

ACTIVE CITIZENS



UK Programme Cycle 2019-20

Guidance to Applicants

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Guidance to applicants

Please read all parts of this Guidance to Applicants carefully before completing your application. The Guidance contains essential information to enable you to decide if you are eligible to apply, to help you find out more about the programme and how it is delivered in the UK, and to help you to complete the application form correctly.

Contacting us

Please read the guidance notes fully before attempting to complete the application form. If however you do have a question which has not been addressed in the guidance notes, please email us at active.citizens@britishcouncil.org

We regret that we are not able to read through draft applications.

Submitting your application

Applications must be word processed and completed in English. They must be e-mailed along with the completed budget template and supporting documents to ActiveCitizensApplic@britishcouncil.org by:

23.00 on Monday 3 June 2019

(Applications sent to active.citizens@britishcouncil.org will also be accepted.)

Section 1: Active Citizens Programme

1.1 Overview of the global programme and the British Council

The British Council is offering grants to up to 11 UK organisations to enable them to take part in the Active Citizens UK Programme Cycle 2019-20.

Active Citizens is a social leadership training programme that promotes intercultural dialogue and community led-social development. Through the programme, we bring together people with different beliefs and perspectives to learn from and share with each other. We work with partner organisations around the world to deliver and develop the Active Citizens programme. Delivery partners identify facilitators and we train them in the skills they need to deliver the Active Citizens training to others.

Following their training, they use the Active Citizens toolkit to design and deliver the training programme to participants in their local communities around the world. Participants receive the tools and support they need to set up or adapt the way they run their own social action projects to tackle a social issue within their community. Communities are connected globally through international opportunities to share learning and ideas, as well as through the Active Citizens website and social media.

Active Citizens was launched in 2009 and has run in 73 countries in the Middle East and North Africa, Europe, South and East Asia, the Americas, Sub-Saharan Africa and the UK.

The programme is owned and managed globally by the British Council. It is funded and delivered in partnership with a wide range of organisations that work internationally, as well as at a national and local level.

The British Council is the United Kingdom's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

The Royal Charter which governs our work sets out the objects for which we exist. These are:-

“[to] advance [...] any purpose which is exclusively charitable and which shall:

- (a) promote cultural relationships and the understanding of different cultures between people and peoples of the United Kingdom and other countries;
- (b) promote a wider knowledge of the United Kingdom;
- (c) develop a wider knowledge of the English language;
- (d) encourage cultural, scientific, technological and other educational cooperation between the United Kingdom and other countries; or

(e) otherwise promote the advancement of education.”

1.2 The Active Citizens Learning Journey

The Active Citizens Learning Journey is core to the overall programme. It is based on an exploration of the ways in which people relate to each other and appreciate diversity. It is underpinned by a commitment to social justice, to social inclusion and to enabling people to take the lead in shaping society.

A great way to understand the Active Citizens programme and the Learning Journey is by watching the short animation “What is Active Citizens?” on our [homepage](#).

The Learning Journey involves a number of stages, namely:



Me – Identity and Culture (module 1): Participants get a better understanding of the concepts of identity and culture and apply their learning to understanding the beliefs, behaviour and attitudes of themselves and other people.

Me & You – Intercultural Dialogue (module 2): Participants learn methods of dialogue as a tool for building empathy, trust and understanding within and across cultures.

We Together – Local and Global Communities (module 3): Participants develop an understanding of ‘community’ and its relationship with identity and culture. The group apply their learning to their own community to identify the problem they would like to address and the people they need to engage to achieve their objectives.

Social Action Planning (module 4): Participants focus on planning a social action initiative in their community, considering the process in different levels of detail and complexity. This involves identifying and clarifying their agenda, a specific intervention and how they will deliver it. Action should be principled, well planned and aware of local-global links.

After the workshop participants go into the community to deliver their Social Action Projects (SAPs). This can be a new initiative or attached to existing work in their community. The implementation of this initiative in the community is the culmination of participants’ learning. It provides participants with experience of social action and demonstrates their increased social responsibility and leadership skills. Participants are supported by partner organisations and/or mentors to deliver their social action

projects. If you would like to see more about the Learning Journey, you can download the Active Citizens Global Toolkit from the [website](#).

