Guidance Notes

**Accelerating English Language Learning in Central Asia (AELLCA)**

August 2024

Cal launch date: 23 August 2024

Deadline for submitting proposals: 30 September 2024

## Grant call for English and Inclusion Partnerships

## About the Programme

Governments across the Central Asia Region consider the English language as a key driver for development and competitive advantage in the globalized economy. In line with this, some countries like Kazakhstan and Tajikistan have adopted national programmes to introduce education in three languages, including English.1 In 2020, the government of Uzbekistan launched the "English Speaking Nation" programme to promote English learning among citizens,2 and very recent government documents prioritise teacher education and Continuing Professional Development (CPD) including for English language teachers. Despite proactive efforts to promote the English language across Central Asian countries, proficiency levels do not align with ambitions. Kyrgyzstan is ranked 90th, Uzbekistan 93rd, Kazakhstan 104th, and Tajikistan 112th on the English Proficiency Index scoreboard.  Although no official measures of school leavers’ English competence are available for analysis, the view among educational authorities in Uzbekistan and Kazakhstan is that general levels of English at the end of secondary school are not reaching official targets - B2 on the Common European Framework of Reference (CEFR). For example, in Uzbekistan, a recent British Council study concluded that regarding English language proficiency, 68% of sampled students in secondary education reached an A1 level and 21% reached A2 on the CEFR, both classified as 'basic users' of English according to the CEFR 2001 global scale. Low levels of English proficiency are primarily attributed to challenges in delivering English language instruction, including an outdated curriculum, insufficient teacher preparation for effective English teaching, outdated continuous professional development models for teachers, and a lack of materials and resources.

This context informed our Theory of Change which outlines the key project objectives and the pathways to achieve them.

***IF*** *we advance Initial English Language Teacher Education across the region, IF we advance continuing professional development policies and practices, and IF we promote inclusive educational practices and policies across the education system,* ***THEN*** *English language teachers will become more effective in teaching English at all levels. This will ultimately boost student attainment and result in more inclusive educational systems.* In line with this, we define the programme impact and outcomes as follows:

**Impact:** improved English language teaching contributes to better students’ attainment in English

**Outcome 1:** advancement of initial English language teacher education (IELTE) across the CA region.

**Outcome 2:** advancement of continuing professional development of English language teachers across the region

**Outcome 3:** advancement in the inclusiveness of education systems across the Central Asia region

The initiative aims to improve English proficiency in the region through three key strategies. First, by modernizing the Initial English Language Teacher Education (IELTE) programmes to align with the UK/international best practice, new teachers will be better equipped with the latest teaching techniques and educational technologies. Second, it strengthens the capacities for Continuing Professional Development (CPD) by providing ongoing training and resources and promoting school-based approaches to CPD. Third, it empowers universities across Central Asia to develop and implement inclusive policies, creating supportive environments for diverse learners. Together, these strategies aim to create a more effective and equitable English language education system in the region.

## Central Asian countries involved: Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan

## Call Name: English and Inclusion Partnerships

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| --- | --- |
| Maximum value of grant | Up to 30.000 GBP |
| Number of grants expected to be funded in this call | At least 1 per CA country |
| Deadline for applications | 30 September 2024 23:59 UK time (BST) |
| Contact for further information | [AELLCA@britishcouncil.org](mailto:AELLCA@britishcouncil.org)  In case you are experiencing any difficulties with the email address above, please send your inquiry to [Jamilya.Gulyamova@britishcouncil.org](mailto:Jamilya.Gulyamova@britishcouncil.org) or [Nadia.Trubova@kz.britishcouncil.org](mailto:Nadia.Trubova@kz.britishcouncil.org) |

## About the Grant Call

### Background information

Current pre-service teacher education programmes for English language teachers across the region aim to meet the necessary teaching standards for consistent learner advancement at preschool, primary, and secondary levels. Recent studies demonstrate that English teachers need to carry out their jobs effectively because the knowledge base that prospective teachers acquire and develop through the Initial English Language Teacher Education (IELTE) programmes need to correspond to what they need for effective teaching,27 Likewise, recent findings revealed a multitude of obstacles to English language teachers' education, including inadequate resources and materials, large class sizes, limited professional development opportunities, and the influence of traditional teaching methods.28 Identified challenges point to the need for curriculum advancement, improved initial teacher training, and the creation of engaging learning environments.29

