

GRANT OPPORTUNITIES

REFERENCE: TRANSFORM6/RESHE/03-2018

GUIDELINES FOR GRANT APPLICANTS

Please read all parts of this “Guidelines for Grant Applicants” carefully before completing your application. The Guidance contains essential information to enable you to decide if you are eligible to apply, to know what kind of activities can be funded and to be able to complete the application form correctly.

CONTACTING US

If you have questions about how to apply please read this Guidance. You can also contact us on:

Telephone: 0117521521-Ext 6377

E mail: Nishika.Hassim@britishcouncil.org

SUBMITTING YOUR APPLICATION

Please submit an electronic application by **17:00 Sri Lankan time on Sunday 11 February 2018**, to Transform@BritishCouncil.org

If your proposal is accepted, an original hard copy with signatures and supporting documents will be required. Hard copies should be delivered to:

Addressee:

TRANSFORM6/RESHE/03-2018

British Council
49 Alfred House Gardens
Colombo 03
Sri Lanka

Section 1: British Council Sri Lanka Grants 2018

British Council Sri Lanka is exceptionally funding a small number of grants during the 2018/2019 financial year for organisations that are seeking opportunities for collaboration who operate in the following fields:

- Education reform
- Arts and development
- Women and girls empowerment
- Youth empowerment
- Reconciliation

These opportunities will be managed by British Council Sri Lanka by the relevant team: education (including English, schools, higher education and skills); society; and arts.

Project objectives

The opportunities are targeting organisations that work in at least one of the above fields and which are looking to expand their work, increase their organisational impact, and/or expand their collaborations. The grant opportunities offered reflect British Council's strategic work in Sri Lanka and are designed to increase collaborative partnerships to reach shared objectives, contributing to economic and social development. Each opportunity will have clearly defined objectives, expressed in the form of terms of reference.

Areas for intervention may include:

- Improving systemic structure to enable wide-reaching benefit to citizens
- Professionalization
- Advocacy and networking
- Primary research to inform programme development
- Increasing quality and reach of research, evaluation and Monitoring and evaluation (M&E) to inform projects and programmes.

Priority will be given to applications which show a strategic approach in preference to those which are more transactional in nature or which mainly focus on overhead costs.

Grants are available for variable predetermined sums as specified in each opportunity (but will not exceed GBP 100,000), over a variable implementation period of maximum 18 months, depending on the project objectives and outcomes.

The TORs for this specific grant opportunity will appear in Appendix 1.

Please use the application form and the excel budget sheet to submit your application.

Section 2: Applying for funding

1: Eligibility criteria

To be eligible to apply for a grant, applicants must fulfil all of the following criteria:

- Registered Non-Government Organisation in Sri Lanka OR a Registered Organisation in the United Kingdom.
- Minimum 3 years of experience in supporting economic growth and social development through their education, society or arts work.
- Have a strong track record in the field relevant to the specific grant opportunity.
- Have a strong track record in partnership working, either nationally or internationally.
- Demonstrate a willingness to work cooperatively with both the British Council as a funder, and potentially with other partners either from UK or Sri Lanka.
- Possess sufficient capacity within the organization to ensure transparent, responsible use of funds.

2: Support with your application

Applications received will be reviewed by a panel and, based on the outcome; successful applicants may be offered assistance in developing the proposal further to respond to the specific set of TORs as necessary.

Prior to the awarding of the grant, the relevant British Council team may request one or more meetings with the successful applicant. These will intend to support the applicant in refining their proposal to respond to the specifics of the TORs. The meetings are intended to be conversational, and key points for discussion will be agreed beforehand by the applicant and the Management team. This support may consist of:

- Proposal review to ensure the submitted proposal meets the requirements of the TORs.
- Budget analysis and subsequent development, to ensure requested funds sufficient for the intervention proposed.
- Refinement of outcomes to fit the theory of change.

3: Submitting your application

Please submit an electronic application by **17:00 Sri Lanka time on Sunday 11 February 2018**.

