Application Form

**DIGITAL LEARNING INNOVATION FUND 2022**

MAY 2022

Please read the accompanying **Open Call\_Digital Learning Innovation Fund document** before completing this application form. If you have any queries on this call, please get in touch with us at [TeachEnglish.India@britishcouncil.org](mailto:TeachEnglish.India@britishcouncil.org) at least five working days before the deadline submission date of **Wednesday 27 July 2022** midnight India time.

Section 1: Data protection and consent

British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. 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,[www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local British Council office. We will keep your information for ten years from the time of collection.

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| I agree (please ensure all applicants listed below have agreed to this) |  |

Section 2: Applicant Details

The lead applicant will submit the application, will represent all the parties of the collaboration, and execute the contract on behalf of the collaborators for the Grant. The lead applicant will be responsible for all communications regarding the implementation and management of the funds received through the Grant.

Indian applicants and their UK partner should ensure that they are eligible to receive the grant and have the required registration / approvals in compliance with their respective country laws. Indian applicants would need to comply with applicable FCRA regulations to receive the grant, including but not limited to an FCRA registration / FCRA prior permission, bank account as per FCRA requirement etc. As the grant will be awarded to the lead applicant, who is compliant to the local laws, appropriate arrangement / agreement should be drawn up between the application partners to ensure that the funds are disbursed to the other also in compliance of the applicable laws.

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| UK – Lead Applicant  *This section requires details about the UK-based applicant.* | |
| Name of the organisation: |  |
| Organisation website and social media links: |  |
| Organisation postal address: |  |
| Registration / Trade number of the organisation: |  |
| Name of the representative submitting the application:  *Please ensure you have delegated authority from your organisation to submit the application* |  |
| Email address: |  |
| Designation / role of the representative submitting the application |  |
| Contact number: |  |

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| India – Partner Applicant  *This section requires details about the India-based applicant.* | |
| Name of the organisation: |  |
| Organisation website and social media links: |  |
| Organisation postal address: |  |
| Registration / Trade number of the organisation: |  |
| Does your organisation hold a valid and current FCRA certificate?  *Please note that possession of an FCRA is mandatory to apply as the lead applicant for the grant.* | **YES / NO** *(please circle as appropriate)*  *If yes, please attach the FCRA Compliance Checklist and accompanying documents.*  *The checklist template can be found on the downloadable section on this webpage. A google drive link is the most preferred way of attaching this information. Please ensure you change the settings to "Anyone with the link can view" Please paste the link in the text box below. For example: "FCRA - Link"*  *If no, please confirm that you are not the lead applicant and that your UK partner can accept the funds and sub-contract you as per your project requirements in compliance with local laws.*  **YES / NO** *(please circle as appropriate)* |
| Name of the representative submitting the application:  *Please ensure you have delegated authority from your organisation to submit the application* |  |
| Email address: |  |
| Designation / role of the representative submitting the application: |  |
| Contact number: |  |

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| Applicant 3 (if applicable) | |
| Full name: |  |
| Job role: |  |
| Organisation: |  |
| Address (please include the country): |  |
| Email: |  |
| Mobile number: |  |
| Has this partner confirmed their support for this project? | **YES / NO** *(please circle as appropriate)* |
| Their role in the project  *No more than 100 words.* |  |

Please copy the above table and add additional applicant details should your project include more than three partners.

Section 3: Project Proposal

This section focuses on the proposed project, overarching themes, proposed title, timelines, and project activity. Be as detailed as possible to demonstrate to the assessors that you have taken into consideration all aspects of the project and that you are responding to at least one of the themes enlisted in the call document. Please ensure you have considered all the travel and social limitations posed by the COVID-19 pandemic.

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| Question 1: Give a clear, concise description of the digital learning innovation initiative, why it is important, how it responds to current needs, and how it will develop sustainable impact. This should be a statement for a non-specialist audience, giving the rationale of the collaboration. The project must have a name/title.  Mention clearly which of the three themes it addresses:  Theme 1: Communities of Practice  Theme 2: Research  Theme 3: Trials and/or Pilot project implementation  Word limit: 500 |
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| **Question 2:** Objectives of the project  (A maximum of five objectives: specific and achievable). |
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| **Question 3:** Describe your project to include details of any outputs, platforms you want to use and audiences you aim to reach. Describe how the project will generate new learning and insight to ensure equitable, high-quality provision of education technology solutions which address a specific English language need in India.  Word limit: 750 |
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| **Question 4:** Who are the partners involved in your project? Tell us why you have chosen to work together and the role/contributions of each partner.  Word limit: 500 |
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| **Question 5:** Tell us about the impact your idea could have on the partners and audiences involved. Please include audience figures and estimated reach. We encourage greater participation by or benefits for disadvantaged and underrepresented groups: [*https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion*](https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion)  Word limit: 500 |
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| **Question 6:** Tell us about the track record of partners involved in the project – including similar projects you have delivered in the past and your commitment to ELT digital innovation. If your idea engages with children or vulnerable adults, please tell us about your experience of working with those groups. Word limit: 250 per partner |
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Section 4: Risk Management, Monitoring and Evaluation