Central Asian countries have in place national policies that demonstrate a change towards more inclusive education, particularly in higher education. To meet these agendas, advancements are needed in the admission procedures, quotas, and equal development of universities to address social, gender, and developmental gaps. Namely, inequalities in terms of access and completion of higher education need to be addressed systematically in line with good international practice. . While access to higher education (HE) for people with disabilities has seen improvement in recent years, particularly through the introduction of quota systems for their admission to HE institutions in some countries, significant challenges persist. These challenges include a shortage of skilled staff in inclusive education, inadequate infrastructure, and a lack of psychosocial support services. Despite strides made in increasing enrolment, the learning environment for students with disabilities remains challenging, highlighting the need for further efforts to address these systemic barriers and ensure equitable access to quality education for all.

Specific terminology used:

PRESETT- Pre-Service Teacher Training; these are tertiary level programmes delivered by state and private Universities, Pedagogical Institutes, or dedicated departments of higher education institutions in participating countries. In this project, we will engage with those PRESETT institutions that train future teachers of English for public schools.

INSETT – In-Service Teacher Training; this is formal or informal training delivered by state and private teacher training institutions and centres that offer training programmes and courses to English teachers working in public schools in participating countries.

### Project Model

Grants will be provided to partnerships through proposals jointly submitted by a UK university (lead applicant) and at least one university in the partner country. The grant will be awarded to the UK institution, which will be responsible for the grant administration and overall project management of the collaboration. A list of themes (though not exhaustive) is given below. Grant actions should address both areas (PRESETT reform and Inclusion in PRESETT), with one of the areas being of primary focus.

* Improve pre-service teacher training (PRESETT) in the higher education sector. This involves the redesign and modernization of existing PRESETT programmes to align them with international standards and best practices in English language teaching. This may involve revising curriculum frameworks, updating course materials, and integrating innovative teaching methodologies.
* Inclusion in the PRESETT. The extent to which the sector of higher education is inclusive includes consideration of intersections of vulnerabilities based on gender, disability, urban/rural divide, and social and financial status.

**Project Design**

Projects can be in the form of advisory support, needs analysis, content development, and training of leadership/staff/students, etc.

The funds are **not** meant for the procurement of technology or equipment.

### Objectives

The scheme has the following objectives (including at least one objective on each topic – PRESETT reform and Inclusion in PRESETT):

* Improving the practice of English language teaching in pre-service English teacher training institutions or dedicated departments in universities.
* Introducing innovative approaches to teaching and learning English at PRESETT level.
* Improving teachers’ capacities to teach the English language at the PRESETT level and join professional networks.
* Contributing to long-term and sustainable institutional change that promotes good quality English language teacher education.
* Generating new knowledge on barriers and facilitators to the participation of disadvantaged groups in PRESETT environments.
* Establishing new partnerships around inclusion in PRESETT or expanding existing ones.
* Developing policy recommendations for enabling inclusion in PRESETT.
* Proposing mechanisms for strengthening capacity in teaching and learning in inclusive settings.
* Promoting equal access to PRESETT.

### Expected Outcomes

All projects expect that they should meet at **least three** of the following outcomes (including at least one outcome on each topic - English teaching and inclusion):

* Increased capacity and skills of academic staff to apply innovative approaches to teaching English at the PRESETT level.
* Improved English language curriculums at the PRESETT level.
* Increased capacity and skills to embed inclusion initiatives/practices in PRESETT.
* Improved inclusion practices at the PRESETT level.

### Project Duration and Timelines

The grant project will be of 5 months duration.

### Timelines

Expected key timelines are given below:

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| --- | --- |
| **Activities** | **Dates** |
| Call for applications opens for UK institutions | 23 August 2024 |
| Deadline for clarification questions submitted by applicants | 9 September 2024 at 12:00 UK time (BST) |
| Deadline for submitting proposals | 30 September 2024 at 23:59 UK time (BST) |
| Selection process | October/November 2024 |
| Announcement of results | October/ November 2024 |
| Contract agreement signing (subject to due diligence procedures and grant disbursement) | October/November 2024 |
| Project delivery starts | October/November 2024 |
| Introductory meeting with British Council in-country staff, agreeing communication modes and frequency | November 2024 |
| Submission of first progress report | January 2025 |
| Project ends | 31 March 2025 |
| Submission of final report | 31 March 2025 |

Dates may be subject to some change due to operational reasons.

