at your institution/organisation for approving this application:	
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Eligibility Question 8: Please give their Job title	
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Eligibility Question 9: Please give their email address	
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Will this person be responsible for signing the Grant Agreement if your application is successful? ☐ Yes ☐ No	<i>Please ensure that you share the sample Grant Agreement with them and inform them that <u>this is a non-negotiable contract</u>. If they feel that they cannot sign the grant agreement in its current form then we will not be able to proceed with your application.</i>
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If "no", you will be asked to provide the name, job title and email of the person who will be responsible for signing the contract	
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The eligibility questions have concluded and you can now press "**Check Eligibility**"

Save + close

Preview

Check eligibility



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

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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.

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	<i>Dr, Mr, Mrs, Ms, Miss etc</i>
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First Name of person leading for contracting institution	<i>The name you wish to be known as/referred to in emails.</i>
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Second/Family name of person leading for contracting institution	<i>Surname/Family name.</i>
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What is the Position/Job Title/Designation of the lead within the institution/organisation	<i>Head of Department, Director of Programmes, Professor of Engineering etc.</i>
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Gender of lead applicant. • Female • Male • Another way • Prefer not to say	<i>How would you describe your gender, or if completing this application for the lead applicant, how do they describe their gender?</i> <i>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.</i>
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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	<i>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?</i> <i>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.</i>
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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? ○ Yes ○ No ○ Prefer not to say	<i>This should cover the entire lifetime of the project including the project delivery, project activities and project reporting phases.</i>
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.	<i>Think about any support, access arrangements, or adjustments that participants might need to fully take part in project activities and reporting.</i> <i>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).</i>
Institutional email address of lead applicant	<i>When possible, try to avoid using generic non-work related personal email addresses such as Gmail, Outlook, Yahoo etc.</i>
Please provide a telephone number that the lead contact can be reached on	<i>Most communication will be done via email but occasionally when time is of the essence we may need to speak/text the lead contact</i>
Linkedin profile of lead applicant (optional)	
Lead institution address	<i>For legal and compliance services please provide your full legal address.</i> <i>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.</i>
Type of institution	<i>How is your institution best categorised</i>
Name of Deputy	<i>Person who can deputise for the Lead Person if they are unable to lead the collaboration for any reason</i>

Deputy - current position	
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Deputy - email address	<i>When possible, try to avoid using generic non-work related personal email addresses such as Gmail, Outlook, Yahoo etc.</i>
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Name of Head of Department	
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For Higher Education Institutions/Providers only

Name of Pro-Vice Chancellor, Dean or equivalent with 'International' responsibilities within your institution/faculty	<i>Provide name and role e.g. Professor John Smith, PVC International or Dr Jane Smith, Dean International etc.</i>
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For Higher Education Institutions/Providers only

Name Vice Chancellor, Principal, Rector or equivalent at your institution	<i>Provide the name and role e.g. Sir John Smith, Vice Chancellor or Professor Dame Jane Smith, Principal etc.</i>
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SECTION 1: Partnering Institution(s) Details

Contracted Partners are institutions or organisations that are formally part of the funded partnership, named in the grant agreement, and eligible to receive and manage grant funds. Contracted partners are accountable for delivery, reporting, and compliance with all grant requirements.

We strongly recommend that you use the "Collaborator" function (see the '⊕ Collaborators' at the top right hand side of the screen) - to allow your partner(s) to add their own details.

How many contracted partners will be involved in the delivery of this project?

Please Note - you should only add institutions or organisations **ONCE** regardless of how many colleagues are involved in the proposal. For each institution or organisation include details for your **primary** contract there who will lead for the partner.

Note - Remember, for every contracted partner you list you will need to **provide a letter of support** on headed paper from that institution or organisation.

Which country is your partner based in?

What is the name of institution or organisation

How is the institution or organisation categorised

Name of the lead

Job title of lead

Institutional email address

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

LinkedIn profile (optional)

How would they describe their sex/gender identity?

Please check with them if you are completing this question on their behalf or alternatively use the "Collaborator" function to allow them to complete this section 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.

Do they describe themselves as having a disability as defined above?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

Please check with them 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 lead, or any of the project team based at the partner institution, require any access adjustments or have any additional support or learning needs you would like to inform us of?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

This should cover the entire lifetime of the project including the project delivery, project activities and project reporting phases.

