**HIGHER EDUCATION LINKS WORKSHOP GRANT APPLICATION FORM 2018-2019**

Please complete the application form below in full, following the word limits specified where applicable. A scanned copy of the completed form and required supporting documents should be sent to: **HELinks.Argentina@britishcouncil.org**

**APPLICATION SUMMARY**

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| **COLLABORATION PROPOSAL** |
| **Collaboration title:** |
| **Selected priority area (please refer to Appendix 1 of the Workshop Grant guidelines for information about the priority areas selected for this call):** |
| **Duration of the workshops (between 3 - 5 days):** |
| **Planned dates of the workshops:** |
| **Location of the workshops:** |
| **Total value of the grant requested:** |
| **Brief description of overall project:** No more than 100 words |
| **APPLICANT AND ARGENTINE LEAD INSTITUTION DETAILS** (the applicant should be an individual representing the Argentine Lead Institution) |
| **Applicant full name:** |
| **Job title:** |
| **Email:** |
| **Argentina Lead Institution:** |
| **Workshop coordinator’s full name (if different from applicant)\*:** |
| **\*In order to facilitate the coordination of the project, it is recommended that the applicant take the role of Argentine workshop coordinator and serve as the main point of contact with the British Council for the duration of the project.** |
| **UK PARTICIPANTS AND INSTITUTION DETAILS** |
| **UK principal contact full name:** |
| **Job title:** |
| **Email:** |
| **UK institution:** |
| **Workshop coordinator’s full name (if different from applicant)\*:** |
| **\*In order to facilitate the coordination of the project, it is recommended that the UK principal contact take the role of UK workshop coordinator and serve as the UK contact with the British Council throughout the project.** |
| **UK Expert 1 name and email:** |
| **UK Expert 2 name and email:** |

**1. Proposal**

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| **Describe the workshop proposal in language suitable for a lay reader, including the following:**  **• Subject area, including its relevance to economic development and/or social welfare in Argentina, and to the selected priority area.**  **• The main objectives of the workshops.**   * **Immediate and longer terms benefits for stakeholders in Argentina and the UK.**   **• The specific strengths of the workshop participants and their institutions.**  No more than 300 words. |

**2. Workshop Participants**

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| **Describe the workshop target audience, indicating expected attendance numbers for students, academics, higher education authorities, government and other authorities. (Please refer to Appendix 2 of the Workshop Grant Guidelines for more information on the workshop audience.)** No more than 80 words. |
| **How would the workshops be promoted and brought to the attention of the target audience? How would target numbers for each group be achieved?** No more than 150 words. |

**3. Details of Proposed UK experts**

**Expert 1 (It is recommended that one of the UK experts take the role of workshop coordinator)**

|  |  |
| --- | --- |
| **Title** Mr/Ms/Dr/Prof |  |
| Name |  |
| Job title |  |
| Department/Faculty |  |
| Institution |  |
| Field of expertise |  |
| Short explanation of how the expert would contribute to the workshop  No more than 50 words. |  |

**Expert 2**

|  |  |
| --- | --- |
| Title Mr/Ms/Dr/Prof |  |
| Name |  |
| Job title |  |
| Department/Faculty |  |
| Institution |  |
| Field of expertise |  |
| Short explanation of how the expert would contribute to the workshop  No more than 50 words. |  |

**Expert 3 (optional)**

|  |  |
| --- | --- |
| Title Mr/Ms/Dr/Prof |  |
| Name |  |
| Job title |  |
| Department/Faculty |  |
| Institution |  |
| Field of expertise |  |
| Short explanation of how the expert would contribute to the workshop.  No more than 50 words. |  |

**4. Workshop Background**

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| --- |
| **Have the partner institutions previously received a grant for a similar proposal? If so, please provide a brief summary and describe the added benefit of the current proposal.**  No more than 80 words. |
| **Would the workshops build upon pre-existing links between the participants or their institutions? If so, please provide details.** No more than 80 words. |

**5. Workshop Logistics**

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| **Referring to the application guidelines, please provide a draft agenda for the workshops, including descriptions and timings for the planned sessions.** No more than 150 words. |
| **Briefly describe the facilities available to the participants (venue, accommodation, proximity to transport links, etc).** No more than 80 words. |
| **Please provide details of how the UK and Argentine institution(s) would work together, referring to the role they would play in the collaboration, and the relevance and benefit of the collaboration to each partner.** No more than 150 words. |