It is expected the project leads will join at least one meeting with other project leads which will be facilitated by the British Council. Project leads will be notified about this as part of ongoing communication.

### Project Sustainability

Grantees must outline their plans to carry forward the project beyond the funding provided under this scheme. Proposals must include how they:

* will **embed inclusive practices** within their institutions.
* will embed improved English language teaching and learning at the PRESETT level .

## Eligibility Criteria for Institutions

Proposals must fulfill the following criteria to be eligible for funding under this call:

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| **ELIGIBILITY CRITERIA** | **Y/N** |
| Each proposal must have both:   * Up to TWO partner institutions from Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, or Uzbekistan (from at least ONE Central Asia country)   and;   * ONE Lead institution from the UK * The proposal must be **prepared jointly** by leads from both institutions but submitted by the Lead from the UK Institution. |  |
| The UK Lead institution must be one of the following:   * **Higher Education provider** with [degree awarding powers](https://www.officeforstudents.org.uk/advice-and-guidance/regulation/degree-awarding-powers/).   + England - Check the ‘awarding degrees’ drop down section on the specific provider’s entry on the [OFS register](https://www.officeforstudents.org.uk/advice-and-guidance/the-register/the-ofs-register/%23/). The OFS register lists all institutions which offer UK degrees, not all of which have degree awarding powers.   + Northern Ireland – [https://www.nidirect.gov.uk/articles/universities-and-colleges-](https://www.nidirect.gov.uk/articles/universities-and-colleges-northern-ireland) [northern-ireland](https://www.nidirect.gov.uk/articles/universities-and-colleges-northern-ireland)   + Scotland – <https://www.gov.scot/policies/universities/>   + Wales – [https://www.gov.uk/check-university-award-degree/recognised-bodies-](https://www.gov.uk/check-university-award-degree/recognised-bodies-wales) [wales](https://www.gov.uk/check-university-award-degree/recognised-bodies-wales) |  |
| Overseas partner institution must be the Higher Education provider, as locally defined. |  |
| The partner institution in the overseas country must have the capacity to administer the grant. They need to submit a **support letter** to confirm their capacity and capacity must be confirmed in the support letter. |  |
|  | |

## Questions about Eligibility

Please send an enquiry to [AELLCA@britishcouncil.org](mailto:AELLCA@britishcouncil.org) if you are in doubt about the eligibility of your organisation. In case you are experiencing any difficulties with the email address above, please send your inquiry to [Jamilya.Gulyamova@britishcouncil.org](mailto:Jamilya.Gulyamova@britishcouncil.org) or [Nadia.Trubova@kz.britishcouncil.org](mailto:Nadia.Trubova@kz.britishcouncil.org).

**Eligibility checks will be applied to all applications after the grant call closes. Those which are not led by an eligible institution will be rejected during these checks.**

## Funding

The English and Inclusion partnership expects to support a total of eight projects up to a maximum of

£30,000 in value each, for a 5-month period, starting from October-November 2024.

Funds will be disbursed directly to the **Contracting Institution from the UK** according to the approved final budget. Applicants may be asked to adjust their budget if their request does not fit within funding guidelines or if this is considered inappropriate by the application reviewers.

For an **equitable partnership**, the Contracting Institution should ensure the timely transfer funding to the partnering institution(s) from overseas for activities that support the objectives of the collaboration and the overall project, allowing activities to be implemented without delay.

## Ethics

It is essential that all legal and professional codes of practice are followed in conducting work supported by this call. Applicants must ensure the proposed activity will be carried out to the highest standards of ethics and research integrity.

In the application form, applicants must **clearly articulate how any potential ethical and health and safety issues have been considered** and how they will be addressed, ensuring that all necessary ethical approval is in place before the project commences and all risks are minimised. Please refer to the following guidance documentation, and/or or contact us for further guidance.

* Research Councils UK ‘Policy and Guidelines on: Governance of Good Research’ ([https://www.ukri.org/wp-content/uploads/2021/03/UKRI-050321-](https://www.ukri.org/wp-content/uploads/2021/03/UKRI-050321-PolicyGuidelinesGovernanceOfGoodResearchConduct.pdf) [PolicyGuidelinesGovernanceOfGoodResearchConduct.pdf](https://www.ukri.org/wp-content/uploads/2021/03/UKRI-050321-PolicyGuidelinesGovernanceOfGoodResearchConduct.pdf)),
* the Inter Academy Partnership report ‘Doing Global Science: A Guide to Responsible Conduct in the Global Research Enterprise’ ([**http://www.interacademycouncil.net/24026/29429.aspx**](http://www.interacademycouncil.net/24026/29429.aspx))

## Safeguarding and Protecting Adults at Risk

The British Council is committed to safeguarding children and adults at risk and to upholding their rights in accordance with all applicable legislation and statutory guidance. As part of that commitment, we require that all staff, and those we work with, including partners and suppliers, operate within our Safeguarding Policy which articulates our approach to protecting children and adults at risk and promoting their wellbeing.

