Going Global Partnerships

Application Form

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

August 2024

Application for English and Inclusion Partnerships

Countries: Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan

Please submit the completed application to ‘[AELLCA@britishcouncil.org](mailto:AELLCA@britishcouncil.org)’ by 23:59 UK time **30 September 2024**. Please note that it is your responsibility to ensure delivery by the deadline. Applications will **not be** considered if they are received after the deadline. We recommend that you submit your application early on to avoid any technical glitches at the last minute.

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)

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| section 1: project title, partnership and CONTACT DETAILS | |
| **Project title** |  |
| **Partner countries** |  |
| **Duration of collaboration, in months** should not exceed 5 months |  |
| **Proposed start date (DD/MM/YYYY)** | Click or tap to enter a date. |

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| CONTRACTING INSTITUtION DETAILS | |
| **Full name, including title, of person leading on this application** |  |
| **Position/Job Designation within institution** |  |
| **How would you describe your gender** | Female  Male  Non-binary  Another way  Prefer not to say |
| **Do you consider yourself to have any disability** | No  Yes  Prefer not to say |
| **Your personal institutional email address** |  |
| **Your LinkedIn profile** (if applicable) |  |
| **Institution name - responsible for application submission and contract signing** (give full legal name) |  |
| **Lead institution address** (including country) |  |
| **Type of institution** |  |
| **Department/Faculty or School responsible for this application** |  |
| **Name of Deputy (**who can deputise for the Lead Person if they are unable to lead the collaboration for any reason**)** |  |
| **Deputy - current position** |  |
| **Deputy - email address** |  |
| **Name of Head of Department (if different from above)** |  |
| **Name of person with delegated authority within Institution for approving this application**  **Will this name appear on the contract, if your proposal is successful and proceeds to contracting?** | **Name**:  **Position**:  Yes  No |

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| PARTNERING INSTITUTION DETAILS – Partner 1 | |
| **Partner 1** **Institution name** (please enter full legal name) |  |
| **Institution address** (including country) |  |
| **Department/Faculty or School** |  |
| **Type of institution** |  |
| **Full name, including title, of person leading from partner institution** |  |
| **Position/Job Designation within institution** |  |
| **Institutional email address** |  |
| **LinkedIn profile** (if applicable) |  |
| **How do they describe their gender** (please check with them) | Female  Male  Non-binary  Another way  Prefer not to say |
| **Do they consider themselves to have any disability** (please check with them) | No  Yes  Prefer not to say |

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| PARTNERING INSTITUTION DETAILS – Partner 2 (if applicable) | |
| **Partner 2** **Institution name** (please enter full legal name) |  |
| **institution address** (including country) |  |
| **Department/Faculty or School** |  |
| **Type of institution** |  |
| **Full name, including title, of person leading from partner institution** |  |
| **Position/Job Designation within institution** |  |
| **Institutional email address** |  |
| **LinkedIn profile** (if applicable) |  |
| **How do they describe their gender** (please check with them) | Female  Male  Non-binary  Another way  Prefer not to say |
| **Do they consider themselves to have any disability** (please check with them) | No  Yes  Prefer not to say |

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| **PARTNERSHIP** |

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| **Is this partnership building on a previous or active collaboration between the partners?** | No, this is a new partnership.  Yes, we are currently collaborating.  Yes, we have collaborated previously. |
| **If you replied “yes”** to the previous question **and** you received British Council funding for this partnership, please give details |  |
| **If you replied “no”,** and no prior collaboration has taken place, how have the teams come to know one another? | Through advice  Organic network of team members  Tangential collaboration within own department  Tangential collaboration within institution  Other (briefly explain below)  Details (if applicable) – |
| **Partnership sustainability –**  How will connections established during this project life cycle be sustained after the end date for both institutions and teams involved? | **Partner Institutions**  Organically/informally (i.e., the team will need to review outputs first but will keep in touch at least)  This is part of a wider research project, so it will evolve to next stage (funding is in place or funding to be determined)  **Teams involved**  The departments will set up systems to keep channels open for research collaborations,  Mobility of staff/students will be encouraged.  Active research/work (funding in place)  Active research/work (funding to be determined),  Regulatory: Memorandum of Understanding, processes, systems to be developed |

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| SECTION 2: PROJECT DESCRIPTION |

**Briefly describe your project and its objectives** (max. 1250 words) **Areas you may wish to consider include:**

* **What is your focus? How does it relate to the call? Why it is important?**
* **Key aims and objectives**
* **Methodology to achieve aims – what do you plan to do?**
* **Proposed outputs**
* **Details of initiative(s) that may already be underway at partner institutions (IF the project is building on existing initiatives)**
* **Dissemination activities**

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| |  | | --- | | **OUTCOMES** |   **What are the expected outcomes of the proposed project?**   |  |  |  | | --- | --- | --- | | **Expected Outcome 1** |  | **Select**:  Immediate outcome – within 1 month of end of project  long-term outcome – 5 months+ after project finishes | | **Expected Outcome 2** |  | **Select**:  Immediate outcome – within 1 month of end of project  long-term outcome – 5 months+ after project finishes | | **Expected Outcome 3** |  | **Select**:  Immediate outcome – within 1 month of end of project  long-term outcome – 5 months+ after project finishes | | |
| |  | | --- | | **How will you assess whether the outcomes have been achieved and whether the overall project has been successful?** (max. 500 words) | |  |  |  | | --- | | **TIMETABLE** |   **Please provide a detailed timetable of the project (in months, with start and end dates). Include all key activities including monitoring and dissemination activities, reporting and relevant dates in your project timetable. You may be asked to submit a detailed GANTT chart at the start of the project.**   |  | | --- | |  | | |