Applications should be sent electronically to Transform@BritishCouncil.org

You are also asked to submit scanned copies of your supporting documents along with your application form.

4: How your application will be assessed

The eligibility of applications will be assessed first, to check you satisfy basic criteria and have submitted

supporting documents.

All eligible applications will then be sent to the British Council's technical leads for technical assessment against the following criteria:

SELECTION CRITERIA	SELECTION CRITERIA WEIGHTING
Applicant's organisational profile including track record (Part 2)	20%
Approach and proposed methodology (Part 3)	40%
Budget for intervention (Part 4)	20%
Monitoring and evaluation and Strategic Communications (Part 5)	20%

The following methodology will be used for evaluating response:

SCORE	DESCRIPTION
10 points (Excellent)	A comprehensive and strong answer indicating the provider is fully capable and experienced to deliver the required outcomes. A detailed response that directly responds to all requirements with no ambiguity and relevant examples provided.
7 points (Good)	There are concerns that the organisation will not be able to achieve the outcomes required and response significantly lacks details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided.
5 points (Adequate)	There are concerns that the organisation will not be able to achieve the outcomes required and response significantly lacks details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided.
3 points (Poor Response/Limited Evidence)	There are serious indications that the organisation will not be able to achieve the outcomes required and has not provided appropriate evidence of experience to successfully deliver the outcomes required. A response that is not entirely relevant to the requirement, with ambiguity and lacking specific detail.
0 points (Unacceptable)	The answer is non-compliant and/or no relevant information has been received to demonstrate the organisation can achieve the required outcomes. No response or a response that is entirely irrelevant.

The selection panel will make the final recommendation on grant awards, and the outcome of the selection process is final. However, we welcome comments on the application and selection process.

5: Timings and communications

You will receive an e-mail acknowledging receipt of your application within one week of it being received by the British Council project team.

You will be informed of the outcome of your application within two weeks of the application deadline.

6: If your application is unsuccessful

If your application is unsuccessful you will receive an e-mail informing you of this after the selection panel, within the deadline given above.

7: If your application is successful

If your application is successful you will be sent, within a week of our announcement of the outcome:

- A Grant Agreement, including reporting requirements.
- A bank details form.

A meeting will be set up with a member of the relevant British Council team to discuss your proposal and the grant agreement. You **must**:

- Return two signed original copies of the Grant Agreement, signed by the person authorised to enter into legally binding commitments on behalf of your organisation.
- Return the completed signed bank details form on headed paper.

The British Council will pay the full grant when it receives the Grant Agreement and the completed bank details form. Any delays in returning either of these documents will result in a delay to the payment of your grant. Please note that any monies unspent at the end of the Grant Agreement will need to be reimbursed in full to British Council.

8: Monitoring and evaluation (for successful applicants)

In addition to the Monitoring and evaluation that you will be undertaking as an integral part of implementing the grant activity under the Research, Evaluation and Learning (REL) component, the British Council will contact you during the lifespan of your project in order to assess project progress, provide support and enable learning and sharing between other successful grant applicants. These will be in the form of:

- Meetings with key managers at least once every month.
- Quarterly self-assessments using an agreed template, depending on the duration of the Grant Agreement.
- Surveys on specific aspects of the project.
- Phone calls.
- E-mails.

9: Reporting on your activity (for successful applicants)

You must complete and send the following reports:

- Written progress reports as stipulated in the Grant Agreement;
- Financial reports accompanying each progress report, with supporting documentation including original vouchers of the expenses;
- Project end narrative and financial report, with supporting documentation, within two months of the end of the grant agreement.

If you do not submit reports as specified in your Grant Agreement, you will be in breach of your Agreement. The British Council reserves the right to send you a recovery request for any advance payment made and not reported against.

You will be asked to provide the British Council with additional documentation, so please keep all your receipts/evidence of all the costs you have incurred for full post activity audit. The audit may result in a recovery of funds by the British Council. You may be chosen for such a check for up to seven years after the end of your activity, and must keep all supporting documentation for that period.