We have robust systems and procedures in place to both prevent incidents (covering, for example, the recruitment of appropriate staff, training and support given so that staff can work safely, and standards regarding the way in which we carry out activities) together with responsive actions necessary to address situations where we become aware that a child or an adult at risk may have been harmed. As part of our policy, all countries have a named Safeguarding Focal Point (SFP) who is supported by a Regional Safeguarding Manager (RSM) and the British Council Safeguarding Team.

For further information please see: [https://www.britishcouncil.org/about-us/how-we-](https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding) [work/policies/safeguarding](https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding)

## Impact on the Environment

The British Council is committed to minimising its environmental impact. For this call, we have developed a set of questions which will enable us to understand the expected impact of a proposed project on the climate (and environment more broadly). We welcome information from Applicants regarding environmental considerations such as reducing carbon emissions for their projects (for example, alternatives to national or international travel such as virtual delivery), minimising waste or promoting resource efficiency.

Please note, responses to these questions will not form part of the grant assessment criteria and will not be subject to peer review. The British Council collects this information for internal purposes only.

Please contact us via email ([AELLCA@britishcouncil.org](mailto:AELLCA@britishcouncil.org)), if you have any queries about the environmental impact section.

## Privacy Notice

The British Council and UK partners comply with UK GDPR and the UK Data Protection Act (2018) and data protection laws in other countries that meet internationally accepted standards. The British Council will use the information that you provide for the purposes of processing your application, making any awards and the monitoring & review of any grants. The legal basis for processing your information is agreement with our terms and conditions of application (contract).

We may share all application data with UK and overseas partner institutions from countries participating in this grant call in order to assist with management of the application process. We may share selected non personal data with agencies responsible for monitoring and evaluation of

the Disability Inclusion Partnerships.

Your information will not be used/shared beyond the partners listed above for any other purpose without your specific consent. British Council and its partners reserve the right to publish and share anonymised aggregated information with stakeholders.

Organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Gender information and country of origin, where collected, is used solely for statistical purposes. If we need to contact you, we will do so using the contact details you have provided.

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 see our

website: <http://www.britishcouncil.org/privacy-cookies/data-protection>. We will keep your information for a period of seven years after the project.

## Application Process and Documentation

All applications should be sent to: ‘[AELLCA@britishcouncil.org](mailto:AELLCA@britishcouncil.org)’

In case you are experiencing any difficulties with the email address above, please send your inquiry to [Jamilya.Gulyamova@britishcouncil.org](mailto:Jamilya.Gulyamova@britishcouncil.org) or [Nadia.Trubova@kz.britishcouncil.org](mailto:Nadia.Trubova@kz.britishcouncil.org).

The deadline for applications is **23:59 UK time on 30 September 2024** – we recommend that you submit the application early on to avoid any last-minute technical glitches.

Due to the volume of applications we receive any application received after this deadline will be considered **ineligible.**

Ensure you have included all of the documentation listed in the **Pre-submission Checklist** as applications will be immediately ineligible if incomplete.

## Application Form

Applications must only be submitted using the application form supplied within the Grant Call Documentation. Word limits, as stated on the application form, must be followed, and **text over the word limits will not be read.**

Applicants are encouraged to ensure equal opportunities in the teams implementing their proposed activity. For example, in ensuring those with disabilities have equal access to and opportunities to fully participate in research/collaborative activities. Applicants may apply for additional funding to cover any specific requirements necessary to ensure full participation.

Please make additional costs in the ‘human resources’ section of the budget request within your application. These will be considered on a case-by-case basis.

Please contact us for further information on the British Council’s approach. See our Equality Policy here: <https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion>

## Addressing Equality, Diversity and Inclusion

Applicants are encouraged to ensure equal opportunities in the teams implementing their proposed activity. Applicants may apply for additional funding to cover any specific requirements necessary to ensure full participation.

