**Higher Education Links Grants – Application 2018-2019**

Updated version as at May 10 2018

**WORKSHOP GRANTS –** The application and the supporting documents must be sent to HELinks.Argentina@britishcouncil.org

**Application summary**

|  |
| --- |
| **PROJECT** |
| Collaboration title:  |
| Priority area: |
| Workshop duration: |
| Workshop dates: |
| Workshop location: |
| Total value of grant requested: |
| Brief description of overall project: No more than 100 words  |
| **APPLICANT & LEAD INSTITUTION** (Applicant should be an individual representing the Argentine Lead Institution) |
| Argentina lead Institution: |
| Argentine applicant’s name and title/position\*: |
| Argentine applicant’s gender: |
| \*In order to facilitate the coordination of the project, it is desirable that the applicant act both as the Argentine workshop coordinator and the person responsible for liaising with the BC throughout the whole project.  |
| Workshop coordinator’s name, email and position (if different from applicant): |
| **UK INSTITUTION** |
| UK Institution: |
| UK principal contact name and title/position\*: |
| UK principal contact gender: |
| UK principal contact email: |
| \*In order to facilitate the coordination of the project, it is desirable that the UK principal contact is the UK workshop coordinator and is the UK contact throughout the project. |
| Workshop coordinator’s name, position and email (if different from above): |
| UK Expert 1 name and email: |
| UK Expert 2 name and email: |

**1. Proposal**

|  |  |
| --- | --- |
| Describe the workshop in language suitable for a lay reader. This section should include descriptions of:• The topic of the workshop, making a case for its importance and timeliness, in particular in terms of its relevance to the economic development and/or social welfare of Argentina.• The immediate and longer term benefits of the workshop, describing who will benefit from its impact and how this will be achieved, especially (but not only) in relation to Argentine Lead Institution’s stakeholders. • The specific strengths of applicants and their institutions, which will allow them to organise and maximise the outputs of the workshop. No more than 250 words. |  |

**2. Workshop Aims**

|  |  |
| --- | --- |
| List the main objectives of the workshop; describe how you will achieve them and what the expected outputs are. No more than 100 words. |  |

**3. Participants**

|  |  |
| --- | --- |
| Describe the target audience of the workshop participants – including career stage and field of expertise.No more than 80 words. |  |
| How will participants be selected?No more than 80 words. |  |
| How will the workshop be advertised and brought to the attention of the target audience and other interested parties such as NGOs, governments and the private sector? No more than 80 words. |  |
| How many UK and Argentine participants are envisaged? Please indicate expected attendance for students, academics, higher education authorities, government authorities and other relevant decision-making authorities. How will you achieve the target number of attendees for each group?No more than 80 words. |  |

**3.1 Details of proposed UK experts**

**Expert 1 (The UK Workshop Coordinator may be one of the experts)**

|  |  |
| --- | --- |
| Title Mr/Ms/Dr/Prof |  |
| Name |  |
| Position |  |
| Department |  |
| Institution |  |
| Field of expertise |  |
| Short explanation of how he/she will contribute to the workshopNo more than 50 words. |  |

**Expert 2**

|  |  |
| --- | --- |
| Title Mr/Ms/Dr/Prof |  |
| Name |  |
| Position |  |
| Department |  |
| Institution |  |
| Field of expertise |  |
| Short explanation of how he/she will contribute to the workshopNo more than 50 words. |  |

**Expert 3**

|  |  |
| --- | --- |
| Title Mr/Ms/Dr/Prof |  |
| Name |  |
| Position |  |
| Department |  |
| Institution |  |
| Field of expertise |  |
| Short explanation of how he/she will contribute to the workshopNo more than 50 words. |  |

