Appendix 8

Application Form

**UK – Egypt Trans-National Education (TNE) Grant**

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| section 1: project name & contact details | |
| Project Name |  |
| Principal Applicant (UK University) |  |
| Contact Person (name & email address) |  |
| Principal Applicant (UK University) |  |
| Contact Person (name & email address) |  |
| Principal Applicant (UK University) |  |
| Contact Person (name & email address) |  |
| Partner (Egyptian University) |  |
| Contact Person (name & email address) |  |
| Partner (Egyptian University) |  |
| Contact Person (name & email address) |  |
| Partner (Egyptian University) |  |
| Contact Person (name & email address) |  |
| Letters of Support | Yes / No (The two Letters of Support from Principal Applicant’s and Partner’s institutions must be attached as annex to the proposal) |
| Please provide a brief introduction of Principal Applicant’s and Partner’s institution and how this partnership come about (max 200 words) |  |
| Please provide name of key people from Principal Applicant’s and Partner’s institution, and their role in the project. CVs highlighting their relevant experiences must be attached as annex to the proposal. |  |

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| section 2: project description | |
| Project Purpose (max 50 words) |  |
| Start & End Date  **(Total duration of the grant must not exceed 12 months)** |  |
| Total funding requested from British Council | £  Full Activity Based Budget must be completed. Your proposal will not be considered without this. See Appendix 2 of Call for Proposal. |
| Total co-funding and/or in-kind supports secured from other sources | Co-funder:  Total co-funding: £  In-kind supports |
| Please explain the issue this project will address and why the British Council should fund it (max 200 words.) |  |
| What outputs will the project generate? E.g.: number of trained individuals, joint teaching programme, etc.  These outputs must relate to the project purpose. |  |
| Please describe what impacts your project will achieve in short, medium and long term.  These individual project impacts must contribute in delivering GGP overall Impacts and Outcomes as outlined in Section 1 of Call for Proposal document. |  |
| Project Beneficiaries (individual and institution) |  |
| Please explain how your UK/Egypt Joint project will contribute to TNE |  |
| **About the Partnership** | |
| Would the activity be part of an existing partnership between the UK and partner country institutions? If so, please give details of the partnership. |  |
| How will the partnership be managed (including with regards to communications, diversity, inclusion and safeguarding)? |  |
| **Sustainability and capacity strengthening** | |
| Please give a description of how the UK and the Egypt group/department/ institution plan to continue the partnership after the end of the activity, providing information about potential funding sources that might support it. |  |

**Please also make clear in your project title and summary how your project is ODA-compliant**

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| section 3: project Relevance to economic development and social welfare (Official Development Assistance (ODA) eligibility) | |
| Please describe how your project will contribute to the economic development and social welfare of Egypt, with the focus on development and articulation route to positive impact within a short to medium term timeframe (within 10 years). |  |
| Please mention any local or national consultation, links to government policies, and existing links with government institutions and must clearly articulate the importance to Egypt 20-30 vision and Egypt’s National Climate Change Strategy 2050 .  Agreements for ownership and exploitation of intellectual property generated through project activities must be consistent with the primary aim of addressing development issues. |  |

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| section 4: risk management | |
| What are the key risks in implementing this project and how are you going to manage them? | Risk 1:  Management: |
| Risk 2:  Management: |
| Risk 3:  Management |
| Add more lines if needed. |

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| section 5: monitoring and evaluation plan | |
| What are your key performance indicators (KPIs) and project milestones?  How will the project be monitored and evaluated against those KPIs and milestones? |  |

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| section 6: sign-off | |
| The proposal must be signed by a person with delegated authority from Principal Applicant institution (UK university). This could be Vice-Principal International, Dean or Head of School (the same person who sign Letter of Support) | Name:  Position  Date:  Signature: |

