*\*Please send your application form to*[*partnershipfund@britishcouncil.org*](mailto:partnershipfund@britishcouncil.org)*.cn*

**SECTION 1: Project Name and Contact Details**

|  |  |
| --- | --- |
| **Project Name** |  |
| **Applicant** |  |
| **Contact (name, telephone, email, address)** |  |
| **What other organisations are involved in your project?**  *(Add more lines if needed)* | |
| **Organisation 1** |  |
| **Contact** |  |
| **Organisation 2** |  |
| **Contact** |  |
| **Have all these partners confirmed their support for this project?** | **YES** □ **NO** □ |
| **Please provide a brief introduction of the bidding organisation and any partner organisations.**  *No more than 200 words.* |  |
| **Profile of key staff/consultants who will implement the project (CVs of the key personnel can be attached as appendix to the application)**  *No more than 200 words.* |  |

**SECTION 2: Project Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Purpose** *No more than 50 words* |  | | | |
| **Timing** | Project start |  | Project completion |  |
| **Funding**  *What is the* ***total*** *amount of funding (in GBP) you are seeking from the British Council?*  *How much co-funding (in GBP) have you secured (if any)?* | Total funding £ | | | |
| Secured co-funding £ | | | |
| **Background and justification**  *In no more than 200 words, please explain the issue this project will address and why the British Council should fund it.* |  | | | |
| **Project summary**  *In no more than 200 words, please explain the project’s target outcomes and how these will be achieved.* |  | | | |
| **Partnerships**  *Please explain how this project will engage with partner organisations and provide a brief introduction of those partners (if any).* |  | | | |
| **Outputs**  *What outputs will the project generate? E.g.: programmes, trained individuals, institutional partnerships, etc.*  *These outputs must relate to the project purpose.* |  | | | |
| **Impacts**  *Please describe what impacts your project will achieve in short, medium and long term.* |  | | | |
| **Beneficiary Groups**  *Beneficiaries are any organisations, groups or individuals who will benefit from the project.* |  | | | |

**SECTION 3: Risk Management, Monitoring and Evaluation**

|  |  |  |
| --- | --- | --- |
| **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** |
|  |  |
|  |  |
|  |  |
| **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 4: Key Project Contact and Sign-Off**

|  |  |  |
| --- | --- | --- |
| **Name of bidding organisation** |  | |
| **Key contact person** |  | |
| **Signed** | | **Date** |

**Implementation Plan**

Please fill in the below form with information regarding the planned project activities.

*(Add more items if needed.)*

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

**Activity-based Budget Plan**

The budget plan must include:

* a list of all activities to be carried out;
* the full cost of each activity;
* the date of each activity.

**Your bid will not be considered without this.**

(*Double click on the chart to use Excel. Add more items if needed.)*



|  |
| --- |
| **Note:**  **Please provide the budget details in the below format:**   * Consultant day rate x number of consultant x number of days * Rate for hotel and subsistence x number of people x number of days * Price of return flights x number of people * Rate for the venue hire x number of people x number of days |

**British Council UK-China Partnership Innovation Challenge Fund**

For Board Use Only

**Recommendation of the Project Board**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Recommendation**  **(H/M/L)** | | **Applicant** | | **Funding size** |
| **Alignment with strategic objectives and priority areas (30 percent):** | | | | |
| Seeding future growth and innovation for the public good | |  | |
| Expanding individual opportunities | |  | |
| Priority areas | |  | |
| **Potential to deliver desired outcomes and impacts (40 percent):** | | | | |
| Increasing collaboration between the UK and China and/or creating opportunities for individuals | |  | |
| Measurable, tangible and sustainable impacts, that bring value to the UK and benefits to the UK education sector | |  | |
| Priorities (growth potential, innovative services and/or products, other sources of funding, partnerships with Chinese organisations) | |  | |
| Realistic activity plan | |  | |
| **Capacity to deliver on time and within budget (30 percent):** | | | | |
| Project team capacity | |  | |
| Budget plan | |  | |
| Meet operational requirements (value for money, deliverability, affordability and sustainability, monitoring and evaluation plan) | |  | |

|  |
| --- |
| **Overall comments:** |
|  |
| **Project Board decision:** |
|  |