**4. Workshop Background**

|  |  |
| --- | --- |
| Describe the topic(s) to be addressed in the workshop in line with the priority area chosen. Include the background to the theme, making a case for the importance and the timeliness of sessions in the economic development or social welfare area for Argentina.No more than 150 words. |  |
| Has either of the Institutions previously received a grant for a similar workshop proposal? If so, please provide a brief summary and describe the added benefit of the current proposal.No more than 80 words. |  |
| Does the workshop build upon pre-existing links between the applicants or their institutions?No more than 80 words. |  |

**5. Workshop Logistics**

|  |  |
| --- | --- |
| Referring to the application guidelines,please provide a draft agenda for the workshop, including descriptions and timings for the sessions that are planned.No more than 150 words. |  |
| Briefly describe the facilities available to the organisers (such as venues, accommodation and proximity to travel networks). No more than 80 words. |  |
| Please provide details on how the UK and Argentine institution(s) will work together, referring to the role they have in the collaboration, the value they add and the relevance and benefit of the collaboration to each partner.No more than 150 words. |  |

**6. INSTITUTIONS**

**6.1 Institutions’ Strengths**

|  |  |
| --- | --- |
| Please tell us why the UK and Argentine institutions and the people involved in this project are particularly well-suited to organise this workshop at this time. Include their past experience in organising national and international workshops/meetings, and how their institutions are recognized as relevant economic and/or social development promoters. No more than 150 words. |  |

**6.2 Argentine Applicant (detailed information)\***

|  |  |
| --- | --- |
| Title Mr/Ms/Dr/Prof |  |
| First name |  |
| Surname |  |
| Postal address |  |
| Telephone number Please make sure you include the country long distance code (e.g.: +44 161 957 7755) |  |
| Email address  |  |
| Position  |  |
| How many hours per month would you dedicate to the proposed Higher Education Links collaboration?  |  |
| Have you, your group or your department received any grant from the British Council in the past? If so, please supply title, partner country and brief details. No more than 80 words. |  |
| Please nominate a person in your institution who can deputise for the applicant in case they should become unable to lead the Argentina side of the collaboration for any reason. |  |
| **Deputy information** |  |
| First name |  |
| Surname |  |
| Position of named deputy |  |
| Email address of named deputy |  |
| **\*If this is the Workshop Coordinator as well, please provide a PDF file with a 1-page CV outlining Workshop Coordinator’s education, employment history and academic track record.** |  |

**6.3 Argentine Lead Higher Education Institution**

|  |  |
| --- | --- |
| Institution (please ensure that you enter its full legal name) |  |
| Department |  |
| Head of department (full name) Head of Department (or equivalent). This will be the person who has the authority to approve this application. |  |
| Address |  |
| City |  |
| State/Province |  |
| Post code |  |
| Type of institution  |  |
| Type of Institution, please provide additional information No more than 80 words. |  |

**6.4 Argentine Lead institution – Workshop Coordinator (if different from applicant)**

|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| Position |  |
| Email address |  |
| Telephone number Please make sure you include the country code (e.g.: +44 161 957 7755) |  |
| **Please provide a PDF file with a 1-page CV outlining Workshop Coordinator’s education, employment history and academic track record.** |  |

**6.5 Argentine Lead Institution – Lead Contact for Grant Financial Administration**

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Email address |  |
| Telephone number Please make sure you include the country code (e.g.: +44 161 957 7755) |  |

**6.6 Argentine Additional Participating Institution – (where applicable)**

|  |  |
| --- | --- |
| Institution |  |
| First name of person involved in the project |  |
| Surname |  |
| Position |  |
| Email address |  |
| Telephone number Please make sure you include the country long distance code (e.g.: +44 161 957 7755) |  |

