Youth Skills, Leadership & Positive Pathways

Application Form

**Building Agency of Youth in Climate Action**

July 2023

Application for Building Agency of Youth in Climate Action

Please submit the completed application form to Tamim Mostafa, Senior Programme Manager ([tamim.mostafa1@britishcouncil.org](mailto:tamim.mostafa1@britishcouncil.org)) with a copy to Toufiq Hasan, Head of Education ([toufiq.hasan@britishcouncil.org](mailto:toufiq.hasan@britishcouncil.org)) by 23:59 Dhaka time on **03 Aug 2023**.

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| section 1: project title, partnership | | | |
| **PROJECT TITLE** | | | |
| **Project title:** | | |  |
| **Proposed budget:** | | |  |
| **Duration of collaboration, in months** (it should not exceed 07 months): | | |  |
| **Proposed start date:** | | | DD/MM/YYYY |
| **CONSORTIUM MEMBERS:** | | | |
| **Institution Name 1 -** | | | **Contribution to the project (bullet points)**  **How they add value (bullet points)** |
| **Institution Name 2 -** | | | **Contribution to the project (bullet points)**  **How they add value (bullet points)** |
| ***Add rows if required*** | | |  |
| **SECTION 2: PARTNERSHIP APPROACH** | | | |
| This section should describe organisational arrangements to manage the grant and associated implementation arrangements. Please describe your partnership approach and highlight the complementarity of consortium membership (i.e. how will each consortium member strengthen the whole consortium?). Please ensure to demonstrate partner commitment to proposed collaboration(s), including a brief synopsis of how each partner will engage within the partnership. The proposed partnership approach should describe a commitment to equitable collaboration with youth-led organization(s). | | | |
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| **3.1 Experience & track record of youth development programming/project implementation** | | | |
| Please provide list of projects implemented over the last 5 years in youth development/youth empowerment themes. | | For each project, please provide the following information:  Title:  Contract value:  Funder/Donor:  Duration: From dd/mm/yy – To dd/mm/yy  Key outcomes & outputs:  Key activities performed:  You can attached a separate document/file containing these information. Please name it in the following format (Exp2.1\_YD\_OrgName).  **Note: Please include requested track record information of not only the lead consortium partner, but also the sub-partner(s) as appropriate.** | |
| **3.2 Experience & track record of climate change programming/project implementation** | | | |
| Please provide list of projects implemented over the last 5 years in climate change/climate action themes. | | For each project, please provide the following information:  Title:  Contract value:  Funder/Donor:  Duration: From dd/mm/yy – To dd/mm/yy  Key outcomes & outputs:  Key activities performed:  You can attached a separate document/file containing these information. Please name it in the following format (Exp2.1\_CC\_OrgName)  **Note: Please include requested track record information of not only the lead consortium partner, but also the sub-partner(s) as appropriate.** | |
| **SECTION 4: MANAGEMENT/ORGANISATIONAL CAPACITY** | | | |
| Please provide the following documents (*\*of the consortium lead only)* | | 1. Copy of Updated Organizational Profile 2. List of Executive Committee/Board of Trustee (name, designation, profession) 3. Updated Copy of NGOAB Registration 4. Updated Registration copies with other bodies such as Social Welfare Act, Joint Stock Companies, SAM, DUNS and others 5. Copy of Last 3 years Annual Reports (if any) 6. Copy of Last 3 Audit Reports 7. Organizational Organogram 8. At least three evidences of published news in any local, national, or any media or newspaper. 9. Copy of updated organizational all Policies like HR, Admin, Finance, Procurement, Child Protection, Gender and others. 10. Total staff and volunteers’ information with gender segregation. | |
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| **SECTION 5: GENDER & EDI STATEMENT**  The Gender Statement must outline how applicants have considered how the project will contribute to reducing gender inequalities in both partner institutions and countries.  \*\* Equality, Diversity and Inclusion (EDI) for this call includes age, disability, ethnicity, religion, sexual orientation and socio-economic background. For more information about EDI in the British Council please go to [our page.](https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion) | | | |
| **Gender Statement (500 words max) -** Please describe the **impacts the project will have on gender equality** (taking into consideration the intersectionality with other EDI identities). Please consider:  1. **Measures** put in place to ensure equal and meaningful opportunities for women, girls, and minority genders,  2. **Expected impact** (benefit and losses) on:  - men, women, and other genders,  **- the power relations** between people of different genders,  3. How any **risks and unintended** negative consequences on gender equality will be avoided,  4. Will relevant **outcomes and outputs be measured with data** disaggregated by age and gender | | / | |
| **EDI (300 words max):** Is this project including or addressing any additional Equality, Diversity and Inclusion aspects (e.g. age, disability, ethnicity, religion, sexual orientation and socio-economic background)?  Please specify the groups included and how they will benefit from the activities. | |  | |
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| **SECTION 6: PROPOSAL SUMMARY, METHODOLOGY, ACTIVITY PLAN** | | | |
| Please provide a slide deck of Proposal Summary | **Proposal Summary\***  **Max 4 sides of A4**  Please give a **short summary** in plain English of how the grant will be utilised in building agency of youth in climate action.  Please detail the **main activities** to be undertaken, including timelines and milestones (e.g., training, seminars, workshops, visits, job-shadowing, etc).  **Please consider:**   * The expected **outcomes** and how you will achieve them. * The SDGs addressed by the project outcomes (up to 5)   **How** you will **assess**/verify the **success** of your project | | |
| Methodology | Please provide a detailed methodology of your proposed intervention. Please be clear, appropriate, and innovative. You can provide this in a separate document. | | |
| Workplan | Please provide a detailed workplan in a Gantt chart with all the activities under each proposed result/output, with timeline. Please add milestones as appropriate. | | |