Please make additional costs in the ‘human resources’ section of the budget request within your application. These will be considered on a case-by-case basis.

Please contact us for further information on the British Council’s approach. See our Equality Policy here: <https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion>

#### Disability Inclusion Statement

###### Promoting equality for those with disabilities

* + Applications should demonstrate how they are taking meaningful yet proportionate consideration as to how the project will contribute to enhancing disability inclusion in their application.
  + Applicants are required to consider the impact their project will have on disability inclusion and should consider this in relation to, but not limited to:
    - The composition of the project team; participants, stakeholders and beneficiaries of the project.
    - Measures taken to facilitate the participation of people with disabilities
    - Processes followed throughout the project.
    - Budget
    - Risk
    - Outputs
    - Outcomes
  + Applications may wish to look at specific intersections of disability with other characteristics (e.g., gender, race, ethnicity). Useful documentation to consider include the following:
    - [Guide to addressing gender equality](https://www.britishcouncil.org/sites/default/files/gender_guide_external_july_2019.pdf)
    - [Disability Inclusion Institutional Framework](https://inclusivehe.org/wp-content/uploads/2022/08/disability_inclusion_institutional_framework_international_2022-2.pdf)
    - [Race Equality Guide](https://www.britishcouncil.org/sites/default/files/guide-race-equality.pdf)

Applicants are encouraged to check relevant documentation on EDI.

* + [British Council Equality, diversity and inclusion policy](https://www.britishcouncil.org/sites/default/files/equality-policy-2023-jan2024.pdf)
  + British Council Equality, diversity and inclusion strategy
  + [The United Nations Disability Strategy](https://www.un.org/en/content/disabilitystrategy/)

#### Gender Equality

To comply with the International Development (Gender Equality) Act 2014, applications must outline how they have taken meaningful yet proportionate consideration as to how the project will contribute to reducing gender inequalities in the Gender Equality Statement section of the application form. All British Council projects are required to be at the very minimum, gender sensitive (see description below):

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| **Gender Assessment** | **Descriptors** |
| **Gender blind / unaware** | The specific issues affecting women are not identified at project design stage. They may only refer to issues affecting ‘people,’ ‘communities,’ ‘youth,’ ‘audiences’ etc., rather than breaking these groups down by sex. There is *no gender analysis* of the wider context and it is not clear how women, girls, men and boys are differently affected by a particular issue. |
| **Gender neutral** | The differential needs of women and men are identified in the project documents or by stakeholders but are *not addressed* in the project activities. |
| **Gender sensitive** | A robust gender analysis has been undertaken to understand the different barriers facing women, girls, men and boys using sex-disaggregated data. Specific solutions to address the needs and concerns of women and girls are included in the project activities and outcomes. Activities focus on women’s practical needs to improve their *condition* in their everyday lives. |
| **Gender transformative** | There is an attempt to challenge the root causes of gender discrimination by, for example, addressing discriminatory gender norms, stereotypes and unequal power relationships between the sexes. Activities might focus on more strategic needs that improve the *position* of women and girls in society. |

British Council reserve the right to reject the application if inadequate consideration has been given to equality issues or if the proposal is assessed to result in a negative impact.

## Budget Sheet

Budgets must only be submitted **using the Budget Sheet** supplied within the Grant Call Documentation

A list of Eligible and Ineligible costs can be found in **Annex 1.**

Paid staff time, hired consultants (justified instead of experts at the university, for example, market research, specific workshop), translation/interpretation costs, travel costs.  
Supporting financial documents will be requested for the financial report.

**Section 1 – Human Resource/Staff Costs**

* + Staff costs cannot exceed more than 30% of the total grant being applied for.
  + List all Contracting and Partnering institution staff working on the project
* “Permanent” Staff is defined as staff in full-time academic posts, that may be contributing time either budgeted or in-kind to the implementation of the project.
* “Project” Staff is defined as staff employed directly on or by the project, who may be in part-time or fixed-term roles, such as technical staff or postdoctoral research assistants.
  + The number of units multiplied by the unit rate will populate Column H. In Column I, confirm how much of this total is intended to be covered by the grant. Be clear about how any residual costs will be covered if not entirely by the grant.
  + If the entire cost is not being covered by the Grant, a residual amount will populate in Column J, and you will need to explain how this amount is being covered in Column K.
  + In Column M you need to confirm how staff costs are monitored/controlled for audit purposes.