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| **Supporting documents**  Full guidance on the required supporting documents can be found in Guidelines for applicants. Please ensure you fully read and understand these before submitting supporting documents. Late submission of supporting documents, or submission of documents which do not comply with these requirements, will render the application ineligible. Appeals against this decision will not be accepted. |
| * CV for the UK Lead Applicant (maximum 2 sides of A4) \* |
| * CV for the partner country Lead Applicant (maximum 2 sides of A4) \* |
| * Signed letter of support from the Head of Department (or equivalent) of the UK Lead Institution, including expression of the commitment and willingness to receive funding and to sign a grant agreement with the British Council). \* |
| * Signed letter of support from the Head of Department (or equivalent) of the partner country Lead Institution\* |
| * Detailed budget request (using the template provided on the call website) \* |
| * Description of Associate Partner/s organisation and project role (300 words per partner) |
| **Pre-submission confirmation** |
| **Both UK and partner country Lead Applicants must confirm the following:**  Neither the UK nor partner country Lead Applicants are or may be subject of a conflict of interest during the grant award procedure. \*   * I confirm the above * I am unable to confirm the above   Have you obtained permission to submit this application on behalf of the UK and partner country institutions? \*   * Yes * No   Both the UK and partner country Lead Applicants and their home institutions have the professional resources, competencies and qualifications necessary to complete the proposed action. \*   * I confirm the above * I am unable to confirm the above   Neither the UK nor partner country Lead Applicant's institutions are bankrupt, being wound up, or having their affairs administered by the courts. \*   * I confirm the above * I am unable to confirm the above   Neither the UK nor partner country Lead Applicant's institutions have 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. \*   * I confirm the above * I am unable to confirm the above   Neither the UK nor partner country Lead Applicants are guilty of grave professional misconduct proven by any means which the contracting authority can justify. \*   * I confirm the above * I am unable to confirm the above   Neither the UK nor partner country Lead Applicants have 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 or partner organisations' financial interests.\*   * I confirm the above * I am unable to confirm the above   Neither the UK nor partner country Lead Applicants are 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. \*   * I confirm the above * I am unable to confirm the above   Does the UK Freedom of Information Act or similar act apply to your organisation? \*   * Yes * No   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 by the British Council to complete the screening searches. \*  Before continuing, please confirm that you have read and understood the above notice. \*    I confirm that I have read and understood the above notice. |

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| **Safeguarding and Protection of Children and Vulnerable Adults at Risk** |
| Please tick the box below to confirm you have read the British Council Safeguarding Policy - <https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding> |
| I have read the British Council Child Safeguarding Policy |
| **Data protection** |
| The British Council will use the information provided in the application for processing the application, making any consequential grant award, for the award payment, monitoring, maintenance and review of the award.  In order to carry out the selection process for the Research Environment Links grants, we may also share your information with our national partner organisations. The reason for this is that in countries where we work with partner organisations, the final decision on grants will be made in collaboration with them.  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. |

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| For detailed information, please refer to the privacy section of our website, <https://www.britishcouncil.org/privacy-cookies/data-protection>or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection. | |
| Please note that a confirmation email will be sent to your email address. If you do not receive the email following the submission of this form, please contact us: [goingglobalpartnerships@britishcouncil.org](mailto:goingglobalpartnerships@britishcouncil.org) within 3 working days from the deadline, otherwise your application will be considered ineligible. | |
| Please tick this box to 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). **\*** | I am willing for my information passed on to British Council partner organisations for the purpose of this funding application. |
| The British Council wishes 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. **\*** | I agree to be contacted, should the British Council wish to use my information/gather further information for publications or promotional material  I agree to my information being put on the British Council website |

Implementation Plan

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| Activity description | Target audience | Benefits | Outcome | Resources | Budget | Timetable | Targets and measures of success | Method(s) of evaluation |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
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**Data Protection Notice**

British Council will use the information that you provide for the purposes of processing your application. British Council complies with data protection law in the UK that meet internationally accepted standards. We process and handle personal information according to these regulations. The information will be viewed by British Council and shared with those who are part of the decision-making process, and project partners in connection with administering the GGP Grant UK-ID Project. Your information will not be used/shared for any other purpose without your specific consent.

Full details can be found here: [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy)

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| **I have read and understood the above** (Please put an X sign) | **Yes** |  | **No** |  |