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)
- For-profit/commercial organisations, including small and medium enterprises (SMEs)
- Government organisations
- Employer organisations and industry bodies
- Civil Society Organisations (CSOs) and Social Enterprise organisations

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

- 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 1: Partnership Collaboration & Sustainability

Is this partnership building on a previous or active collaboration between the partners?

- ☐ No, this is a new partnership
- ☐ Yes, we are currently collaborating
- ☐ Yes, we have collaborated previously

If you replied “**no**”, and no prior collaboration has taken place, how have the teams come to know one another?

- ☐ Through advice
- ☐ Organic network of team members
- ☐ Tangential collaboration within own department
- ☐ Tangential collaboration within institution
- ☐ Other (briefly explain below)

*If you replied “**yes**” to the previous question and you received British Council funding for this partnership, please give details*

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)
- ☐ This is part of a wider research project, so it will evolve to next stage (funding is in place or funding to be determined)

How will Teams Involved sustain connections established during this project life cycle after the end date?

- ☐ The departments will set up comms to keep channels open for research collaborations
- ☐ Mobility of staff/students will be encouraged.
- ☐ Active research/work (funding in place)
- ☐ Active research/work (funding to be determined)
- ☐ Regulatory: Memorandum of Understanding, processes, systems to be develop

Describe the joint governance arrangements for the project, including how strategic and operational decision-making responsibilities will be shared between the UK and overseas partner(s)

Outline the structures and processes that will support joint delivery of the project. This may include governance groups, roles and responsibilities, communication arrangements, frequency of meetings, and how strategic and day-to-day operational decisions will be agreed between UK and overseas partners. Applicants should demonstrate how decision-making and accountability will be shared across the partnership

Explain how the allocation of budget and distribution of leadership roles reflect an equitable partnership between UK and overseas institutions

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

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.

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					
Outside of the UK					

Section 2: Project Title & Description

Project Title (25 words max)	<i>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.</i> <i>A good example would be: “Fostering Education Inclusion: Strengthening Accessibility and Support for Students with Disabilities in Higher Education”</i> <i>or</i> <i>“Intersectional Approaches to Disability Inclusion: Examining the Impacts of Ethnicity, Gender, and Disability on Access to Learning and Research Opportunities in Higher Education Institutions in Kenya”</i>
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Proposed start date

Is there a start date beyond which you cannot undertake the project?

Project Purpose (75 words max)	<i>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.</i> <i>A good example would be: “We aim to promote equity and accessibility for students with disabilities in higher education. The project focuses on identifying and removing barriers to participation through inclusive policies, adaptive technologies, and capacity-building for educators and institutions. By fostering an environment where all students can thrive, the project seeks to create sustainable frameworks that ensure academic success, equal opportunities, and a truly inclusive higher education experience.”</i>
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Project Objectives (120 words max)	<i>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.</i> 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
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	<i>with disabilities and recommend actionable improvements.</i> <i>Develop Inclusive Teaching and Support Practices</i> <i>Design and implement training programs for faculty and staff to promote inclusive pedagogy, accessibility awareness, and effective student support systems.</i> <i>Implement Adaptive Technologies and Resources</i> <i>Introduce and evaluate assistive technologies and accessible learning materials to enhance academic engagement and performance for students with diverse needs”</i>
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Which of the following SGD's 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 5: Gender Equality would be: “<i>We aim to improve access to STEM resources and leadership opportunities for female students through gender-sensitive curricula and mentoring schemes</i>”.
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Section 2: Disability Inclusion

How will disabled people be meaningfully involved in the design, delivery, governance and the evaluation of the project?

Select the relevant impact level for your project

- ☐ Institutional level
- ☐ Student level
- ☐ System level

How does the project contribute to a whole-institution approach to disability inclusion? (500 words)

Applicants should explain how the project will contribute to sustainable institutional change and, where relevant, how disability inclusion will be embedded across leadership, governance, policies, teaching and learning, research, student support services, infrastructure or institutional culture.

What barriers, risks or unintended consequences could affect the project's disability inclusion objectives, and how will these be mitigated and monitored?

Applicants are encouraged to consider participation risks, safeguarding risks, accessibility risks and institutional barriers.

Section 2: Activities and Monitoring

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

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:

- *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 You Verify This? (**Means of Verification**) (50 words max)

Say how you will collect evidence. Good examples:

- *Attendance log*
- *Post-event survey*
- *Webinar recording*
- *Signed action plan*
- *Student enrolment data*
- *Tutor reflections*
- *Feedback form*
- *Sample outputs from tool*

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.