10: Definitions

Core funding: funding for the routine activities of the organisation, outside specific projects with tightly drawn parameters. Core funding could cover, for example, staff costs, office overheads such as energy costs, equipment, and mobilisation of beneficiary groups. Specific project costs will be included with the parameters of each grant opportunity and may include: research or other investigations to assess needs and organisational capacity building.

Impact: longer term effects on a variety of stakeholders at different levels, e.g. changes to policy, more motivated staff who work more efficiently, longer term changes to practice, capacity built organisations.

Accountability: final responsibility for an action or decision, even when you do not do it; being open to questioning by people affected by the decision.

Capacity building: improving the skills and management systems within an organisation to enable it to work more effectively (this is different from training individual staff for their own development).

11: British Council policies

The British Council is committed to equality and to positive action to promote this. It believes that an Equal Opportunities Policy helps to ensure that there is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of gender including transgender, marital status, sexual identify, region and belief, political opinion, race, work pattern, age, disability or HIV/AIDS status, socio-economic background, spent convictions, trade union activity or membership, on the basis of having or not having dependents, or any other relevant grounds. The applicants must agree to operate in accordance with these principles while undertaking work of the British Council grant.

The British Council is committed to open government and to meeting its legal responsibilities under the Freedom of Information Act 2000 (the "Act"). Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act. The British Council may also decide to include certain information in the publication scheme, which the British

Council maintains under the Act.

The applicants should also note that the receipt of any material marked 'confidential' or equivalent by the British Council should not be taken to mean that the British Council accepts any duty of confidence by virtue of that marking.

The applicants will comply with all applicable legislation and codes of practice, including, where applicable, all legislation and statutory guidance relevant to the safeguarding and protection of children and vulnerable adults and with the British Council's Child Protection Policy; in addition the applicant will ensure that where it engages any other party to supply any of the services under this agreement that party will also comply with the same requirements as if they were a party to this agreement.

All relevant policies that applicants are expected to adhere to can be found on the British Council website – <http://www.britishcouncil.org/about/policies>. The list of policies includes (but it is not limited to):

- Anti-Fraud and Corruption
- Child Protection Policy
- Equal Opportunities Policy
- Health and Safety Policy

Section 3: Step by step guidance on completing the application form

Introduction

Please check that you have filled in the application form correctly before submission. Make sure that you have filled in every section and provided the information requested. Your information should be as accurate as possible.

Please complete all sections of the application form fully.

Note: Any alteration to a question will invalidate your response to that question and a mark of zero will be applied. Failure to provide your acknowledgement and documentation may result in your submission being rejected.

Eligibility checklist

Please check that you meet all the eligibility criteria before you submit your application, or your application may be rejected. The British Council will conduct eligibility checks and if your application is not eligible it **will not** be forwarded for full technical assessment.

Part 1: Contact details

1.1: Contact details

Please provide your organisation's contact details.

Please include the names and email addresses of two senior members of your organisation.

Part 2: your organisation

2.1: Governance

Please describe the structure of your organisation. How are decisions made? Who is involved? Who is responsible for ensuring that activities take place and measuring outcomes?

2.2: Track record in development of research capability

Please give brief details of what your organisation has achieved in the past **five** years in the field relevant to the TORs of the grant opportunity, i.e. the most important projects or other activities it has undertaken and the results of those activities. Please include any funding the organisation received for these activities or projects, with the amount and the names of national or international donors.

2.3: Track record in collaborative research links

Please give brief details of what your organisation has achieved in the **past five years** in the field relevant to the TORs of the grant opportunity, i.e. the most important projects or other activities it has undertaken and the results of those activities. Please include any funding the organisation received for these activities or projects, with the amount and the names of national or international donors.