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| SECTION 7: FUNDING and resources | |
| Total funding requested from the British Council?  (Maximum “insert the maximum amount of the grant”) |  |
| Total co-funding and/or in-kind support secured from other sources/by your own. | **Co-funder:**  **Total co-funding:** £  **In-kind support:** |
| **Resource allocation –** Please identify all those involved in the delivery of the project, including associated partners (if applicable). Please indicate the estimated proportion of their time in hours per month dedicated to the project during its duration. Please add rows as needed.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of the Individual** | **Position** | **Institution Name** | **Time (hours/month)** | **Contribution to the project (bullet points)** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | |
| **Budget – Activities costs** | Please fill in the **Budget** document (\*mandatory) – see separate Excel document (Annexure 2 – Budget Template). |

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| section 8: risk management & ETHICS | |
| What are the key risks in implementing this project, and how will you manage/mitigate them?  Please consider gender-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 activities will be carried out to the highest standards of ethics and integrity? (max 200 words) |  |

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| section 9: COMMUNICATIONS | |
| **Communication and Dissemination**  Please use the space to elaborate your communication and dissemination plan.  **Why** – what you hope to accomplish by telling people about your project`s work. Your communication goal(s)  **What** – what you want to disseminate  To **whom** – your audiences for general and also for specific communication  **How** – how you plan to disseminate information about your project  **When** – how often and when you will communicate about your project |  |

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| section 10: INTELLECTUAL PROPERTY RIGHTS | |
| Will intellectual property created through the collaboration be protected? | *Yes OR No:* |
| If you answered yes to the previous question, please provide details of the arrangements to be made regarding IPR |  |

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| SECTION 11: CONTACT DETAILS: CONSORTIUM - Lead Institution | |
| **Institution name** (please enter full legal name) |  |
| **Department** |  |
| **Head of Department full name** or equivalent with authority to approve this application |  |
| **Institution full address** |  |
| **Type of institution**\* |  |
| **11.1 CONTACT DETAILS - CONSORTIUM - LEAD PERSON** | |
| **Title** |  |
| **Full name** |  |
| **How would you describe your gender** | * Female * Male * In another way * Prefer not to say |
| **Do you consider yourself to have any disability** | * Yes * No * Prefer not to say |
| **Position** |  |
| **Work email address** |  |
| **Work telephone number** (please make sure you include the country calling code, e.g.: +44 123 1234 123) |  |
| **Deputy full name –** please nominate a person in your institution who can deputise for the Lead Person if they are unable to lead the collaboration for any reason |  |
| **Deputy current position** |  |
| **Deputy work email address** |  |
| **11.2 CONTACT DETAILS: CONSORTIUM- SUB-PARTNER** | |
| **Institution name** (please enter full legal name) |  |
| **Department** |  |
| **Head of Department full name** or equivalent with authority to approve this application |  |
| **Institution full address** |  |
| **Type of institution** |  |
| **11.3 CONTACT DETAILS CONSORTIUM SUB-PARTNER – LEAD PERSON** | |
| **Title** |  |
| **Full name** |  |
| **How would you describe your gender** | * Female * Male * In another way * Prefer not to say |
| **Do you consider yourself to have any disability** | * Yes * No * Prefer not to say |
| **Position** |  |
| **Work email address** |  |
| **Work telephone number** (please make sure you include the country calling code, e.g.: +44 161 9577 755) |  |
| **Deputy full name –** please nominate a person in your institution who can deputise for the Lead Person if they are unable to lead the collaboration for any reason |  |
| **Deputy current position** |  |
| **Deputy work email address** |  |

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| SECTION 12: Supporting Documents | |
| Signed letter of support from the Head of the Organization (or equivalent) of the Consortium Lead Institution, including expression of the commitment and willingness to receive funding and to sign a grant agreement with the British Council. | Y/N |
| Signed letter of support from the Head of the Organization (or equivalent) of the Consortium Sub-Partner(s) | Y/N |
| Detailed budget request (using the template provided on the call website) | Y/N |
| Description of Associate Partner(s) organisation (including an organization profile) and project role. You can attach separate documents highlighting each partner’s capacity statement. | Y/N |

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| SECTION 13: pre-submission confirmation | |
| Neither of the consortium member Lead Persons are or may be subject of a conflict of interest during the grant award procedure.   * I confirm the above * I am unable to confirm the above | |
| Both the consortium lead and sub-partners have the professional resources, competencies and qualifications necessary to complete the proposed action.   * I confirm the above * I am unable to confirm the above | |
| Neither the consortium lead or the sub-partner(s) are bankrupt, being wound up, or having their affairs administered by the courts.   * I confirm the above * I am unable to confirm the above | |
| Neither the consortium lead or the sub-partner(s) are guilty of grave professional misconduct proven by any means which the contracting authority can justify.   * I confirm the above * I am unable to confirm the above | |
| 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.** | Y/N |

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| SECTION 14: 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.  British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards.  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, [**https://www.britishcouncil.org/privacy-cookies/data-protection**](https://www.britishcouncil.org/privacy-cookies/data-protection%20) 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**  (Please put an X sign) | **Yes** |  | **No** |  | |
| |  |  | | --- | --- | | Please tick this box to confirm that you are willing for the British Council to share your information with partner organisations for the purpose of this funding application (please note; if you do not agree to this we may not be able to consider your application for funding). | I am willing for my information passed on to British Council partner organisations for the purpose of this funding application. | | The British Council wishes to publish information on successful applications (including the summary provided on the first page of this form) on their website, in promotional materials disseminated through any medium, and in reports and documents. | 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. | I agree to my information being put on the British Council website | |

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| SECTION 15: 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 [tamim.mostafa1@britishcouncil.org] within 3 working days from the deadline, otherwise your application will be considered ineligible. |