**6.7 UK Workshop Coordinator**

|  |  |
| --- | --- |
| Title Mr/Ms/Dr/Prof |  |
| First Name |  |
| Surname |  |
| Email address |  |
| Telephone number Please make sure you include the country code (e.g.: +44 161 957 7755) |  |
| Position |  |
| How many hours per month would you dedicate to the proposed Higher Education Links collaboration? |  |
| Have you, your group and or your department received any grant from the British Council in the past? If so, please supply title, name, date and country. No more than 80 words. |  |
| Please nominate a person from your institution who can deputise should you become unable to lead the UK side of the collaboration for any reason. |  |
| **Deputy Information** |  |
| First Name |  |
| Last Name |  |
| Position of named deputy |  |
| Email address of named deputy |  |
| **Please provide a PDF file with a 1-page CV outlining Workshop Coordinator education’s, employment history and academic track record.** |  |

**6.8 UK Institution**

|  |  |
| --- | --- |
| Institution (please ensure you enter the full legal name) |  |
| Department  |  |
| Head of department (full name) Head of department (or equivalent). This will be the person who has the authority to approve this application. |  |
| Address |  |
| City |  |
| State/Province |  |
| Post Code |  |
| Country/Nation England/Wales/Scotland/Northern Ireland |  |
| Type of Institution, please provide additional information No more than 80 words. |  |

**6.9 UK Institution – Lead Contact for Grant Financial Administration**

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Email address |  |
| Telephone number Please make sure you include the country code (e.g.: +44 161 957 7755) |  |

**7. Outcomes/Impact**

|  |  |
| --- | --- |
| Please identify relevant stakeholders and potential users of the final project resulting from this workshop and describe any existing engagement with them. No more than 100 words. |  |
| Please outline how you intend to engage with these groups. Please include a description of how the digital component of the collaboration will be implemented.Digital component is understood as a website or any other digital activities useful to link collaboration partners with potential stakeholders. No more than 80 words. |  |
| List the outcomes that are expected to arise from the final project resulting from the workshops, both in the short term and longer term futures. You should address the benefits that will accrue to:• The workshop participants and their home institutions.• The stakeholders identified above, both in the UK and Argentina and more broadly in an international context. No more than 150 words. |  |
| Please describe a plausible pathway leading from the workshop outcomes to a broader impact for economic development or social welfare for low-income or vulnerable communities within 1-5 years. No more than 150 words. |  |

**8. Capacity Building and Sustainability**

|  |  |
| --- | --- |
| How will the workshop contribute to the professional development and capacity building of the participants and the wider stakeholder group(s) involved? No more than 100 words. |  |
| Is the proposed workshop part of an existing collaboration between the UK and partner country institutions? If so, please provide details. No more than 80 words. |  |
| What plans do you have to maintain and grow the links between the participating institutions and to broaden these to other interested parties? In particular, define the basis for continuing collaboration and the potential funding sources for maintaining it. No more than 100 words.  |  |

**9. Budget Please provide the information in ARS**

|  |  |
| --- | --- |
| Number of people travelling from the UK  |  |
| International travel costs. | Individual cost | Total cost |
|  |  |
| Domestic travel costs. |  |  |
| Subsistence costs (meals + accommodation + transport). |  |  |
| Interpreting and translation total costs. |  |
| Total budget request. |  |
| Please state a detailed financial or in-kind contribution match funding by the Lead HEI, UK Institution or any other relevant institution. The total must be equal to the budget requested. | Description | Value |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total |  |

**10. Additional Information**

|  |  |
| --- | --- |
| Please use the space below to include any additional information that you feel is relevant to your proposal but not covered elsewhere in the application form.No more than 100 words. |  |

**11. Supporting documents**

|  |  |
| --- | --- |
| Please provide with this application form a copy of the following supporting documents:A. Signed letters of support from: Head of Department (or equivalent) of the UK Institution and the Head of Department (or equivalent) of the Argentine Lead Institution.The statements of support from the two Heads of Department should include comments on the following questions:Why is this collaboration important?How will the link be sustained?B. 1-page UK and Argentine Workshop Coordinators’ CVs. | *Please ensure the combined size of the documents does not exceed 5MB.* |

Please note that, should your proposal be successful, you will be expected to submit the following information as part of the grant confirmation process:

* Argentine Lead institution: “Acta Constitutiva”
* Argentine Lead institution: “Poder representante legal”
* Argentine Lead institution: “Identificación representante legal”
* Argentine Lead institution: “Comprobante de Domicilio”
* Argentine Lead institution: “Constancia de CUIT”
* Argentine Lead institution: “Certificado de exención de impuestos (Ingresos Brutos, impuesto a las ganancias, etc.)”
* Argentine Lead institution: Bank account Information (a specific form will be provided to this end)

You may be also asked to submit the UK Institution’s Bank account information

By signing this application form you agree that failure to submit your information will cancel your award.

