BRITISH COUNCIL

Deadline Extended: Social Enterprise Education Programme

Timeframe for RFP;

Activities	Approx. timeframe
Deadline for application forms to be submitted	18th September 2015
Proposals assessed and selected applicants are finalized for the SEE programme	05th October 2015
Contract is signed and grant is released.	20th October 2015

<u>Section2. APPLICATION FORM</u>

Please ensure all sections of the application are completed and agreed with your partner institution(s).

A. Partner Details

Partner 1	
Name of University / institution	
Type of Institution, e.g. university, business school, research institute (public or private)	
Project coordinator	
Position	
Department	
Address	
Country	
Phone	
Co-ordinator's email	
Website	

Partner 2	
Name of University / institution	
Type of Institution, e.g. university, business school, research institute (public or private)	
Project coordinator	
Position	
Department	
Address	
Country	
Phone	
Co-ordinator's email	
Website	

Please add more rows to add additional partners if any.

B. Project Details

Title	
Objectives (List the key objectives)	1. 2. 3. 4. 5.
Duration (Please specify the start date)	
Outputs and outcomes	

Total funding sought from the British Council (Specify in Sterling Pounds with the exchange rate used)	
Other funding sources (Specify the funding received from / applied for, from other sources in Sterling Pounds)	
Total cost of the Project (In sterling Pounds)	

C. Project Description

Summarise the project proposal in a simple non-technical language for a general audience with the following specific information. (max 1200 words)
- **Project summary**
- **Beneficiaries**
- **Relevance of the project (to your institution, sector, state, etc.) and**
- **Benefits: a) to Indian partners b) to UK partners**

D. Project methodology and Activity plan

Please summarise the methodology and targeted outcomes proposed for UK and India, over the project period. (max 3000 words)

Activity Plan

Please furnish your detailed activity plan on a quarterly basis and link them to the respective project objectives. Activity plan is one of the key selection criteria and the funding will be agreed on the plan and costing provided here.

Period	Activities	Linked to the Project Objective	Amount in £
Example: August	Prof XX Travel to the UK to attend the Social Enterprise Forum Airfare - £ 600 Visa - £100 Local travel - £50 Accommodation – £ 200	Objective Number:	950
Term/ Session 1			
Months Sept-Dec 2015	Activity 1 Break up of costing: Expenditure A Expenditure B Expenditure C		A+B+C
	Please add additional rows as required.		
Term/ Session 2			

	Activity 1 Break up of costing: Expenditure A Expenditure B Expenditure C		A+B+C
Months Jan-April 2016			
	Please add additional rows as required.		
Term/ Session 3			
Months May-Sept 2016	Activity 1 Break up of costing: Expenditure A Expenditure B Expenditure C		A+B+C
	Please add additional rows as required.		
Total Costs			

Funding could be disbursed to one of the partners who in turn distributes to the other partner(s) or to the UK and Indian lead partners separately. Fund will either be disbursed in Indian Rupees or Sterling Pounds.

Delivery Partners are required to account for how funding has been spent by completing a financial report at the end of the cycle and submitting receipts for all items of expenditure. Where receipts are not available self-declaration would be required – normally not to be over £50. The grant must be spent in accordance with the detail outlined in the Grant Agreement

E.   Bank details

Please provide your institution's bank details and indicate how the funding would be distributed between partners.

Bank details	UK institution	Indian Institution
Account name		
Account number		
IFSC code/Swift code		
Bank name		
Bank branch		
Address Tel:		
Amount to be transferred	£	INR

Note: For additional UK or Indian partners, grant will be disbursed through UK lead institution or Indian lead institution as the case may be.

F. Monitoring, Evaluation and Reporting

Provide details of monitoring and evaluation processes you will have in place. You will need to submit a mid year report on project progress, and the end of project evaluation report to the British Council. These indicators should be SMART (Specific Measurable, Achievable, Relevant, Time bound) (max 1000 words)

G. Dissemination & Sustainability plan

Please indicate how you intend to communicate the findings to a wider audience. (max 300 words)

Detail how the stated outputs and outcomes will be sustainable after funding has ended. (max 300 words)

H. Risk and Mitigation plans

Please anticipate project risks and the plan to overcome these. (max 300 words)

Risk	Mitigation plans

G. Further Information

Any other information you would like to share that is not covered above (max 300 words)

H. Confirmation, Agreement and Signatures

By completing this application form and signing below:

(1) Applicants are confirming that they are aware of and stand by the contents of this application, agree to British Council terms and conditions as outlined in the application and have secured the necessary authority and approval from their institution to carry out the proposed project, should it be successful.

(2) Applicants are confirming that they will meet the reporting requirements in terms of activities and finance. On successful projects, the application form and activity plan will act as a Memorandum of

Understanding between the partner institutions and the British Council. Failure to comply with reporting procedures could result in terminating the project and the withdrawal of funding.

(3) Applicants agree with the British Council standard grant agreement contract template that has been shared with the RFP on the website.

(4) Partners are agreeing that the information in the application may be made public or processed as per the British Council's Data Protection Policy.

Partner 1: Signature, position, institution and date
Partner 2: Signature, position, institution and date