Anticipated outputs for the UK institution (in relation to its international strategy) (200 words max)	Describe specific, tangible outputs that will be created or delivered for your institution (in relation to its international strategy). 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: ▪ <i>Joint research article submitted with overseas partner to strengthen international publication record.</i> ▪ <i>Draft framework for cross-border dissertation supervision piloted across two faculties.</i>
Anticipated benefits for the UK institution (in relation to its international strategy) (200 words max)	Describe what your institution will gain or improve as a result of the project (in relation to its international strategy). These may include improved skills or knowledge, increased visibility, stronger networks, or better alignment with strategic goals. Good examples would be: ▪ <i>Stronger institutional positioning for future ASEAN research partnerships.</i> ▪ <i>Enhanced internal understanding of international quality assurance practices.</i>

Anticipated **outputs for your department** (200 words max)

Describe specific, tangible outputs that will be created or delivered for your department/faculty. 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:

- *Co-designed training materials on graduate employability tailored for final-year students.*
- *Workshop series delivered on inclusive teaching methods for early-career lecturers.*

Anticipated **benefits for your department** (200 words max)

Describe what your department/faculty will gain or improve as a result of the project. These may include improved skills or knowledge, increased visibility, stronger networks, or better alignment with strategic goals.

Good examples would be:

- *Improved staff capacity to embed employability themes in curriculum design.*
- *Increased opportunities for academic staff to engage in international collaboration.*

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)	<u>Good Examples of Hard Outcomes</u> • Tools – An employability toolkit for humanities undergraduates is co-designed by UK and Malaysian staff and piloted with 150 students. • Research Output – A joint paper comparing student internship models in the UK and Thailand is drafted and submitted to a peer-reviewed journal. • Institutional Practice – A new template for tracking alumni employment outcomes is introduced by two partner universities after project completion. • Formal Agreements – A memorandum of understanding on future joint programme development is signed between the UK lead institution and two Indonesian universities. <u>Good examples of Soft Outcomes</u> • Networks – Early-career researchers from the UK and Indonesia form new working relationships through a thematic workshop on inclusive engineering education. • 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 into each other's curriculum design challenges through co-teaching pilot modules.
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Outcome 1 timeframe

- Immediate outcome – within 1 month of end of project
- long-term outcome – 12 months+ after project finishes

Please clarify whether this project is:

- Part of an ongoing or phased initiative (e.g. one of several rounds)
- A standalone project with defined start and end points.

Explain what aspects of the project will continue, be embedded, or lead to further collaboration with or without British Council funding. (150 words max)

This could include; Continued collaboration between institutions or staff; Integration of resources or tools into regular teaching or strategy; Internal follow-up (e.g. institutional investment, research spin-offs); Wider dissemination (e.g. open sharing, uptake by others).

Good examples would be:

- *This is a standalone pilot project. However, both partners have agreed to apply jointly for a follow-up phase with other co-funding.*
- *Workshop content will be embedded into an existing first-year teaching module, ensuring continued delivery without additional funding.*
- *The institutions will explore future joint research bids under their bilateral agreement, building on this collaboration.*
- *A WhatsApp group and internal network will be maintained by participants for ongoing peer learning and informal exchange.*
- *Staff who took part in the project have committed to internal knowledge-sharing sessions, ensuring skills and insights are passed on.*