The Learning Journey can be delivered in many different ways, including evenings, weekend sessions and/or residential. Partners are encouraged to include study visits (for example to other members of the UK partner network) where it will add to the delivery of the programme.

The learning outcomes are core to the programme but the content and approach can be adapted so that so that it suits the needs of participants. Optional thematic content has also been integrated/is in development (Conflict, Gender, Arts and Social Enterprise.)

1.3 Active Citizens communities

Active Citizens communities are brought together by partners. Each community is made up of participants who share something in common. We expect Active Citizens participants to carry out social action projects and apply the learning they gain in the community. The community can also include wider groups of organisations, networks and people that have a stake or should be involved in social action projects.

A community might be:

- **Geographically** based and from specific neighbourhoods, towns or areas
- **Project** based and working on a specific social initiative
- **Practice** based and involved in a professional or practitioner based network
- **Interest** based and involved in similar interest groups

Communities can benefit from the Active Citizens programme for many reasons, for example where there is deprivation, a lack of social cohesion or a lack of civic engagement.

1.4 The Active Citizens Network

The Active Citizens network is made up of people involved in the programme as:

- **Partners** who project manage the delivery of the programme in participating countries and share insight and expertise relevant to the programme themes (please note: in the UK they are referred to as Delivery Partners);
- **Facilitators** who are often employed by partners and who help participants complete the Learning Journey;
- **Participants** who are recruited by partners and who take part in a number of facilitator-led activities to complete the Learning Journey;
- **Wider networks of organisations and people from the community** identified by partners, facilitators and participants who become involved in the local programme and who offer advice, support and input into the delivery of the Learning Journey.

1.4.1 Active Citizens Delivery Partners

The Active Citizens programme is delivered by partner organisations on behalf of the British Council and with the support of British Council staff in each country. Delivery Partners lead on the design and delivery of the programme because they know their community best, and co-ordinate the involvement of participants, facilitators and other organisations and networks.

It is important that partners recognise that the vast majority of the Active Citizens programme happens at the local or national level rather than at the international level. The Active Citizens Learning Journey involves exploring cultural diversity and its impact in the context of local or national communities and how to value difference within communities in participating countries.

All partners should have experience of working with a wide cross section of people on community led initiatives, and have experience of designing and facilitating programmes that bring about sustainable social impact in/with communities. It is essential that they have wide reach and networks that connect them with future participants. Partners are also able to identify the potential for and achieve growth at an organisational, community, regional and/or national level through their involvement in the Active Citizens programme, for example in generating changes to the policy environment or institutional change, in developing their staff capacity or in improving their organisation's policies, procedures or processes.

1.4.2 Active Citizens Facilitators

Facilitators play a crucial role in motivating, helping and coaching participants. They are responsible for adapting the learning content in the Active Citizens toolkit so that it suits the needs of their participants.

They are also encouraged to incorporate other learning content and to draw on the expertise and specialist interests of the partner organisation to develop new sessions. Often they are the link between the partner, participants and the wider community and are closely involved in the delivery of the programme.

Facilitators do not have to be employed by the delivery partner but we expect that the delivery partner will guarantee that the facilitators they are working with will complete the requirements of the programme cycle.

1.4.3 Active Citizens Participants & Profile

Participants on the Active Citizens programme must meet the profile outlined below, and must be willing to commit to:

- undertaking the full Learning Journey training through the Community Workshops (minimum of four days or the equivalent of activity);
- planning and hosting a three-day community visit from other Active Citizens as

- part of an International Study Visit (see section 1.7);
- developing their own social action project or using their new skills to contribute to an existing social action project, to which they must commit a minimum of five days;
- involving wider community volunteers in their social action project.

Participants will also be encouraged to cascade their learning and experience to others, and to register on the Active Citizens facebook page.

The Active Citizens programme in the UK involves working with participants who are aged 18 years and over (there is no upper age limit). Partners' recruitment of participants should be inclusive and value the diversity of the communities in/with which they work, for example in relation to gender, faith, ethnicity, socio-economic background, sexual orientation, professional and personal interest groups, and disability and non-disability.