2.4: Current and future funding from other sources

How is your organisation funded? Please give details of any projects or other activity you are doing now. How is this activity funded? Who are the donors/investors, and how much funding do you receive from

each donor? Who have been your other major funders in the last 2-3 years? (Please state currency you are using)

Part 3: Approach and proposed methodology

3.1: Please outline your proposed approach and methodology

This is the most important part of your application, so you need to ensure that you show clearly how your organisation can achieve the objectives of the TORs.

3.2: Please elaborate your planned activities

Elaborate the activities you have planned to achieve the objectives.

3.3: Timeline and staffing

Please describe your timeline for the proposed intervention and how you intend to resource it. Highlight specific expertise and experience of the team that brings value to this assignment (please do not share entire CV's in this section; they may be shared as an Annex).

Part 4: Budget for the intervention

4.1 Budget for your intervention

Budgets should be outlined in the separate Excel file provided. Summarise this budget in this section, in either pounds sterling (GBP) or Sri Lankan rupees (LKR).

In the Excel file provided, outline the total fund you are applying for, and give a detailed budget breakdown of spend. Each budget heading gives an example of how you might wish to spend funds. Priorities may include:

- Staff costs
- Direct activity costs
- Advocacy and/or networking
- Research, Evaluation and Learning

If you wish to add or adapt line items, please ensure that it is clear how you plan to use the funds and that the changes fit with the British Council Sri Lanka programmes. If you have any doubt about whether costs will be eligible, please contact the Fund Manager at the British Council. **Please note that core funding costs are not usually eligible.**

Part 5: Monitoring and evaluation and strategic communications

5.1: Measures of success

What organisational and/or systemic developments and/or changes do you expect to see as a result of the application of the grant funding? Can you show links between the objectives as outlined in the TORs and the interventions your organization makes?

5.2: Monitoring and evaluation

What Monitoring and evaluation activities will you undertake during implementation? How will you incorporate evidence (research) and lessons learnt?

5.3: Strategic communications

What will be your communications strategy?

5.4: Risk and mitigation

What risks and challenges is your project likely to face? What action will you take to reduce those risks?

Part 6: Further information

6.1: Further information

Please add anything particularly relevant to your application which has not been covered in previous sections.

Part 7: Signatures

7.1: Signatures

Please include signatures of the head of organisation, other senior member and responsible office for financial management.

Part 8: Checklist of enclosures

8.1: Checklist of enclosures

Please send the following documents with your application, and tick the boxes to show you have done so.

- CVs of the people who have signed your application (the head and another senior member of your organisation)
- An organogram of your organisation (organisational chart showing all staff and lines of responsibility)
- Accounts for the last complete year and signed Audit report of last year
- References from another donor which has funded your organisation
- Existing policies of the organisation
- Evaluation reports of previous projects (if any)
- Budget sheet for grant

APPENDIX 1

ASSIGNMENT	IMPROVING RESEARCH CAPABILITY IN SRI LANKAN HIGHER EDUCATION SECTOR
REFERENCE	TRANSFORM6/RESHE/03-2018
REGION/COUNTRY	South Asia
CLIENT	British Council, Sri Lanka
BRITISH COUNCIL LEAD	Nishika Hassim
DURATION OF GRANT	12 months

Background

British Council Sri Lanka has started implementation of a major education programme known as TRANSFORM in collaboration with the Ministry of Education of the Government of Sri Lanka (GoSL) under a Memorandum of Understanding. The general principles of the MoU commit to collaboration not just on teacher educator development but also on systemic reform. The following framework has been developed to provide structure to the programme.

IMPACT				
<i>Access to learning opportunities provided by a fit for purpose and relevant education system, allows young people to contribute to the economic and social development of SL while achieving their potential and meeting their personal aspirations</i>				
OUTCOMES				
RA 1: PROFESSIONALISATION (Individual capacity building and institutional strengthening)	RA 2: SYSTEMS AND QUALITY ASSURANCE (Systemic reform)	RA 3: TRANSITIONS FROM EDUCATION TO EMPLOYMENT	RA 4: RESEARCH, EVALUATION AND LEARNING	RA 5: STRATEGIC COMMUNICATIONS
THEMES				
1.1 Pedagogical approaches 1.2 Language competence 1.3 Core skills 1.4 Leadership development	2.1 Professional standards for teachers, CPD system, career progression pathways 2.2 Social inclusion in education	3.1 Careers guidance 3.2 Enterprise 3.3 Skills development 3.4 Skills/English for employability	4.1 Baseline research 4.2 Monitoring and evaluation strategy	5.1 Brand and identity 5.2 PR 5.3 Advocacy 5.4 Social marketing campaigns (KAB)

