Appendix 1

Application Form

UK-China EMaDA Research and Materials Development Awards

Please submit only one. The application form can be submitted to elt@britishcouncil.org.cn and CC Chen Li at chen.li@britishcouncil.org.cn by 27 October 2023 at 23:59 GMT.

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| section 1: project name & contact details | |
| Project Name/Local Partnership applied for | Exploring Teaching Methodologies for ICT in K-12 ELT Classrooms |
| Award Type (EMaDA) | EMaDA |
| **UK – Lead Applicant** | |
| Contact Person (name & email address) |  |
| Institution/Organisation |  |
| Position and Title |  |
| **Your key China representative (If applicable)[[1]](#footnote-1)** | |
| Contact Person (name & email address) |  |
| Institution/Organisation |  |
| Position and Title |  |
| Please provide name of key people and their role in the project. CVs highlighting their relevant experiences must be submitted as part of the proposal. |  |
| **Associate partners involved in your project – (***Add more lines if needed)* |
| Contact Person  (name & email address) |  |
| Position and Title |  |
| Institution and Institution address |  |

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| section 2: FUNDING | |
| How do you plan to fund activities outlined in your proposal?[[2]](#footnote-2) |  |
| What is the total co-funding and/or in-kind support secured from other sources? (If applicable) | Co-funder/Match funder  Total matching fund: £  In-kind support: |
| What is the total funding requested from British Council for this project? | £  Full Activity Based Budget must be completed. Your proposal will not be considered without this. |
| What is the timing of this project proposal? | Project start date:  Project completion date (including completed end-of-project report): |

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| section 3: proPOSAL description | |
| **Project Summary**  Please give a short summary, of how you intend to meet the requirements of the local partner[[3]](#footnote-3), what expertise and support you bring to the project, and what the collaboration might achieve. Please note any key reasons you would be well-suited to meet these needs (Max 500 words) |  |
| **Background and further justification**  Please explain briefly why you feel you are the well suited to meeting the project requirements, and supporting wider dissemination and impact (Max 300 words) |  |
| **Communication plan**  Please briefly explain how you will communicate and liaise with the local partner throughout the duration of the project, and what expectations you have in this regard. |  |
| **Support and access**  Please outline what ongoing support and access needs you may have of the local partner and/or the British Council to successfully complete the proposed project activities |  |
| **Deliverables and Outputs**  What are the key deliverables of the collaboration that you will provide? Provide detail for each where possible. Use bullet points where applicable.  (Please also take into account suggested outputs highlighted in **Appendix 7** and **Appendix 9**) |  |
| **Impact**  Please describe what specific impacts the project might achieve in short, medium and long term with your support. Use bullet points where applicable.  Please also refer to outcomes stated in **Appendix 7** and expand on these where applicable. | Short term  Mid term  Long term |
| **Track record**  Give any relevant evidence of your track record in similar areas, including similar projects you have delivered in the past, and your commitment to teacher development. Highlight how this might be relevant to the current proposal. |  |
| **Projected beneficiary groups**  Beneficiaries are any organisations, groups, or individuals who will benefit from the project based on your current understanding and possible dissemination strategies (e.g., *anticipated numbers of people in each category that might directly be engaged or impacted in both countries through this project and your contribution)* |  |
| **Value for Money**  How will you achieve the best possible outcomes with the funding and resources available |  |

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

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| section 5: Proposed monitoring and evaluation plan | |
| What are the key performance indicators and projected project milestones you would like to share with the British Council and local partner? Briefly outline, why these?  Note: Please bullet these and be as succinct and accurate as possible. The KPIs shared may be used as part of the Monitoring and Evaluation undertaken by the British Council to evaluate the project success. These will be expected to link to the projected deliverables and outputs stated above in Section 3. | 1.  2.  3. |

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| section 6: EDI AND GENDER EQUALITY | |
| To comply with the International Development (Gender Equality) Act 2014, your application must outline how you have taken meaningful yet proportionate consideration as to how the project will contribute to reducing gender inequalities. | |
| Please indicate the potential impact your project will have on gender.This projection should be about the project specifically and where you think the outputs and outcomes; the make-up of the project team; participants, stakeholders and beneficiaries of the project; and the processes followed will have impact.Please address the criteria in the **Diversity and Gender Statement** of the Call for Application, with an understanding that, depending on the project, not all questions will be applicable. If a question is not applicable, briefly articulate the reasons why. (Max 600 words)  See **Appendix 9** for further guidance on possible gender equality related outcomes. |  |