Participants entering the programme should have:

- a strong sense of local culture and identity;
- an established local network (e.g. social, professional, religious);
- interest in learning and broadening horizons;
- good communication skills;
- a value for fairness and social justice.

By the end of the Active Citizens process, we hope that our participants will go on to become advocates of intercultural dialogue and that their involvement in Active Citizens will have built their confidence as social intermediaries in developing new skills and engaging with their communities.

1.5 Benefits of the programme

Involvement in the Active Citizens programme offers a range of opportunities to partners, facilitators, participants and wider communities to develop skills and knowledge to work with people from different cultural backgrounds. It also enables people to improve their understanding of local and global connections and the cultural, social, economic and political factors that shape their community.

Partners report engaging with the programme as helping them to develop their organisation's purpose and approach to work. It supports them in strengthening the relationships they have, can give them access to new policy arenas and has flexible content that can be integrated into the ongoing work of their organisations, networks and community programmes, as well as allowing them to invest in staff learning and development.

Participants have fed back that through taking part in the programme they have increased social awareness and understanding of how to take part in social action,

and have developed skills or experiences that would help them in employment.

1.6 Measuring the impact of the programme

The British Council collects data about the Active Citizens programme in relation to the following areas:

- Programme management and delivery
- Programme relevance
- Learning resulting from the Active Citizens programme for participants and partners
- Actions that result from the Active Citizens programme
- Programme legacy, or potential legacy

We then use this data to understand the impact the programme is having at an individual, group, organisational and network level.

Monitoring and evaluation in the UK in 2019-20 may be conducted through an online tool, which would support existing partner processes and help to capture a wealth of information alongside traditional narrative reporting.

1.7 The UK programme cycle 2019-20

The British Council is offering grants to up to 11 UK based organisations to take part in the 2019-20 cycle of Active Citizens and to support the delivery of Active Citizens.

UK organisations involved in Active Citizens will be responsible for project managing and steering the Active Citizens programme in their UK community.

The UK Active Citizens Programme cycle in 2019-20 will run from 1 July 2019 to 31 March 2020.

UK Cycle Activities	Approx. timeframe
Grant Agreements issued	1 July 2019
Partner Development Workshop, London	17 & 18 July 2019
Participant recruitment and programme promotion	From July 2019
Monitoring & Evaluation	July 2019 – March 2020
International Facilitator Development Workshop*	15 – 20 August 2019
Community Workshops: Facilitators deliver modules 1-4 of the Learning Journey.	August 2019 onwards
Social Action Projects (SAPs) initiated (It is understood that SAPs are very likely to run beyond the end of March 2020, and long-term, sustainable SAPs are encouraged)	Determined by when Community Workshops run
Nominating participants to attend International Study Visits**	16 October 2019
Hosting International Study Visits in the UK**	November 2019 – February 2020
Sending participants to an International Study Visit in the UK or abroad**	November 2019 – February 2020
ISV cascade projects by ISV participants	December 2019 – March 2020
Mid-term reporting due	31 December 2019
UK Partner Review Meeting	Mid-March 2020
Final reporting due	24 March 2020
Follow up conversations with partners	June - September 2020

* **International Facilitator Development Workshop (IFDW):** Nominated new facilitators will be invited to take part in an IFDW. This will be held in the UK from 15 to 20 August 2019. It is possible that there may be an opportunity for some new facilitators to attend an overseas IFDW instead of the UK training, in which case

partners would be informed of the opportunity at the earliest possible date.

**** International Study Visit (ISV):** ISVs are week-long events where an international group visits a country and particular communities to explore social development issues and the methods the community has found for addressing these issues. During the week, participants share skills, knowledge and experiences from their local communities. They take part in workshops, community visits and political and civic engagement. Powerful bonds formed between the participants can lead to collaborative social-action plans.

Hosting: the country partners play a key role in setting up the itinerary and hosting the group for three days of the week-long visit. It should be noted that this will require a high level of time commitment, but often proves to be one of the highlights of the delivery cycle.

Sending: the partner is responsible for the coordination of sending participants to International Study Visits. This can include, but is not limited to, the organisation of participant travel, visas and insurance.