Section 2 – Expertise Costs

Sometimes Grant applicants wish to budget for non-institutional Staff costs (e.g. Consultants, Industry experts, advisors, associate partners etc.). These costs are included in Section 2.

* + Expertise costs cannot exceed more than 15% of the total grant being applied for
  + The number of units multiplied by the unit rate will populate Column H. In Column I confirm how much of this total is it intended be covered by the grant. Be clear how any residual costs will be covered if not entirely by the grant.
  + If the entire cost is not being covered by the Grant, a residual amount will populate in Column J, and you will explain how this amount is being covered in Column K.
  + In Column M you confirm how staff costs are monitored/controlled for audit purposes.

Section 3 – International Travel and Subsistence

* + International travel and subsistence costs should not exceed 25% of the total grant being applied for.
  + Supply details of approximate costs/allocation for your travel and subsistence costs. Be clear how any residual costs will be covered if not entirely by the grant.
  + Read Annex 1 for guidance on permitted costs.
  + As per sections 1 and 2 – clarify what portion of these costs are intended to be covered by the grant, and how any residual costs are to be funded.

Section 4 – Operational and Activity Costs

* + In section 4 give the approximate costs/allocation you intend to use for specific activities. Be clear how any residual costs will be covered if not entirely by the grant.
  + Read Annex 1 for guidance on permitted costs.
  + Domestic travel associated with the activities should be accounted for in this section.
  + As per sections 1, 2 and 3, clarify what proportion of these costs are intended to be covered by the grant and how any residual costs are to be funded.

Section 5 – Marketing and Communication Costs

* + In section 5 give the approximate costs/allocation you intend to use for any Marketing and Communications aspects of your proposal. Be clear how any residual costs will be covered if not entirely by the grant.
  + Read Annex 1 for guidance on permitted costs.
  + As per the previous sections– clarify what portion of these costs is it intended be covered by the grant and how any residual costs are to be funded.

Section 6 – Miscellaneous and Additional Costs

* + In section 6 give the approximate costs/allocation you intend to use for any elements not covered in sections 1-5. Be clear how any residual costs will be covered if not entirely by the grant.
  + Read Annex 1 for guidance on permitted costs.
  + Typically, applicants use this section to show administrative costs (e.g., international bank transfer costs associated with grant disbursements to partners etc.).

Budget Summary

After Section 6 a summary of the sections above will self-populate.

Column I shows a section by section summary of the costs you have indicated will be covered by your grant if you application is successful.

Column J will flag any issues. If for sections 1-3 the box turns green and displays “This is within the funding rules” then no action is required.

If however, the box turns red, it will give a message to highlight what the issue is (e.g., “This is outside the 30% funding rules”, or “This is outside the 15% funding rules”, and you must return to the appropriate section and revisit and revise your proposed budget.

Any budget sheet submitted that contains red warnings will be returned and may jeopardise your application.

The last row of the Budget Sheet will show in Column G the grant amount you are applying for and in Column I the total budget you are intending to submit.

* + If your planned budget exceeds the grant you are applying for you will see a warning message stating, “Your budget exceeds the grant you have requested – please review your budget before submitting”
    - If this is the case, you could either revisit the grant you are claiming and reduce it to your planned budget; or revisit your budget to ensure you haven’t miscalculated.
  + You cannot budget for more than the value of the grant and if your budget sheet is submitted with this warning, it will be returned and may jeopardize your application.
  + If your planned budget is lower than the grant you are applying for you will see a warning message stating, “Your planned budget is less than the grant you have requested – do you need to review your budget to ensure everything has been included”

o If you submit your application with this message your application will still be considered – but based on your proposed budget and not the grant figure, so please ensure you are happy that you have not missed anything.

## Selection Process

* All applications received by the deadline will be logged and acknowledged – if you have not received an acknowledgement within seven days, please check your spam folder for messages from ‘[AELLCA@britishcouncil.org](mailto:AELLCA@britishcouncil.org)’. If you have not received any acknowledgement of receipt of your application, please contact us with details.
* Applications will be reviewed for completeness – if we do not have everything requested in the Pre-submission Checklist your application will be declared ineligible and not proceed to next stage. We receive large volume of applications so we will not be able to notify you at this stage.
* Applications will be assessed on the basis of the assessment criteria specified below.
* Top ranked applications will be selected and notified about their selection for contracting and disbursement of grants.
* Unsuccessful applications will be notified at a later stage. You can ask for feedback on your application by writing to: ‘[AELLCA@britishcouncil.org](mailto:AELLCA@britishcouncil.org)’