**12. Pre-Submission Confirmation**

|  |  |
| --- | --- |
| * Have you obtained permission to submit this application on behalf of the UK and Argentina institutions?
 | * Yes/No
 |
| * The UK and/or Argentine institution is willing to receive funds from a diplomatic entity in Argentina and sign a grant agreement.
 | * Yes/No
 |
| * Both the UK and Argentine participants and their home institutions have the professional resources, competencies and qualifications necessary to complete the proposed action.
 | * Yes/No
 |
| * Neither the UK nor the Argentine applicants’ home institutions is bankrupt, being wound up, or having their affairs administered by the courts.
 | * Confirm / do not confirm.
 |
| * Neither the UK nor the Argentine applicants’ home institution has 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.
 | * Confirm / do not confirm.
 |
| * Neither the UK nor the Argentine applicants’ home institution has 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.
 | * Confirm / do not confirm.
 |
| * Neither the UK applicant nor the Argentine applicant is guilty of grave professional misconduct proven by any means which the contracting authority can justify.
 | * Confirm / do not confirm.
 |
| * Neither the UK applicant nor the Argentine applicant has 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 and partner organisations' financial interests.
 | * Confirm / do not confirm.
 |
| * Neither the UK participants nor the Argentine applicant is guilty of misrepresentation in supplying the information required as a condition for participation in the grant award procedure or of failure to supply this information.
 | * Confirm / do not confirm.
 |

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 to complete the screening searches.

|  |  |
| --- | --- |
| * **Before continuing, please confirm you have read and understood the above notice.**
 | * Yes/No
 |

**FAIR COLLECTION NOTICE**

**How do we use your information?**

The British Council will use the information that you are providing for the purposes of processing your application, making any awards, monitoring and reviewing any award.

We shall share any necessary data on your application with both the UK Department for Business Innovation and Skills, and with our funding partners in your country in order to assist with management of the application process; any decisions on grants will be made in collaboration with them.

Organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Gender information, where collected, is used solely in preparing statistical reports.

The British Council collects country of origin for reporting and statistical purposes and to contact you within your own country.

Under UK Data Protection law, 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 want more information about this, please contact your local British Council office or the Data Protection Team infogovernance@britishcouncil.org or see our website: http://www.britishcouncil.org/privacy-cookies/data-protection

**DATA PROTECTION**

|  |  |
| --- | --- |
| Please confirm that you are 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).   | * Confirm / do not confirm.
 |

|  |  |
| --- | --- |
| Please confirm that you are willing for the British Council to publish information on successful applications (including the summary provided on the first page of this form) on their website, in promotional materials disseminated through any medium, and in reports and documents. The British Council will not publish personal details on their website or via other media without prior permission. | * Confirm / do not confirm.
 |

**13. Submission**

By signing this application, you certify that all of the information on this application is correct and complete and you agree to the other conditions listed on the application guidelines.

 Digital signature is applicable

|  |  |
| --- | --- |
| **UK APPLICANT**Name | * Signature
 |
| **ARGENTINE APPLICANT**Name |  Signature |

**Please send a scanned copy of this application form to:** HELinks.Argentina@britishcouncil.org

Once the application has been submitted, applicants will receive a confirmation email containing the application ID number. This reference number should be used in all communications with the British Council. Applicants who have not received an email confirmation should contact British Council Argentina.