**6. Outcomes and Impact: Final Project**

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| **Please identify relevant potential stakeholders and beneficiaries of the final project resulting from the workshops and describe any existing engagement with them.**  No more than 100 words. |
| **Please outline how you intend to engage with stakeholders and beneficiaries following the workshops, including a description of how the digital component of the collaboration would 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 80 words. |
| **Explain the expected outcomes of the final project resulting from the workshops, both short and longer term. Please address the benefits that would accrue to:**  **• The workshop participants and their home institutions.**  **• Other stakeholders and beneficiaries identified above, both in the UK and Argentina.**  No more than 150 words. |
| **Please describe a plausible pathway leading from the workshop outcomes to a broader impact on economic development and/or social welfare within 1-5 years.**  No more than 150 words. |

**7. Capacity Building and Sustainability**

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| **How would the workshops contribute to the professional development and capacity building of the participants and the wider stakeholder group(s) involved?**  No more than 100 words. |
| **What plans do you have to maintain and build links between the participating institutions and to broaden these to other interested parties following the workshops? In particular, define the basis for continuing collaboration and the potential funding sources for maintaining it.**  No more than 100 words. |

**8. INSTITUTIONS**

**8.1 Argentine Applicant (detailed information)\***

|  |  |
| --- | --- |
| Title Mr/Ms/Dr/Prof |  |
| First name |  |
| Surname |  |
| Job title |  |
| Email |  |
| Telephone number Please include the country code |  |
| Postal address |  |
| 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 80 words. |  |
| Please nominate a person who could deputise in the event that you become unable to lead the Argentina side of the collaboration for any reason. |  |
| **Deputy Information** |  |
| First name |  |
| Surname |  |
| Job title of named deputy |  |
| Email address of named deputy |  |

**8.2 Argentine Lead Higher Education Institution**

|  |  |
| --- | --- |
| Institution (full legal name) |  |
| Department/ faculty |  |
| Institutional authority (head of department or similar). This will be an individual with the appropriate authority to approve this application. |  |
| Address |  |
| City |  |
| State/Province |  |
| Postcode |  |
| Type of institution (university or research centre) |  |

**8.3 Argentine Lead institution – Workshop Coordinator (if different from applicant)**

|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| Job title |  |
| Email address |  |
| Telephone number Please include the country code |  |
| **Please provide a PDF file with a 1-page CV outlining the workshop coordinator’s education, employment history and academic background.** |  |

**8.4 Argentine Lead Institution – Lead Contact for Grant Financial Administration**

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Email address |  |
| Telephone number Please include the country code |  |

**8.5 Argentine Additional Participating Institution – (where applicable)**

|  |  |
| --- | --- |
| Institution (full legal name) |  |
| First name of person involved in the project |  |
| Surname |  |
| Job title |  |
| Department/Faculty |  |
| Email address |  |
| Telephone number Please include the country code |  |

**8.6 UK Workshop Coordinator**

|  |  |
| --- | --- |
| Title Mr/Ms/Dr/Prof |  |
| First Name |  |
| Surname |  |
| Job title |  |
| Email address |  |
| Telephone number Please include the country code |  |
| How many hours per month would you dedicate to the proposed Higher Education Links collaboration? |  |
| Have you, your group and 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 80 words. |  |
| Please nominate a person from your institution who could deputise should you become unable to lead the UK side of the collaboration for any reason. |  |
| **Deputy Information** |  |
| First Name |  |
| Last Name |  |
| Job title of named deputy |  |
| Email address of named deputy |  |
| **Please provide a PDF file with a 1-page CV outlining Workshop Coordinator education’s, employment history and academic track record.** |  |

**8.7 UK Institution**

|  |  |
| --- | --- |
| Institution (please ensure you enter the full legal name) |  |
| Department/Faculty |  |
| Head of department (full name)  (head of department or similar). This will be an individual with the appropriate authority to approve this application. |  |
| Address |  |
| City |  |
| County |  |
| Postcode |  |
| Country |  |
| Type of institution (university, research centre, NGO or other) |  |

