Grant Application Form

**Youth Connect**

May 2025

Application for ‘Youth Connect’ Partnerships

Please submit the completed application form to [Rahaman.Khan@bd.britishcouncil.org](mailto:Rahaman.Khan@bd.britishcouncil.org), copying [Tamim.Mostafa1@britishcouncil.org](mailto:Tamim.Mostafa1@britishcouncil.org), by 23:59 (GMT) 28 May 2025. 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 send at least one hour before the official deadline.

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| section 1: project title, partnership and CONTACT DETAILS | |
| **Project title** |  |
| **Partners** |  |
| **Duration of collaboration, in months** |  |
| **Proposed start date (DD/MM/YYYY)** | Click or tap to enter a date. |

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| CONTRACTING INSTITUION/ PARTNER DETAILS | |
| **Full name, including title, of the person leading on this application** |  |
| **Position/Job Designation within the 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 and registration status** |  |
| **Registration Details (Type of registering authority, number, year)** |  |
| **Department 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** |  |
| **Name of person with delegated authority within Institution for approving this application** | **Name**:  **Position**: |
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| Experience and track record of youth development programming and 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 attach a separate document/file containing this 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.** | |
| **Experience and track record of youth Entrepreneurship 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 attach a separate document/file containing this 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.** |
| **MANAGEMENT/ORGANISATIONAL CAPACITY** | | |
| Please provide the following documents (*\*of the consortium lead only)* | | 1. Copy of Updated Organisational Profile 2. List of Executive Committee/Board of Trustees (name, designation, profession) 3. Updated Copy of NGOAB Registration 4. Updated Registration copies with other bodies such as the Social Welfare Act, Joint Stock Companies, SAM, DUNS and others 5. Copy of the Last 3 years' Annual Reports (if any) 6. Copy of the Last 3 Audit Reports 7. Organisational Organogram 8. At least three evidences of published news in any local, national, or any media or newspaper. 9. Copy of updated organisational all Policies like HR, Admin, Finance, Procurement, Safeguarding, Gender and others. 10. Total staff and volunteers’ information with gender segregation. |

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| **PARTNERSHIP** |

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| **Partnership sustainability –**  How will connections established during this project life cycle be sustained after the end date for both institutions and teams involved? |  |

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| SECTION 2: PROJECT DESCRIPTION AND ACTIVITIES |

**Briefly summarise the objective of this proposal within the timeframe of the grant, including details of activities that will be undertaken to attain these objectives:**

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| SUSTAINABLE DEVELOPMENT GOALS | | | | | |
| (which of the following SGDs will this project contribute towards – select up to 5) | | | | | |
| **SDG01 –**  **No Poverty** | **SDG02 – Zero Hunger** | **SDG03 – Good Health and Well Being** | **SDG04 – Quality Education** | **SDG05 – Gender Equality** | **SDG06 – Clean Water and Sanitation** |
| **SDG07 – Affordable and Clean Energy** | **SDG08 – Decent Work and Economic Growth** | **SDG09 – Industry Innovation and Infrastructure** | **SDG10 – Reduced Inequalities** | **SDG11 – Sustainable Cities and Communities** | **SDG12 – Responsible Consumption and Production** |
| **SDG13 – Climate Action** | **SDG14 – Life Below Water** | **SDG15 – Life on Land** | **SDG16 – Peace and Justice Strong Institutions** | **SDG17 – Partnerships for the Goals** |  |
| |  | | --- | | **OUTCOMES** |   **What are the expected outcomes of the proposed project?**   |  |  |  | | --- | --- | --- | | **Expected Outcome 1** |  | **Select**:  Immediate outcome – within 1 month of the end of project  long-term outcome – 12 months+ after project finishes | | **Expected Outcome 2** |  | **Select**:  Immediate outcome – within 1 month of end of project  long-term outcome – 12 months+ after project finishes | | **Expected Outcome 3** |  | **Select**:  Immediate outcome – within 1 month of end of project  long-term outcome – 12 months+ after project finishes | | **Expected Outcome 4** |  | **Select**:  Immediate outcome – within 1 month of end of project  long-term outcome – 12 months+ after project finishes | | | | | | |
| |  | | --- | | **OUTPUTS** |   **What are the anticipated tangible outputs and proposed benefits for the following:**   |  |  | | --- | --- | | **Your Organisation** |  | | **Beneficiaries** |  | | **Community related** |  | | **Any other** |  | | | | | | |

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| ACTIVITIES AND MONITORING | | | |
| **Activity description** | **Indicator**  (Tangible measure of the success of the activity) | **Target**  (Number of people planned to reach meaningfully through face-to-face and online) | **Resources**  (Including budget) |
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| Add more as needed |  |  |  |
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| **How will you assess whether the outcomes have been achieved and that the overall project has been successful?** |
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| **What measures will you put in place to ensure the sustainability of this project once the funding period has ended?** |
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| **Will/Can this proposal contribute to strengthening non-formal education and youth ecosystems, where programmes can be expanded after the funding period? Please explain how.** |
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| ENVIRONMENTAL IMPACT |