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| section 7: SAFEGUARDING | |
| The British Council is committed to upholding the rights of children and adults at risk and to promoting their wellbeing, in accordance with all applicable legislation and statutory guidance relevant to the safeguarding and protection of children and adults at risk. We have a comprehensive Safeguarding Policy (and Procedures) which identify our approach to safeguarding and the actions we take to protect children and adults at risk.  We have a duty of care to safeguard the children and adults at risk we work with. Covid-19 has heightened the level of risk to children and adults at risk in everyday life. This is particularly important in China where there is high mobile device penetration rates and where Covid-19 may potentially increase known risks related to online exploitation. There is also growing awareness about the impacts of cyberbullying on young people, which is being increasingly addressed in schools and the wider community. Where proposals involve any contact with these groups, you must clearly demonstrate how this has been taken into consideration.  A copy of our Safeguarding Policy is available on request. | |
| Tell us how your proposal will ensure positive engagement with online teacher development for your intended audience.Please also articulate clearly how your proposal addresses safe participation of participants with reference made to China-specific challenges where applicable.This may include aspects of project design, audience awareness raising, and monitoring and reporting processes that ensure a positive digital experience. (Max 500 words) |  |

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| section 8: ADDITIONAL INFORMATION | |
| Please use this space to include any additional information that you feel is relevant to your proposal but not covered elsewhere in the application form.  (Max 300 words) |  |

Section 9: Proposed Implementation Plan

Please fill in the below table with information regarding the proposed project activities, based on the China partner outline (Appendix 8).

(Add more lines if needed)

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| Activity description | Target audience | Benefits | Outcome | Resources | Budget | Timetable | Targets and measures of success | Method(s) of evaluation |
| 1. |  |  |  |  |  |  |  |  |
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| section 10: SUPPORTING DOCUMENTS (Please provide copies with application) | |
| Signed letter of support and contribution of matching fund (if any) from the senior leader of the UK Lead Institution e.g., Vice Chancellor, College Principals, President | Y/N |
| Signed letter of support and contribution of matching fund (if any) from the senior leader of any Associate Partners institution/organisation | Y/N |
| Evidence/confirmation of relevant indemnity or liability insurance for the purposes of conducting research and engaging in project activities[[4]](#footnote-4) | Y/N |

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| section 11: ADDITIONAL SUPPORTING DOCUMENTS AND REQUIREMENTS | |
| Annex 2: Activity Based Budget template | Y/N |
| Please review the Grant Agreement template and submit any request for amendments by **10 February 2023** (Appendix 4)[[5]](#footnote-5) | Y/N |

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| **Privacy Notice** (*please read and tick the appropriate box*)  The British Council will use the information that you provide for the purposes of processing your application, making any awards, monitoring and 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 certain local ministries and local partners in order to assist with management of the application process. We may also share data with any agencies responsible for monitoring and evaluation of the UK-China Research and Development Awards.  We would like to use the information you provide to process this application and to send details of activities, services and events (including social events) which we think are of interest by email and newsletters. We will process your personal information based on this consent. You may unsubscribe at any time by contacting chen.li@britishcouncil.org.cn  o Agree o Disagree  British Council would like to use the information that you provide for the purposes of market research. We will use your contact details to send you research materials such as questionnaires or surveys. We carry this out for legitimate purposes. However, you can choose not to participate by contacting chen.li@britishcouncil.org.cn  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.  For detailed information, please refer to the privacy section of our website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local British Council office. We will keep your information in line with our retention policies from the time of collection. |

1. This may be applicable of there are staff resources in China at this time who may lead with certain aspects of communication or implementation. If none, please add N/A to this section. [↑](#footnote-ref-1)
2. E.g., Do you plan to the project fund solely through the grant award or through internal, matching resources or other sources? [↑](#footnote-ref-2)
3. Where possible please emphasise online or digital solutions [↑](#footnote-ref-3)
4. If your organisation does not currently possess this it should be noted that this may be requested at a later stage. Please contact the issuing British Council office for the relevant requirements at this time. [↑](#footnote-ref-4)
5. In addition to the Intellectual Property Rights section in Appendix 4, which is the agreement with British Council, applicants should also be prepared, and able, to enter into a separate agreement with the local partner in order to clearly indicate roles, responsibilities and relevant IPR rights of use in China. A copy of this separate agreement should be provided to the British Council for recording purposes.  [↑](#footnote-ref-5)