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| Risks  What are the key risks in implementing this project and how are you going to manage them?  (Add more lines if needed) | Risk | Management |
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| **Monitoring and evaluation**  What are your key performance indicators (KPIs) and project milestones?  How will the project be monitored and evaluated against those KPIs and milestones? |  | |

Section 5: Implementation and budget

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| Question 1: How much are you requesting from this Open Call?  Please indicate amount in numerical figures and GBP (£). The minimum budget is £20,000 and the maximum budget is £25,000. Please note this is a grant and therefore does not include VAT. |
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| **Question 2:** Please complete the Implementation Plan (A.) below and Budget Form[[1]](#footnote-2) (MS Excel included as a download). Your bid will not be considered without this.  Please ensure your budget clearly shows:   * A list of all activities, full cost of every activity and the date of each activity. * Breakdown of each item, with a description of cost per units and total units required. * Notes or rationale, including where costs relate to providing greater accessibility and inclusion, or are above market value but are low carbon alternatives. * Matched and in-kind support (if applicable). * International bank transfer fees within budget lines.   *The budget must take account of all local taxes and currency conversion, other sources of funding and/or in-kind contribution*. |

1. **Implementation Plan**

Please fill in the table below with information regarding the planned project activities. Add more items if needed.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activity description | Target audience | Benefits | Outcome | Resources | Budget | Timetable | Targets and measures of success | Method(s) of evaluation |
| **1.** |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |  |  |

Section 6: ODA compliance

In order to be considered for funding, your proposal must clearly demonstrate how it is ODA relevant, making a case for its importance, in particular its relevance to the economic development and/or social welfare of **India**, benefitting low income and/or vulnerable populations where possible.

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| Tell us how your proposal demonstrates ODA relevance. You are advised to include reference to any local or national consultation, links to government policies, and existing links with government institutions. Articulate clearly how the proposed activities will address relevant challenges in India leading to positive impact.  Word limit: 750 |
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Section 7: Gender Equality Statement

To comply with the International Development (Gender Equality) Act 2014, your application must outline how you have taken meaningful yet proportionate consideration as to how the project will contribute to reducing gender inequalities.

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| Tell us the impact your project will have on gender. This should be about the project specifically – the outputs and outcomes; the make-up of the project team; participants, stakeholders and beneficiaries of the project; and the processes followed. Address the criteria in section 6 of the Briefing document, with an understanding that, depending on the project, not all questions will be applicable. If a question is not applicable, articulate the reasons why.  Word limit: 750 |
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Section 8: Safeguarding

We have a duty of care to safeguard the children and adults at risk we work with. Covid-19 has heightened the level of risk to children and adults at risk in everyday life. This is particularly important in **India** where there are high mobile device penetration rates and where research indicates Covid-19 has increased known risks related to online exploitation.  There is also growing awareness about the impacts of cyberbullying on young people, which is being increasingly addressed in schools and the wider community. Where proposals involve any contact with these groups, you must clearly demonstrate how this has been taken into consideration.

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| Tell us how your proposal will ensure positive engagement with digital innovation for your intended audience. Please articulate clearly how your proposal addresses safe participation with reference made to India-specific challenges. This may include aspects of project design, audience awareness raising, and monitoring and reporting processes that ensure a positive digital experience.  Word limit: 500 |
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Section 9: Checklist and partner declarations

It is essential that all named applicants sign the declaration below, acknowledging their agreement to delivering the digital research, insight or innovation as outlined in the application.

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| UK – Lead Applicant | |
| Full name: |  |
| Signature: |  |

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| India Applicant | |
| Full name: |  |
| Signature: |  |

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| Applicant 3 (if applicable): | |
| Full name: |  |
| Signature: |  |

Please add additional applicant details here should your project include more than three partners.

Once the application form is complete and reviewed by all named applicants, please submit this form via our mailbox: [TeachEnglish.India@britishcouncil.org](mailto:TeachEnglish.India@britishcouncil.org) by **Wednesday 27 July 2022 midnight India time.**

Please ensure you cover the following:

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| --- | --- |
| Checklist | Indicate ‘Y’ once complete |
| Complete each section of the application form in line with the advised word count |  |
| Include budget form as an attachment |  |
| Ensure all named applicants have signed the partner declaration |  |

1. The British Council funding can cover: experts for consultancy, international and domestic flights (economy class only), accommodation and subsistence, event venue costs and other event costs, translation, etc. The funding does NOT support desktops, laptops, printers, scanners, cameras, office rental, salaries, overhead costs, indirect costs, officials to attend meetings/seminars, business class and premium economy, entertainment such as alcohol/spirits, etc. [↑](#footnote-ref-2)