1.8 The Delivery Partner's role

Delivery Partners are responsible for all aspects of delivery in their community. Their responsibilities are to:

- Decide how the organisation is going to deliver the programme, working with stakeholders, partners and networks in the community in which they work, to design and deliver the Active Citizens programme.
- Identify a Project Co-ordinator to manage the delivery of the programme.
- Identify two facilitators to deliver the Community Workshops. (Where appropriate, the Project Co-ordinator may also be one of the two facilitators.) The two lead facilitators of new partners will need to attend an International Facilitator Development Workshop. Partners from previous cycles will be invited to nominate one new facilitator to attend.
- New partners: the Project Co-ordinator and one of the facilitators will need to take part in the Partner Development Workshop in London on 17 July (afternoon) and 18 July 2019 (all day).
- Partners who have delivered in previous cycles: the Project Co-ordinator will need to take part in a teleconference on the morning of 17 July, and take part in the Partner Development Workshop in London on 18 July (all day).
- Send a copy of their Delivery Plan to the British Council.
- Recruit 30+ participants to complete the Active Citizens Learning Journey.
- Ensure the facilitators adapt the Active Citizens toolkit to support the needs of the community.
- Run Community Workshops delivered by the two trained facilitators (four days or the equivalent of activity as a minimum) for 30 participants.
- Support all 30 participants as they develop their own local social action projects. Participants should be prepared to commit a minimum of five days to their social action project.

- Support participants so that they can design and host a three-day International Study Visit (ISV) community visit for around six UK and international Active Citizens to their community. NB It is possible that not all partners will be asked to host an ISV group. In this case, the British Council and partner will work together to see how else their participants can be involved.
- Nominate two participants to take part in an International Study Visit in the UK or internationally.
- Ensure that monitoring data about participants, activities and outcomes is effectively collected using the British Council tools and processes for reporting.
- Identify members of their delivery team (Project Co-ordinator and facilitator) to take part in the evaluation.
- Manage the grant, monitor and report on progress and submit an end of cycle project and financial report to the British Council on programme completion.

1.9 The British Council's role

The British Council has a UK based Active Citizens team which co-ordinates the global programme and works with UK partners and facilitators to plan, run and evaluate the programme. We provide strategic advice, help with the development of new content and pilot initiatives, and lead on planning, reporting and impact assessment.

The UK based team's role includes working with the 2019-20 cycle partners to agree their plans and to help them as they start up their programmes. A British Council team member also provides ongoing day to day support to UK partners.

We are responsible for organising Partner and Facilitator workshops and for supporting the design and delivery of International Study Visits taking place in the UK.

We are also responsible for facilitating the effective collection of data about participant and Partner experience and evaluating the impact of the Active Citizens programme for individuals, partners and across the partner network.

We will also be keeping you updated about opportunities for partners, facilitators and participants to get involved in the global programme or in other British Council managed youth and civil society programmes.

1.10 The grant to Delivery Partners

The British Council pays UK Delivery Partners a grant as a contribution to the costs of running the Active Citizens programme in their community and to facilitate international and UK networking and exchange. This grant is not intended to cover the entirety of the costs; please see section 1.11 for further information on this.

The grant is divided into two main restricted areas of expenditure as outlined below:

International Travel and Delivery. This means that it is not possible to use any unspent portion of the International Travel grant on Delivery costs or vice versa.

Delivery Partners are required to account for how funding has been spent by completing a financial report at the end of the cycle, and providing receipts for any items of expenditure above £100 and evidence of staff time. The grant must be spent in accordance with the detail outlined in the Grant Agreement. Partners must retain all receipts and delivery documentation for seven years after project closure, as 20% of all grants awarded are subject to full post-activity audits by the British Council.

Delivery grant

The maximum Delivery grant available is £8,000. 70% of the Delivery grant will be issued on receipt of the signed Grant Agreement at the beginning of the cycle.

The balance of the grant will be issued after receipt of satisfactory end of cycle reporting in March 2020. Please note that you will only receive up to the maximum of 30% based on actual expenditure so if your expenditure exceeds the maximum grant available for the cycle you will be expected to cover this amount from your own sources. Similarly if your actual expenditure is below the maximum grant available, you will not receive the maximum amount available. If actual expenditure is below the 70% already paid, you will be required to return the unspent portion of the grant.