## Assessment Criteria

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| --- | --- | --- |
| **Project team** | **Score** | **Scoring Guide** |
| * The Lead Applicants have demonstrated **knowledge, understanding and experience** of English language teaching at the PRESETT level and inclusion in the UK and the partner country, and sufficient **relevant experience** to lead the proposed project, and to achieve the stated objectives. | **10** | * Meets all criteria to an exceptional level: 10 points * Meets the majority of the criteria to a very high level: 7 points * Meets the majority of the criteria to an adequate level: 5 points * Meets some of the criteria to an adequate level: 3 points * Fails to meet any of the criteria to an adequate level: 0 points |

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| **Project design, quality, relevance and budget** |  |  |
| * The proposed activities clearly **meet the stated call objectives and outcome**. * The proposed project **demonstrates a potential to change attitudes, practices, or policies** around English language teaching at the PRESETT level and inclusion. * The **budget** requested is in line with the guidance provided in the call document and the cost amounts are necessary and reasonable. | **20** | * Meets all criteria to an exceptional level: 20 points * Meets the majority of the criteria to a very high level: 15 points * Meets the majority of the criteria to an adequate level: 10 points * Meets some of the criteria to an adequate level: 5 points * Fails to meet any of the criteria to an adequate level: 0 points |
| **Project delivery and management** |  |  |
| * The description of the project includes clear, feasible and realistic objectives and outputs. * The timelines are realistic and there is an effective monitoring, evaluation and learning framework in place. * Risks and any mitigation strategies have been clearly defined. * The proposal includes a plan for stakeholder engagement and dissemination plan for the | **20** | * Meets all criteria to an exceptional level: 20 points * Meets the majority of the criteria to a very high level: 15 points * Meets the majority of the criteria to an adequate level: 10 points * Meets some of the criteria to an adequate level: 5 points * Fails to meet any of the criteria to an adequate level: 0 points |

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| findings/outcomes of the proposed activities. |  |  |
| **Sustainability and long-term impact** |  |  |
| * The proposal clearly states how the proposed project contributes to structural change at the PRESETT level in partner countries and could have potential scaling-up ability at local, regional, and/or national levels. * The proposal contains potential for long-term impact with a clear sustainability plan. | **10** | * Meets all criteria to an exceptional level: 10 points * Meets the majority of the criteria to a very high level: 7 points * Meets the majority of the criteria to an adequate level: 5 points * Meets some of the criteria to an adequate level: 3 points * Fails to meet any of the criteria to an adequate level: 0 points |

## Pre-Submission Checklist

|  |  |
| --- | --- |
| The application has been submitted by the applicant by the published deadline. |  |
| The application is completed in full. |  |
| The application form and supporting documents have been completed in English. |  |
| Contracting institution is eligible (see Eligibility section). |  |
| The applicants have included supporting letters from **each** of the Contracting and Partnering Institutions, on headed paper, signed by the Head of Department or other person with appropriate delegated authority, giving specific commitment to the project.  Supporting letters **must be in Englis**h, and **not** signed by Lead Applicant(s). As stated in these guidelines, soft copy of letters is acceptable. |  |
| Lead applicants must have the capacity to administer the grant and satisfy British Council requirements to prevent bribery, fraud and professional misconduct. Applicants confirm that they comply with British Council requirements by responding to **Pre-submission Confirmation i**n the application form. |  |
| Applicants have submitted a **detailed budget request** using the **budget spreadshee**t provided with the grant call documents on our funding call page. |  |

|  |  |
| --- | --- |
| Applicants have submitted a **narrative bio** outlining the relevant knowledge and experience of the Lead Applicants. |  |
| **Human resource costs: Staff costs f**or personnel working directly on the grant-funded project are limited to **30% of the grant** to be awarded. |  |
| **UK expertise costs:** Limited to **15% of the grant t**o be awarded. |  |
| **Travel costs: Limited to 25% of the grant**. |  |

## Applicant screening

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 are 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 grantcall.

The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches.

Please read the text to this effect on the application form and tick the box to show that you understand this.

Please consider flexible and technological solutions to progress activity for planned work where feasible.

