**Higher Education Links Grants – Application**

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|  |
| **Collaboration title:** No more than 200 characters |
| **Collaboration modality:** |
| **Priority area:** |
| **Activity duration:** |
| **Activity dates:** |
| **Activity location:** |
| **Total value of grant requested:** |
|  |
| **UK applicant name and title:** |
| **UK applicant gender:** |
| **UK lead Institution:** |
|  |
| **Mexican applicant name and title:** |
| **Mexican applicant gender:** |
| **Mexico lead Institution:** |

**1. Proposal summary**

|  |  |
| --- | --- |
| Describe the collaboration in language suitable for a lay reader. This section should include descriptions of:  • The topic of the collaboration, making a case for its importance and timeliness, in particular in terms of its relevance to the economic development and/or social welfare of Mexico.  • The immediate and longer-term benefits of the collaboration, describing who will benefit and how this will be achieved, especially (but not only) in relation to Mexican Lead Institution stakeholders.  • The specific strengths of applicants and their institutions that will allow them to organise and maximise the outputs of the collaboration.  No more than 2,000 characters. |  |

**2. Collaboration aims**

|  |  |
| --- | --- |
| List the main objectives of the collaboration; describe how you will achieve them and what the expected outputs are.  No more than 2,000 characters. |  |

**3. Participants**

|  |  |
| --- | --- |
| Describe the target audience of the activity participants – including career stage and field of expertise.  No more than 1,000 characters. |  |
| How will participants be selected?  No more than 500 characters. |  |
| How will activities be advertised and brought to the attention of the target audience of potential participants and to other interested parties such as NGOs, governments and private sector?  No more than 1,000 characters. |  |
| How many UK and Mexican 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 of each group?  No more than 1,000 characters. |  |

**3.1 Details of proposed UK experts to act as mentors**

**Mentor 1**

|  |  |
| --- | --- |
| Title Mr/Ms/Dr/Prof |  |
| Name |  |
| Position |  |
| Department |  |
| Institution |  |
| Field of expertise |  |
| Short explanation of how he/she will contribute to the collaboration  No more than 500 characters. |  |

**Mentor 2**

|  |  |
| --- | --- |
| Title Mr/Ms/Dr/Prof |  |
| Name |  |
| Position |  |
| Department |  |
| Institution |  |
| Field of expertise |  |
| Short explanation of how he/she will contribute to the collaboration  No more than 500 characters. |  |

**Mentor 3**

|  |  |
| --- | --- |
| Title Mr/Ms/Dr/Prof |  |
| Name |  |
| Position |  |
| Department |  |
| Institution |  |
| Field of expertise |  |
| Short explanation of how he/she will contribute to the collaboration  No more than 500 characters. |  |

**4. Collaboration background**

|  |  |
| --- | --- |
| Describe the topic(s) to be addressed in the collaboration in line with the priority area chosen. Include the background to the theme, making a case for the importance and the timeliness of activity sessions in the economic development or social welfare area to Mexico.  No more than 2000 characters. |  |
| Has either of the lead applicants previously received a grant for a similar collaboration proposal? If so, please provide a brief summary and describe the added benefit of the current proposal.  No more than 500 characters. |  |
| Does the collaboration build upon pre-existing links between the applicants or their institutions?  No more than 500 characters. |  |

**5. Activity logistics**

|  |  |
| --- | --- |
| Referring to the application guidelines,  please provide a draft agenda for the  proposed activities, including descriptions and timings for the sessions that are planned.  No more than 2,000 characters. |  |
| Briefly describe the facilities available to the organisers (such as venues, accommodation and proximity to travel networks).  No more than 500 characters. |  |
| Please provide details on how the UK and Mexican 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 1000 characters. |  |

**6. Applicants**

**6.1 Applicant strengths**

|  |  |
| --- | --- |
| Tell us why the UK and Mexican applicants are particularly well-suited to work on the project specified in this proposal 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 2,000 characters. |  |

**6.2 Mexican principal applicant**

|  |  |
| --- | --- |
| 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 500 characters. |  |
| Please nominate a person in your institution who can deputise for the principal applicant if they are unable to lead the Mexico side of the collaboration for any reason. |  |
| First name |  |
| Surname |  |
| Position of named depute |  |
| Email address of named depute |  |

**6.3 Mexican lead Higher Education 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 |  |
| Type of institution |  |
| Type of Institution, please provide additional information No more than 500 characters. |  |

**6.4 Mexican lead institution – Activity Coordinator**

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

**6.5 Mexican lead institution – Lead contact for grant administration**

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

**6.6 UK principal applicant**

|  |  |
| --- | --- |
| Title Mr/Ms/Dr/Prof |  |
| First Name |  |
| Surname |  |
| Email address |  |
| Telephone number Please make sure you include the country long distance 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 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 500 characters. |  |
| Please nominate a person in your institution who can deputise for the principal applicant if you are unable to lead the UK side of the collaboration for any reason. |  |
| First Name |  |
| Last Name |  |
| Position of named depute |  |
| Email address of named depute |  |

