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# Active Citizens – 2019/2020

# Call for Delivery Partners – Application Form

# Introduction

Please check that you have filled in and signed the application form correctly before submission. Make sure that you have filled in every section and provided the information requested. Your information should be as accurate as possible. Please complete all sections of the application form fully as it will be assessed as it stands.

## Eligibility Checklist

Please check that you meet all the eligibility criteria before you submit your application, or your application may be rejected. The British Council will conduct eligibility checks and if your application is not eligible, it will not be forwarded for full technical assessment.

## For Non-Governmental Organisations (NGOs), they are required to submit the following documentation along with their application form:

1. Organic Code of the NGO
2. Final Certified Deposit Receipt
3. General Assembly Record
4. List of Members of the Executive Office

## For Other Types of Organisations, they are required to submit the following documentation along with their application form:

## Commercial Register

## Tax Clearance Certificate

## Part 1: Applicant Information

**1.1: Contact Details**Please include contact details of the organisation you are applying on behalf of. You will need to nominate one individual at the organisation to be the Project Co-ordinator for the duration of the programme cycle.

The Project Co-ordinator is the first point of contact for the British Council and oversees the delivery of the programme on behalf of the applicant organisation. **It is important that the Project Co-ordinator is fluent in English and has solid experience of project management and of delivering programmes in the community.**

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| **Organisation Name:** |  |
| **Full Address:** |  |
| **Organisation Type:** |  |
| **Telephone** |  |
| **Email Address** |  |
| **Website** |  |
| **Social Media** *(Facebook, Twitter… etc***)** |  |
| **Project Coordinator Name:** |  |
| **Role/position in the Organisation:** |  |

## Part 2: Programme Interest

**2.1: Expectations in relation to working on the Active Citizens programme in partnership with the British Council (max 200 words)**

Please summarise why you want to work with the British Council and what you hope to gain from the programme. Give your perspective on what the programme is seeking to achieve and explain why it is relevant to the work of your organisation.

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## Part 3: Your Organisation

**3.1: Describe your organisation (max 300 words)**Please provide an overview of your organisation, its aims and objectives, how it is organised and structured, the sector it works in, who it works with and what work it undertakes.

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**3.2: Programme Experience (max 300 words)**  
Please provide three to five examples of current/recent/previous work that your organisation has been involved with that you feel have elements in common with the Active Citizens programme, particularly the ones that show:

* Experience of designing and facilitating programmes that bring about sustainable social impact in a community. Explain how you went about delivering the work, the people involved and the impact of the programme.

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**3.3: Conflict of Interest**Please confirm that, to the best of your knowledge, there is no conflict of interest relating to your involvement as a grantee.

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| I Confirm/ I don’t Confirm |

## Part 4: Project Delivery

**4.1: Community (max 300 words)**  
Outline the current needs in the community in which you are going to be working and explain why you have selected that community. Describe the people you plan to recruit and engage as facilitators and as participants. Explain what makes Active Citizens relevant to the community you are proposing to work with.

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**4.2: Social Initiatives or Social Action Project\* (max 200 words)**   
Please provide three to five examples about social initiatives or social action projects you have previously worked on.

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**\**Social Action Project (SAP):*** *Participants work together in Community Workshops to design action that enhances community life. Action should be principled, well planned and aware of local-global links. Participants are often supported by partner organisations and/or mentors to deliver social action projects locally.*

**4.3: Dissemination (max 150 words)**  
Explain how you will share outputs, good practice and experience gained from the project. In what way will the results be communicated to a wider audience?

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**4.4: Sustainability (max 150 words)**   
Please demonstrate how you will sustain your project once any funding awarded through this programme has come to an end. How will project outputs be sustained to secure longer term project outcomes, and how will financial sustainability be achieved?

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**4.5: Intellectual Property Rights**Please confirm that you accept the requirements in relation to intellectual property rights.

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| I Confirm/ I don’t Confirm |

## Part 5: Project Management

**5.1: Commitment of the project co-ordinator, facilitators and the organisation.**Please confirm that you can guarantee the commitment of a Project Co-ordinator and at least two main Facilitators for the duration of delivery of the Active Citizens programme in 2019-20.

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Please also confirm that your organisation is able to contribute the necessary staff time and additional costs to ensure effective delivery of the project.

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**5.2: Risks and mitigation (max 100 words for each of 3 key risks)**What risks and challenges is your project likely to face and how will you mitigate against these?

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| **Risk** | **Mitigation Plans** |
| 1/ |  |
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## Part 6: Further Information

**6.1: Further Information (max 200 words).**   
Include any further information you feel is relevant to support your application.

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## Part 7: Submission Checklist

Insert Yes (Y) or No (N) in each box in the table below to indicate that your submission includes all of the mandatory requirements for this call.

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| **Submission Checklist** | |
| **Document** | **Y / N** |
| **1**. Completed the narrative part of the application form and in accordance with the requirements of each section. |  |
| **2**. Included the: Organic Code, Final certified deposit receipt, General Assembly Record and list of members for NGOs. |  |
| **3**. Included the: Commercial Register and Tax Clearance Certificate for other types of Organisations. |  |
| **4**. This checklist signed by an authorised representative. |  |

I confirm that to the best of my knowledge and belief, having applied all reasonable diligence and care in the preparation of the application, that the information contained is accurate and truthful.

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| **Name (typewritten):** |  |
| **Position:** |  |
| **Location:** |  |
| **Date:** |  |
| **Signature (handwritten):** |  |