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| **EQUALITY, DIVERSITY and INCLUSION (EDI)** - Is this project including or addressing any additional Equality, Diversity and Inclusion aspects (e.g. gender, age, ethnicity, religion, sexual orientation and socio-economic background)? |

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| Please specify the groups included and how they will benefit from the activities (300 words max) |
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| SECTION 3: FUNDING and resources | |
| Total funding requested from the **British Council**  Grant (maximum £30,000)  Reasonable adjustments costs (up to 15% of the grant value) | £ |
| **Co-funding**  Will you be receiving direct monetary funding from other sources? | No  Yes  If “**yes**” – state the source of the funding and value: |
| **Benefit in Kind**  Will you be receiving any indirect benefit in kind (e.g. free use of equipment or premises; uncharged staff time etc ). | No  Yes  If “**yes**” – state the approximate value of this benefit: |
| **Budget – direct and indirect costs** | Please complete the mandatory **Budget Sheet** found in the call documents. **Note** – we will not accept any alternative version. |

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| section 4: risk management & ETHICS | |
| What are the key risks in implementing this project, and how will you manage/mitigate them?  Please consider  -related risk and safeguarding measures that may be needed. | **Risk 1:**  **Management:** |
| **Risk 2:**  **Management:** |
| **Risk 3:**  **Management:** |
| ***Add more lines if necessary.*** |
| How will you ensure that activity will be carried out to the highest standards of ethics and research integrity, at least equivalent to those of the UK?  (200 words max) |  |
| How potential ethical and health and safety issues arising as part of this collaboration have been considered, and how will they be addressed?  (200 words max) |  |

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| section 5: INTELLECTUAL PROPERTY RIGHTS (IPR) |
| Will intellectual property created through the collaboration be protected?  No  Yes |
| **If you answered “Yes”, to the previous question**, please provide details of the arrangements to be made regarding IPR. |

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| Supporting Documents | |
| (Tick to confirm documentation supplied at time of application submission) | |
| Narrative CV for the Lead Person at Contracting Institution  This should include evidence of the key team member’s knowledge and understanding of (and experience) of English language teaching at the PRESETT level and inclusion in the UK and partner country.  (Max 1,000 words) | No  Yes |
| Narrative CV for the Lead Person from each Partnering institution listed in Section 1  This should include evidence of the key team member’s knowledge and understanding of (and experience) of English language teaching at the PRESETT level and inclusion in the partner country.  (Max 1,000 words) | No  Yes |
| Signed letter of support from the Head of Department (or equivalent) of the Contracting Institution, **including expression of the commitment and willingness to receive funding and to sign the standard grant agreement with the British Council without negotiation.** Sample contract is made available during the application process as part of the call documentation. **Please note that the terms and conditions of the contract/agreement may change and that specific funder clauses may need to be added.** | No  Yes |
| Signed letter(s) of support from the Head of Department (or equivalent) of the **Partnering Institution(s)** listed in Section 1. | No  Yes |
| Detailed budget sheet (using the template provided on the call website) | No  Yes |

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| pre-submission confirmation  \*both THE CONTRACTING AND PARTNERING INSTITUTIONS CONFIRM THE FOLLOWING STATEMENTS: \* | |
| Neither the contracting nor partnering Lead Person(s) are, or may be, subject of a conflict of interest during the grant award procedure.  **I confirm the above statement  I am unable to confirm the above statement** | |
| Have you obtained permission to submit this application on behalf of the partnering institutions?  **No  Yes** | |
| Both the contracting and partnering Lead Person(s) and their institutions have the professional resources, competencies and qualifications necessary to complete the proposed action.  **I confirm the above statement  I am unable to confirm the above statement** | |
| Neither the contracting nor partnering Lead institution(s) are bankrupt, being wound up, or having their affairs administered by the courts.  **I confirm the above statement  I am unable to confirm the above statement** | |
| Neither the contracting nor partnering Lead institution(s) 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 statement  I am unable to confirm the above statement** | |
| Neither the contracting nor partnering Lead Person(s) are guilty of grave professional misconduct proven by any means which the contracting authority can justify.  **I confirm the above statement  I am unable to confirm the above statement** | |
| Neither the contracting nor partnering Lead Person(s) 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 statement  I am unable to confirm the above statement** | |
| Neither the contracting or partnering Lead Person(s) 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 statement  I am unable to confirm the above statement** | |
| 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.  **I confirm that I have read and understood the above notice.  No  Yes** | No  Yes |

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| data protection notice |
| 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.  To carry out the selection process for this grant, 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 acceptable 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.  For detailed information, please refer to the privacy section of our website, [**https://www.britishcouncil.org/privacy-cookies/data-protection**](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.   |  | | --- | | **I have read and understood the above  No  Yes** | |
| |  |  | | --- | --- | | 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). | **No  Yes** - 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. | **No  Yes** - I agree to be contacted, should the British Council wish to use my information/gather further information for publications or promotional material | | The British Council will not publish personal details on their website or via other media  without prior permission. | **No  Yes** - I agree to my information being included on the British Council website | |

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| Submission process note |
| 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 at ‘[AELLCA@britishcouncil.org](mailto:AELLCA@britishcouncil.org)’ within 3 working days from the deadline, otherwise your application will be considered ineligible. |