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| **What is the expected impact of the proposed project on the climate and environment (both throughout the project and beyond)?** |
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| **If travel is planned, please provide justification for why travel is essential to ensure project outcomes and impact** |
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| **What measures will you take to minimise the impact on the environment or limit the carbon footprint of travel?** |
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| **GENDER & EDI IMPACT**  Applicants need to show how the proposed project will contribute to reducing gender inequalities in partnering institutions and countries.  **GENDER** – Please use the sections below to describe the intended impacts that the project will have on gender equality (taking into consideration the intersectionality with other EDI identities  <https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion> |

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| **Analysis** - what are the key gender equality issues that are relevant to your project and how it will contribute to addressing these? |
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| **Measures** – what measures will be put in place to ensure equal and meaningful opportunities for women, girls, and minority genders, including project design and team composition as well as activities and outcomes? |
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| **Expected impact –** what is the expected impact (benefit and losses) on (a) men; women; other genders; and (b) the power relations between people of different genders |
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| **Risks** - How will any risks or unintended negative consequences on gender equality be avoided |
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| **Outcomes and Outputs** - How will relevant outcomes and outputs be measured to demonstrate impact on gender equality, including with data disaggregated by age and gender? |
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| **Lessons Learned** - How are you planning to share lessons learned within your community? |
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| **EQUALITY, DIVERSITY and INCLUSION (EDI)** - 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)? |

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| **Please specify the groups included and how they will benefit from the activities:** |
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| SECTION 3: FUNDING and resources | |
| Total funding requested from the **British Council** | **BDT** |
| **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** **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 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: COMMUNICATION AND ENGAGEMENT |

Please use the spaces to describe your communication and dissemination plan during and after the project.

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| **Why** – what do you hope to accomplish by telling people about your project`s work? Your communication goal(s) |
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| **What** – what do you want to disseminate |
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| **To whom** – your audiences for general and also for specific communication |
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| **How** – how do you plan to disseminate information about your project? Please mention what platforms you are going to use both face-to-face and online. |
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| **When** – how often, and when you will communicate about your project |
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| Section 6: 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) | |
| CV for the Lead Person at Contracting Institution | No  Yes |
| **CV for the proposed resources from each Partnering institution listed in Section 1** | 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.** Sample contract is made available during the application process as part of the call documentation. | 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.  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) 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 [rahaman.khan@bd.britishcouncil.org] within 3 working days from the deadline, otherwise, your application will be considered ineligible. |

# Annex 1 – Eligible and ineligible costs

## Eligible costs

The following costs are eligible for funding:

* Travel: Local travel and subsistence costs related to project activities
* Reasonable accommodation and subsistence costs for staff
* 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).
* 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 organisational 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. Open access publication is encouraged.
* Online platform and relevant costs for digital delivery can be included.
* Attendance at conferences or other events or virtual events to present the outputs and outcomes of the project.
* Monitoring and evaluation costs.
* 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.
* 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,

## Ineligible costs

The following costs are ineligible for funding:

* Full economic costs (FECs) (UK sector terminology).
* Organisational overheads including administration fees, rent, energy bills and other indirect costs.
* Costs associated with any building or physical infrastructure
* Purchase or rental of standard office equipment (except specialist equipment essential to the activities). This includes IT hardware – laptops, personal computers, tablets, smartphones, Mac workstations, computer parts and peripherals, etc. Any standard hardware routinely used by the organisations will not be funded.
* Office software and office equipment including desks, chairs, filing cabinets, photocopiers, printers, and fax machines.

# Annex 2 – Submission Checklist

Please TICK TO CONFIRM if you have added the required document mentioned in the left column.

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| The application has been submitted by the applicant by the published deadline. | No  Yes |
| The application is completed in full. | No  Yes |
| The application form and supporting documents have been completed in English. | No  Yes |
| Contracting organisation is eligible (see Eligibility section). | No  Yes |
| Supporting documentation e.g. evidence of CSO registration, evidence of charitable status etc has been submitted for the organisations. | No  Yes |
| The applicants have included letters of support from both organisations, on headed paper, signed someone within the relevant organisation with appropriate delegated authority, giving specific commitment to the project. Supporting letters must be in English. | No  Yes |
| Applicants must have the capacity to administer a 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 in the application form. | No  Yes |
| Applicants have submitted a detailed budget request using the budget spreadsheet provided with the grant call documents. | No  Yes |
| Applicants have submitted a completed bank details form. | No  Yes |
| **Human resource costs:** Staff costs for personnel working directly on the grant funded project limited to 30% of the grant to be awarded. | No  Yes |
| Applicants have submitted a work plan | No  Yes |
| Applicants have submitted a Monitoring and evaluation plan | No  Yes |