**8.8 UK Institution – Lead Contact for Grant Financial Administration**

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Email address |  |
| Telephone number Please include the country code |  |

**9. Budget Please provide the information requested below in Argentinian pesos**

|  |  |  |
| --- | --- | --- |
| Number of people travelling from the UK |  | |
| International travel costs | Individual cost in ARS | Total cost ARS |
|  |  |
| Domestic travel costs |  |  |
| Subsistence costs (including meals and accommodation) |  |  |
| Interpreting and translation total costs |  | |
| Total budget request |  | |
| Please provide details of financial or in-kind contribution match funding by the Lead Argentine Institution, UK institution or any other relevant organisation. The total amount of match funding must be at least equal to the grant amount requested | Description | Value |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total |  |

**10. Additional Information**

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| **Please use the space below to include any additional information that you feel is relevant to your proposal that has not been covered elsewhere in the application form.**  No more than 100 words. |

**11. Supporting documents**

Please submit a copy of the following supporting documents with this application form:

1. Signed letters of support from an appropriate institutional representative (head of department or similar) of both the UK Institution and the Argentine Lead Institution. The letters should include statements of support as to the rationale for the collaboration and how the links between institutions will be sustained. The letters must be provided on official institutional letterhead paper.

2. 1-page CVs for the UK and Argentine workshop coordinators.

*Please ensure the combined size of the documents does not exceed 5MB.*

Please note that should your proposal be successful, you will be expected to submit the following information as part of the grant confirmation process:

* Argentine Lead institution: “Acta Constitutiva”
* Argentine Lead institution: “Poder representante legal”
* Argentine Lead institution: “Identificación representante legal”
* Argentine Lead institution: “Comprobante de Domicilio”
* Argentine Lead institution: “Constancia de CUIT”
* Argentine Lead institution: “Certificado de exención de impuestos (Ingresos Brutos, impuesto a las ganancias, etc.)”
* Argentine Lead institution: Bank account Information (a specific form will be provided to this end)

You may also be asked to submit the UK institution’s bank account information.

By signing this application form, you agree that failure to submit the above-mentioned information will cancel your award.

**12. Pre-Submission Confirmation**

Please provide your confirmation in response to the following statements:

|  |  |
| --- | --- |
| * I have obtained permission to submit this application on behalf of the UK and Argentine participating institutions. | * Yes/No |
| * The Argentine and/or UK institution are willing to receive funds from a diplomatic entity in Argentina and sign a grant agreement. | * Yes/No |
| * Both the Argentine applicant and UK participants and their home institutions have the professional resources, competencies and qualifications necessary to complete the proposed action. | * Yes/No |
| * Neither the participating UK nor Argentine institution(s) are bankrupt, in the process of being wound up, or having their affairs administered by the courts. | * Confirm / do not confirm. |
| * Neither the UK nor Argentine 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. | * Confirm / do not confirm. |
| * Neither the Argentine applicant nor UK participants are guilty of grave professional misconduct proven by any means which the contracting authority can justify. | * Confirm / do not confirm. |
| * Neither the Argentine applicant nor UK participants 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 Argentine applicant nor UK participants 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. | * 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 institution nor any of the institution’s employees, partners, directors or shareholders is listed:

* as an individual or entity with whom national or supranational bodies have decreed that 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 to complete the screening searches.

|  |  |
| --- | --- |
| * **Before continuing, please confirm you have read and understood the above notice.** | * Yes/No |

**FAIR COLLECTION NOTICE**

**How do we use your information?**

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 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. For more details, please contact the British Council in Argentina or the Data Protection Team: [dataprotection@britishcouncil.org](mailto:dataprotection@britishcouncil.org). Alternatively, please see our website for further information: 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. |

|  |  |
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| 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 form, I certify that all of the information provided application is correct and complete to the best of my knowledge and I agree to the conditions specified in the application guidelines.

Digital signature is applicable

|  |  |
| --- | --- |
| **UK APPLICANT**  Name | * Signature |
| **ARGENTINE APPLICANT**  Name | Signature |

Please send a scanned copy of this application form, together with the required supporting documents, to: **HELinks.Argentina@britishcouncil.org**