1.5 Mentoring	2.3 National Qualifications Framework 2.4 Inspectorate 2.5 Assessment of learning 2.6 Industry-relevant education		4.3 research, position papers, policy engagement, publications 4.4 Learning strategy/feedback loops	5.5 Key account management
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*RA = Results Area

As from next financial year, all education projects implemented by British Council in Sri Lanka (including English for Education Systems, schools and higher education) will come under the Transform programme and we will expand our reach accordingly. All projects will need to address the results areas either directly or indirectly and both RAs 4 and 5. These last two are both cross-cutting and will also deliver specific results, contributing to the body of knowledge and behavioural change.

The work on Results Area 1: Professionalization began in November 2017 under the Improving Teacher Education in Sri Lanka (iTESL) sub-project and in collaboration with the Ministry of Education. This will support the development of professional skills of teacher educators for English, in the first instance, moving to other subjects (maths, science and IT) as the project progresses. The delivery model follows a cascade approach. The content will focus on pedagogy and the introduction into the curriculum of core skills.

The Professionalization results area is complemented by our own in-house teacher development and on-line support via smaller projects. Additionally, a new sub-project focusing specifically on professional skills and language proficiency of English teachers, Teacher Education for English (TEE), is in inception.

Systemic reform is a core component of the TRANSFORM programme and is contained in the Memorandum of Understanding. While to date the programme has focused on the professionalization strand, work is underway to draw attention back to the systemic components. The basic principles of our approach to systemic reform are:

- our engagement needs to be evidence based
- we use international benchmarking of good practice
- we utilize British Council and UK expertise in developing standards and frameworks
- we build on current and previous work carried out by or through development partners
- all interventions address GoSL priorities and align to policy.

Summary of the Grant Opportunity

Evidence of the need for the project:

The University Grants Commission and the Vice Chancellors of State Universities have identified the need for enhanced research capabilities following international good practice that will produce high quality, impactful, international collaborative research projects.

This project will address the appetite for and skills in carrying out research at Sri Lankan state universities while improving its research capabilities and support in establishing collaborative research links between local and UK higher education institutes.

Outcomes:

This project specifically links to Results Area 4: Research Evaluation and Learning, Theme 4.3 research, position papers, policy engagement, publications and also to Results Area 1: Professionalization (Individual capacity building and institutional strengthening).

This project will enhance the work of the state higher education sector by improving research capability among academics and enabling high level collaborative research projects with UK universities on areas of shared interest..

Outputs:

1. Improved capability of Sri Lankan state university academics in research methods through capability development by UK university grantee. (Participants will be chosen in collaboration with the University Grants Commission representing all 15 state universities)
2. Seed- funded links facilitated between Sri Lankan and UK HEIs to promote joint research in areas relevant to Sri Lanka's economic priorities. (Smaller grants distributed and managed by grantee to successfully identified collaborative research projects.)
3. Research Assessment Report

Reach and impact:

Direct target audiences: Academics/Researchers from Sri Lankan state and UK universities.

Potential partners:

UK institution as lead grantee, working with relevant Sri Lankan partners such as the University Grants Commission, state universities and other UK universities.

Timeframe:

Project implementation to be completed by end March 2019.

Grant funding available:

A maximum of £75,000 may be available. We also expect cash and/or in-kind contributions from grantee for the project as a whole to be indicated in the budget spreadsheet as well as cash and/or in-kind contributions from grantee and partner Sri Lankan universities towards the collaborative research projects.