## British Council contractual requirements

* The contracting authority is the British Council which includes any subsidiary companies and other organisations that control or are controlled by the British Council from time to time

o (see: [www.britishcouncil.org/organisation/structure/status](http://www.britishcouncil.org/organisation/structure/status)).

* The Grant Agreement Holder for the partnership will be the Contracting Institution.
* The successful applicants will be expected to undertake activities in the UK and in the overseas countries listed in these guidelines.
* The British Council is subject to the requirements of the UK Freedom of Information Act,

(“FOIA”). Please indicate in your application whether FOIA also applies to your organisation, so that we can reflect this in the Grant Agreement should you be successful in your application.

* (Terms and Conditions of the Grant Agreement) (“Grant Agreement”). **By submitting a response to this call for applications, you are agreeing to be bound by the terms of these guidelines and the Grant Agreement without further negotiation or amendment.**
* In the event that you have any concerns or queries in relation to the Grant Agreement, you should submit a clarification request to ‘[AELLCA@britishcouncil.org](mailto:AELLCA@britishcouncil.org) in accordance with the provisions of this call for applications by the application deadline. The British Council reserves the right not to make any changes to the Grant Agreement.
* The British Council is under no obligation to consider any clarifications/amendments to the Grant Agreement requested following the application deadline.

#### Annex 1 – Eligible and ineligible costs

##### Eligible costs

The following costs are eligible for funding:

* **Travel:** Travel (economy class) and subsistence costs to the UK/partner country, visa fees, vaccinations, quarantine costs (not exceeding GBP800 per person for 14 days), medical insurance, and roaming charges during travel essential to the project, to the UK and partner country.
* **Local travel in the UK and overseas** (public transport to and from the airport and for meetings/visits is encouraged where possible).
* **Reasonable accommodation and subsistence** costs for staff when visiting their partner organisation in the UK or overseas
* **Reasonable hospitality costs** (excluding self-entertaining costs).
* **Reasonable production costs** (such as for the development of materials but excluding time spent by staff in relation thereto).
* **Consultancy fee** (for external procurement and up to 30% of the total project costs).
* **Essential equipment** for use in the project including consumables, specialist software licences essential to the collaboration, access fees for facilities or library services. Equipment must be essential to project delivery and beyond the scope of institutional provision.
* **Cost of meetings, training events, workshops, public engagement events, and seminars**

integral to the proposal. Translation and interpreter fees.

* **Publication costs** directly related to the collaboration, including web page development by external providers, if appropriate. Open access publication is encouraged.
* **Online platform** and relevant costs for digital delivery can be included.
* **Attendance at conferences or other events** in the UK, partner countries, or virtual events to present the outputs and outcomes of the project.
* **Monitoring and evaluation costs**.
* **The cost of staff time** for full-time personnel working directly on the project, plus the costs of temporary personnel and other temporary staff recruited to work solely on the project.
* **Cost of accessibility and reasonable adjustments** to ensure persons with disabilities are able to participate fully on the project.

**All the foregoing activities must be directly related to the development and delivery of the agreed project**. **Partners will be asked to provide the British Council with information on expenditure, supported by receipts for monitoring and auditing purposes.**

##### Ineligible costs

The following costs are ineligible for funding:

* Full economic costs (FECs) (UK sector terminology).
* Promotional activities solely concerned with the recruitment of overseas students.
* Institutional overheads including administration fees and other indirect costs.
* Costs associated with Master’s and PhD scholarships (including stipends).
* Purchase or rental of standard office equipment (except specialist equipment essential to the research). This includes IT hardware – laptops, personal computers, tablets, smartphones, Mac workstations, computer parts and peripherals, etc. Any standard hardware routinely used by researchers and academics will not be funded.
* Office software and office equipment including desks, chairs, filing cabinets, photocopiers, printers, and fax machines.
* Mobile phone costs including rental or purchase, and monthly phone bills.
* Exchange rate costs/losses and other banking-related costs.
* IP costs, patent, copyright, licensing, or other IP-related costs.
* Costs relating to the construction, procurement, or rental of physical infrastructure (e.g., office buildings, laboratory facilities). Rooms and facilities essential for routine collaboration are provided as an in-kind contribution by participating institutions. These can be detailed as an in- kind contribution in the budget breakdown.
* Entertainment costs such as gifts, alcohol, restaurant bills, or hospitality costs for personnel not directly participating in the project, excessive restaurant costs, and excessive taxi fares.
* No profit or fees must be charged to the grant.