Section 3: Gender & Inclusion 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 and intersectional issues that are relevant to your project and how will the project contribute to addressing them? (200 words max)	Include data and evidence to support your analysis of the relevant gender equality issues. This should include issues relevant to the theme of your project and to the team that will deliver it. Good examples could include: • Participation and progression rates of women, men and people of diverse gender identities within the relevant higher education context. • Gendered experiences of disability in higher education, including barriers faced by disabled women and girls. • The interaction between gender and other characteristics such as disability, ethnicity, socio-economic background or geography. • Extent to which there is a gender balance in the target areas of study addressed by the project • Representation of women and minority genders within leadership, research or decision-making roles.
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: • Measures to support meaningful participation of women, girls and people of diverse gender identities. • Activities that strengthen women's leadership, voice or representation. • Adaptations to timing, location or delivery methods to address barriers to participation. • 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 gender norms that lead to underrepresentation of women in leadership etc.
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Expected impact – what is the expected and potential impact of the project on gender equality and inclusion, both throughout the project and beyond? (200 words max)	Describe how the project will impact women, men and people with diverse gender identities. Specifically, show how the project will reduce the gender barriers that have been set out in the previous question; and reflect on any possible opportunities to challenge unequal power relations at different levels Applicants should consider how different groups may benefit, including where gender intersects with disability and other characteristics. Good examples may include: - Increased participation or representation of women and other underrepresented groups. - Enhanced awareness of good practice to address gender inequalities - Increase in quality research outcomes that address local and global challenges through a gendered lens - Female students are upskilled with relevant skills, including for employability or entrepreneurship, community outcomes, or soft skills
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Risks - How will any risks or unintended negative consequences relating to gender equality or intersectionality be avoided or mitigated (200 words max)	How will any risks and unintended negative consequences on gender equality be avoided or mitigated against, and monitored? Good examples might include: - Restrictive gender norms that limit access to opportunities and meaningful participation - Safeguarding risks including sexual and gender-based violence - Unpaid care responsibilities limiting ability to access opportunities - Exclusion of particular groups due to intersecting barriers.
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Outcomes and Outputs - How will relevant outcomes and outputs be measured in order to demonstrate impact on gender equality including with disaggregated data. (200 words max)

Give details of anticipated relevant outcomes and outputs that will be measured and how specifically will this be done.

Any outcomes that will look at changes related to people such as - improved knowledge, skills, awareness and attitudes etc. should be included here

Note - these will need to be disaggregated by sex/gender at the reporting stage

Lessons Learned - How will lessons learned related to gender equality and intersectionality be shared and embedded within your institution(s) (200 words max)

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)	<i>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.</i> <i>Explain how your activities will support jobs, skills, businesses, or wider economic growth.</i> <i>Consider social outcomes such as improved wellbeing, inclusion, or community resilience.</i> <i>Be specific about the link between your project outputs and the longer-term economic and social impact</i>
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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)	<i>Think about both the positive and negative environmental impacts your project may have during delivery and after completion.</i> <i>Describe how you will minimise any potential harm and enhance any benefits, such as reducing emissions, improving resource efficiency, or supporting biodiversity.</i> <i>Consider long-term sustainability and how the project aligns with local or global climate goals.</i> <i>Be clear about practical steps you will take to manage environmental impact.</i>
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If travel is planned, please provide justification why travel is essential to ensure project outcomes and impact (300 words max)	<i>Think about why travel is necessary for achieving your project's goals rather than something that could be done remotely.</i> <i>Explain what specific outcomes depend on in-person engagement, such as relationship building, training, or on-the-ground assessment.</i> <i>Be clear about who needs to travel, for what purpose, and how the trip contributes directly to impact.</i>
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What is the approximate total carbon emissions your project will generate from domestic and international flights? Please report your answer in kilogrammes (kg)?	For consistency across applications, applicants should calculate emissions using the ICAO Carbon Emissions Calculator (ICEC). The calculator is produced by the International Civil Aviation Organization, the United Nations specialised agency for international civil aviation, and provides a standardised method for estimating emissions from air travel. Please provide a single combined figure covering all anticipated flights associated with the project.
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What measures will you take to minimise the impact on the environment or limit the carbon footprint of travel? (300 words max)	<i>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.</i> <i>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.</i>
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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.
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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
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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? (300 words max)

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.

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 has 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

Total funding requested from the British Council (see maximum specified in call) £

Human Resources

Staff costs are capped at **30%** of the total grant amount. List all institution staff working on the project:

- Permanent staff are employed by the hosting institution, with a contract that will outlast the project grant and reporting period.
- Project staff are employed on or temporarily assigned to the project, often on fixed term, part time or short contracts, usually with more of their time dedicated to the work related with this project

For guidance - the **30% cap** on Human Resources for a **£25,000** grant is **£7,500.00**

Permanent Staff Costs

Name of person working on project	Institution or Organisation	Country based in	Gender: Female; Male; In another way; Prefer not to say	Cost to be covered by grant	How will these costs be validated
				£	

If the grant does not cover these entire costs please confirm how the residual costs will be met

UK Expertise costs (optional)

Sometimes applicants wish to budget for non-institutional staff costs (e.g. Consultants, Industry experts, advisors, Associate Partners etc.). These costs are capped at 20% of the total grant amount

For guidance - the **20% cap** on Expertise cost for a **£25,000** grant is **£5,000.00**

Expertise Costs

Name of person working on project	Institution or Organisation	Country based in	Gender: Female; Male; In another way; Prefer not to say	Cost to be covered by grant	How will these costs be validated
				£	

If the grant does not cover these entire cost please confirm how the residual costs will be met

International Travel and Subsistence Costs

Travel and subsistence costs are capped at 20% of the total grant amount. Provide details (below) of the approximate costs for travel and subsistence costs.