**6.7 UK lead 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 |  |
| UK Nation England/Wales/Scotland/Northern Ireland |  |
| Type of Institution, please provide additional information No more than 500 characters. |  |

**6.8 UK lead institution – Activity Coordinator**

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Email address |  |
| Telephone number Please make sure you include the country long distance code (e.g.: +44 161 957 7755) |  |
| Please provide a PDF file with a 1-page CV outlining activity coordinator education, employment history and academic track record. |  |

**6.9 UK lead institution – Lead contact for grant administration**

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

**7. Outcomes/Impact**

|  |  |
| --- | --- |
| Please identify relevant stakeholders and potential users of the project resulting from this collaboration and describe any existing engagement with them.  No more than 1,000 characters. |  |
| 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 500 characters. |  |
| List the outcomes that are expected to arise from the collaboration resulting from this collaboration, both in the short-term and longer-term futures. You should address the benefits that will accrue to:  • The activity participants and their home institutions.  • The stakeholders identified above, both in the UK and Mexico and more broadly in an international context.  No more than 2,000 characters. |  |
| Please describe a plausible pathway leading from the collaboration outcomes to a broader impact for economic development or social welfare for low-income or vulnerable communities within 3-15 years.  No more than 2,000 characters. |  |

**8. Capacity building and sustainability**

|  |  |
| --- | --- |
| How will the collaboration contribute to the professional development and capacity building of the participants and the wider stakeholder group(s) involved?  No more than 1,000 characters. |  |
| Is the proposed project part of an existing collaboration between the UK and partner country institutions? If so, please give details.  No more than 500 characters. |  |
| What plans do you have to maintain and grow the links between the applicants’ 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 1,000 characters. |  |

**9. Budget**

|  |  |  |
| --- | --- | --- |
| Number of participants travelling from the UK. (Mentors / Activity coordinator). | |  |
| Number of days participants from the UK will be traveling overseas. | |  |
| International travel total costs. | **Up to £3,750** | **£** |
| Subsistence and accommodation costs. | **Up to £2,250** | **£** |
| Translation / Interpretation services. | **Up to £4,000** | **£** |
| Third party consultancy / operational costs  (only applies for modality 2). | **Up to £5,000** | **£** |
| Total budget request. | | **£** |

|  |  |
| --- | --- |
| Please describe third party consultancy / operational planned costs  (only applies for modality 2). |  |

|  |  |  |
| --- | --- | --- |
| Please describe financial or in-kind match funding contributions from Applicant Institutions or any other relevant institution. |  | |
| Total match funding. | | **£** |

**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 1,000 characters. |  |

**11. Supporting documents**

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

Please note that if your proposal is successful, you will be expected to submit the following information:

* Mexican lead institution “Acta Constitutiva”
* Mexican lead institution “Poder representante legal”
* Mexican lead institution “Identificación representante legal”
* Mexican lead institution “Comprobante de Domicilio”
* Mexican lead institution “Registro Federal de Contribuyentes”

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

**12. Pre-submission confirmation**

|  |  |
| --- | --- |
| * Have you obtained permission to submit this application on behalf of the UK and Mexico institutions? | * Yes/No |
| * The UK or Mexican institution is willing to receive funds from a diplomatic entity in Mexico and sign a grant agreement. | * Yes/No |
| * Both the UK and Mexican applicants and their home institutions have the professional resources, competencies and qualifications necessary to complete the proposed action. | * Yes/No |
| * Neither the UK nor the Mexican applicants’ home institutions are bankrupt, being wound up, or having their affairs administered by the courts. | * Confirm / do not confirm. |
| * Neither the UK nor the Mexican applicants’ home institution 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. | * Confirm / do not confirm. |
| * Neither the UK nor the Mexican applicants’ home institution 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. | * Confirm / do not confirm. |
| * Neither the UK applicant nor the Mexican 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 Mexican applicant 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 and partner organisations' financial interests. | * Confirm / do not confirm. |
| * Neither the UK applicant nor the Mexican 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 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 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 you have read and understood the above notice.** | * Yes/No |

**FAIR COLLECTION NOTICE**

**How 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 review of any award.

We shall share any necessary data on your application with 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](mailto: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, I certify that all of the information on this application is correct and complete and I agree to the other conditions listed on the application guidelines.

Digital signature is applicable

|  |  |
| --- | --- |
| **UK APPLICANT**  Name | * Signature |
| **MEXICAN APPLICANT**  Name | Signature |

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

Once the application is 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 the British Council Mexico.