What the Delivery grant is for

Area of expenditure			
Staff time for project management, co-ordination and administration			
Staff time for facilitation and facilitator support to participants			
Operational costs associated with Community Workshops (e.g. venue, refreshments, participant travel, promotional materials, accommodation if workshops are residential)			
Seed funding for Social Action Projects – Partners are encouraged to make seed funding available where it will be of benefit to the SAP(s) and will be well managed			
Other approved contingency funds within the total value of the Delivery grant.			
Total grant available		£8,000	

International Travel Grant

The size of the International Travel grant received by each Partner will be determined by the number and location of the international events in which they and their participants are involved, as listed below, and the distance they have to travel:

Area of expenditure		
<p>Approved travel costs for UK and international travel for participants, facilitators and partners to take part in:</p> <ul style="list-style-type: none"> • Partner Development Workshop • International Facilitator Development Workshop • International Study Visit – sending • International Study Visit – hosting (ie meeting visitors and returning with them to host community) • Partner Review Meeting 		
<p>Costs associated with hosting international and UK visitors as part of an International Study Visit, including venues, accommodation, local travel and meals. Up to £900 of the hosting budget can be used towards staff time for the preparation for and hosting of the International Study Visit.</p> <p>This is the only occasion when the International Travel Grant can be used for staff time; it cannot be used to pay for staff time at the Partner Development Workshop, International Facilitator Development Workshop or Partner Review Meeting.</p>		
<p>Other approved contingency funds within the total value of the International Travel Grant.</p>		
Total Grant available		Dependent on location of events and partner

Once it has been determined which events partners will be involved in, a grant amendment will be issued and the International Travel grant paid.

The grant given will be reasonable, but will be based on the expectation that tickets are booked early, that participants travel economy class, that public transport is used where it is the cheaper option and feasible, and that prices are compared in order to obtain the best value fares. Visa costs and vaccinations, if required, may be paid for from the grant. Per diem subsistence, insurance, regular medication and any passport costs cannot be covered from the grant.

If actual expenditure on international travel when reported in March 2020 is less than the grant already paid, the difference will be deducted from the second instalment of the Delivery grant, or otherwise recovered. Please note that if expenditure on International Travel exceeds the grant provided you will be expected to cover this amount from your own sources.

Expenditure from the Delivery and International Travel grants needs to be reasonable and show value for money, and costs that appear to be excessive may be queried.

1.11 Other financial contributions

The British Council pays UK Delivery Partners a grant as a contribution to the costs of

running Active Citizens programme activities in their community and to facilitate international and UK networking and exchange. This grant is not intended to cover the entirety of the costs.

Partners must be able to contribute the necessary staff time and additional costs to ensure effective delivery of the project, including for providing ongoing advice and support to participants, and monitoring, evaluation and reporting commitments, with a co-financing contribution of at least 20 per cent of the value of the Delivery grant. This may be from the partner's own resources and/or financial contributions from third parties.

Organisations receiving Active Citizens grant funding, as above, also accept they will provide clear evidence that co-financing has been received if requested by the British Council.

In previous cycles, partners have occasionally combined the Active Citizens programme with other programmes they are delivering (sometimes in partnership with other organisations). The British Council requires that partners inform them of this, and also if they are seeking additional resources and if they are working with other organisations to deliver Active Citizens.

The Grant Agreement issued to successful applicants outlines the British Council's requirements in relation to sub-contracting elements of the Active Citizens programme to other organisations.

1.12 Intellectual property rights

The Active Citizens toolkit is an evolving toolkit of learning content. It incorporates content developed by the British Council and in conjunction with a wide range of partners and facilitators in the UK and around the world. The toolkit content grows with each cycle of the Active Citizens programme as it is adapted and contextualised by our partners. The British Council retains copyright over materials produced in conjunction with the toolkit. Partners must acknowledge British Council copyright of the toolkit and Learning Journey.

We also envisage that our partners will share their own content, developed or adapted in the context of the Active Citizens programme, with the global Active Citizens network. The British Council would ask for a non-commercial licence and include appropriate acknowledgement of your organisation.

The British Council should also be acknowledged in any marketing and promotional activities relating to the Active Citizens programme, in line with the guidance in the Identity Guidelines that are shared with partners.