For guidance - the **20% cap** on international travel and subsistence for a **£25,000** grant is **£5,000.00**

International Travel and Subsistence Costs

Name of traveller	Item claimed (flights, hotels etc.)	Institution or Organisation	Reason for travel	Cost to be covered by grant	How will these costs be validated
				£	

If the grant does not cover these entire costs please confirm how the residual costs will be met

Operational and Activity Costs

Detail the approximate costs you expect to incur for the activities you are planning. Domestic travel associated with the activities should be accounted for in this section

Operational and Activity Costs

Item	What activity do these costs relate to	Cost to be covered by grant	How will these costs be validated
		£	

If the grant does not cover these entire costs please confirm how the residual costs will be met

Marketing and Communication Costs

Detail the approximate costs you expect to incur for any marketing and communications aspects of your proposal

Marketing and Communication Costs

Item	What activity do these costs relate to	Cost to be covered by grant	How will these costs be validated
		£	

If the grant does not cover these entire costs please confirm how the residual costs will be met

Miscellaneous and Additional Costs

Detail any additional costs you intend to use for any elements not covered in the above sections.

Typically applicants use this section to show administrative costs e.g. international bank transfer costs associated with grant disbursements to partners etc.

Miscellaneous and additional costs

Item	What activity do these costs relate to	Cost to be covered by grant	How will these costs be validated
		£	

If the grant does not cover these entire costs please confirm how the residual costs will be met

Co-funding:

Will you be receiving direct monetary funding from other sources?

- ☐ Yes
- ☐ No

If Yes - Please state the source of the funding and value

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. • 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)

	• <i>Critical (potential project failure or serious harm)</i>
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Briefly describe the risk — what could go wrong and how it might affect the project (150 words)	<i>Use this space to briefly describe the risk in plain terms.</i> <i>Explain what could go wrong and how it might affect the project, linking it to the type, likelihood, and impact you've already selected.</i> <i>Keep the description focused on the essential details so reviewers can clearly understand the nature of the risk</i>
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Describe the measures you will take to reduce likelihood or impact and give the name/role of the person responsible for monitoring the risk (150 words)	<i>Think about practical steps you will take to prevent the risk from occurring or to minimise its impact if it does.</i> <i>Be specific about actions, processes, or safeguards you will put in place.</i> <i>Indicate clearly who will be responsible for monitoring and managing the risk, using their role rather than personal name if preferred for privacy.</i> <i>This helps reviewers understand how risks will be actively managed throughout the project.</i>
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Section 6: Communication and Engagement

Please describe your communication and dissemination plan during and after the project using below indicators:

Why – what you hope to accomplish by telling people about your project's work. Your communication goal(s) (200 words max)

What – what you want to disseminate (200 words max)

To whom – your audiences for general and also for specific communication (200 words max)

How – how you plan to disseminate information about your project? (400 words max)

When – how often and when you will communicate about your project (200 words max)

Section 7: Data Protection, Intellectual Property and AI Use

Will intellectual property 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

- ☐ 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	<u>Important</u> <i>The letter of support should specifically include:</i> • The proposed project name • The name of the principal lead at the institution • The name of the partnering institution(s) • Details of any commitment (monetary, benefit in kind, or otherwise) to the partnership • A commitment and willingness to receive funding and to <u>sign the standard grant agreement with the British Council without negotiation</u> - 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  Drag your file here or Select file	<u>Format & File Type</u> • Submit as a PDF or Word (.doc or .docx) file only. • Use clear, readable formatting (no graphics-heavy, scanned, or image-based CVs) <u>Length</u> • Maximum 2 pages (concise summaries are preferred). <u>Formatting tips</u> • 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. <u>Content Suggestions</u> • Current position and responsibilities • Key qualifications and areas of expertise • Previous British Council grant or international project experience (if any) • <u>Selected publications or outputs</u> (if applicable and <u>relevant</u> to the grant project application)