Section 2: Applying for funding

2.1 Eligibility criteria

Applications are open to organisations. Unfortunately, we cannot accept grant applications from individuals, who should instead contact the Active Citizens team for information about other opportunities.

To be eligible to apply to be a Delivery Partner in the Active Citizens UK Programme Cycle 2019-20, organisations must fulfil these criteria:

- Be UK based and work with a community in the UK;
- Have a UK based bank account that requires two signatures;
- Operate from a sound financial position, demonstrated through their latest audited accounts, or appropriate alternative (for example, a public body (university etc) should provide their Year End Report & Financial Statement; a charity that is not required to be audited should provide their latest independent examiner's report);*
- Have no conflict of interest relating to their involvement as a grantee;
- Be able to guarantee the commitment of a Project Co-ordinator and two facilitators;
- Be able to contribute the necessary staff time and additional costs to ensure effective delivery of the project, including monitoring, evaluation and reporting commitments, with a co-financing contribution of at least 20% of the value of the Delivery grant. This may be from the organisation's own resources and/or financial contributions from third parties;
- Accept the requirements in relation to intellectual property rights;
- Have completed the activity and reporting from any previous cycle(s). (This applies only to organisations who have been involved in previous cycles of the Active Citizens programme);

* To inform consideration of the organisation's financial standing – and of potential risks to Active Citizens programme funds – some organisations may be asked to provide additional information.

In addition, applications must:

- be received by the deadline
- be complete
- be word processed and completed in English
- be signed by the appropriate signatories
- include a completed budget template
- include the required supporting documentation

2.2 Support with your application

Please read the guidance notes fully before starting to complete the application form. If however you have a question which has not been addressed in the guidance notes, please email us at active.citizens@britishcouncil.org

We regret that we are not able to read through draft applications.

Areas where applicants needed to provide more information in the past include:

- Why Active Citizens is a good fit for their community
- How their intended participants meet the Active Citizens participant profile
- Demonstrating that they have an understanding of the Active Citizens programme
- Demonstrating in the application that they have a sound business model
- Evidencing the relevant experience of the project team
- Previous partners only: what they would do differently from previous cycle(s)

2.3 Submitting your application

Electronic applications, including the budget template and supporting documents, must be received by the stated deadline. We regret that applications received after the deadline of 23.00 on **Monday 3 June 2019** cannot be accepted.

2.4 How your application will be assessed

The eligibility of applications will be assessed first, against the criteria listed in section 2.1

All eligible applications will also be sent for quality and technical assessment against the following criteria:

1. The organisation shares the Active Citizens vision and ethos and has a sound business model.
2. The organisation has experience of designing and facilitating programmes that bring about sustainable social impact in a community, and of working with a wide cross section of people on community led social action.
3. The organisation has strong local, regional and/or national partnerships and networks.
4. There is strong proposed impact in relation to working with participants that fit the Active Citizens participant profile (please refer to section 1.4.3 of the Guidance).

5. The organisation has wide reach, strong links to a network/networks of potential participants and will be inclusive in their recruitment.
6. The plan for delivery of the programme meets programme requirements, will achieve impact and can realistically be implemented.
7. Partners from previous cycles only: there is strong evidence that partners will innovate (compared with their previous delivery) when delivering the 2019-20 cycle of the programme.
8. There is evidence that the organisation will build its capacity through delivery of the Active Citizens programme.
9. Expenditure is linked to activities and on items which clearly contribute to the achievement of project outputs.
10. The organisation has the experience to meet the project and financial planning, management and reporting requirements.

It is not a requirement that organisations have prior experience of working in an international context.

Priority weighting will be applied to criteria 4, 6 and 10. We regret that applicants who receive a low score in these priority criteria may be rejected at the technical assessment stage due to the limit of 11 available grants.

The quality and technical assessment will be carried out by British Council staff members with technical understanding of the Active Citizens UK and global programme.

An independent selection panel will make the final decision on grant awards. We are looking for a balance of UK Delivery Partners that reflect the diversity of the UK civil society sector. With this in mind, the selection panel will be asked to ensure that:

- There is a geographic spread of partners across the UK
- There is a mix of previous and new partners
- Partners have varied areas of interest and expertise

The selection panel will include the Global Programme Manager, and a representative of another grants programme. It will also include an external panel member with technical understanding of international programmes relating to active citizenship and social development.

Up to 11 organisations will be selected to take part in the UK Programme Cycle 2019-20.

The outcome of the selection process is final. However, we welcome comments on the application and selection process.

2.5 Applicant screening

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 organisations nor any of the applicants' suppliers, directors, heads of organisation, shareholders, project coordinators or employees (as applicable) 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 organisation or any of the applicant's suppliers, directors, heads of organisation, shareholders, project coordinators or employees (where applicable) is listed in a Screening Database for any of the reasons set out above, without prejudice to any other rights or remedies which the British Council may have, the British Council shall be entitled to:

- assess the application as ineligible; and/or
- require the applicant to take any steps the British Council reasonably considers necessary to manage the risk to the British Council.

The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches.

Please read the text to this effect on the application form and tick the box to show that you understand this.

2.6 Timings and communication

You will receive an automated e-mail acknowledging receipt of your application.

You will be informed of the outcome of your application by **Wednesday 3 July 2019**.

2.7 If your application is unsuccessful

If your application is unsuccessful you will receive an e-mail informing you of this as soon as possible after the selection panel, within the deadline given above. This will include feedback on your application, although we regret that we cannot provide

detailed feedback.

2.8 If your application is successful

If your application is successful you will receive an e-mail informing you as soon as possible after the selection panel, within the deadline given above. You will be invited to attend a Partner Development Workshop which will take place in London on **Wednesday 17 and Thursday 18 July 2019**. You will also be asked to nominate facilitators to take part in the International Facilitator Development Workshop.

You will be sent:

- a Grant Agreement, including reporting requirements
- a bank details form

You **must**:

- return two signed original copies of the Grant Agreement, signed by the person authorised to enter into legally binding commitments on behalf of your organisation;
- return the completed signed bank details form on headed paper giving details of your organisation's bank account into which the grant should be paid.

The British Council will pay 70% of the Delivery grant within four weeks of receipt of the Grant Agreement and completed bank details form. Any delays in returning either of these documents will result in a delay to the payment of your grant.

Once it has been decided which ISV(s) each Partner will be involved in a grant amendment will be issued and the International Travel grant paid on receipt of the signed copies.

2.9 Monitoring and evaluation

Delivery Partners are responsible for collecting monitoring and evaluation data, including from facilitators and participants, as part of the delivery cycle. You may be asked to use specific online tools and processes to collect and store data, but we will provide technical training and support where required.

The British Council will also contact you during the lifespan of your project in order to see how the project is progressing and what support you may need. You may also be asked to contribute to other monitoring and evaluation activity relating to the programme or to international networking activities.

You will also be contacted after the end of the project cycle, as part of the British Council's work to assess the longer-term impact of the programme.

2.10 Reporting on your activity

You must complete and send the following reports:

- mid-cycle conversation and written financial report by 31 December 2019;
- end of cycle narrative and financial reports, including receipts for any items of expenditure above £100 and evidence of staff time, by 24 March 2020.

If you do not submit reports as specified in your Grant Agreement, you are in breach of your Agreement. The British Council will send you a recovery request for any advance payment made and not reported against.

The British Council will assess reports within 14 days of their receipt, and will pay any balance to you within 30 days of the report's approval.

If the approved cost of the reported activity is less than the value of the grants already paid, the British Council will send you a recovery request for the balance owing to the British Council. This must be paid back in 30 days.

20% of all grants awarded are subject to full post-activity audits. If your award is chosen for such a check you will be asked to provide the British Council with additional documentation, so please keep all your receipts/evidence of all the costs you have incurred. The audit may result in a recovery of funds by the British Council.

You may be chosen for such a check for up to seven years after the end of your activity, and must keep all supporting documentation for that period.

Section 3: Step by step guidance on completing the application form

Introduction

Please check that you have filled in 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. The British Council will not contact you for replacement/further information if parts of your form are missing or left blank (but may contact you over minor issues if these can be corrected quickly).

Please refer to Sections 1 and 2 of the guidance notes. You can find out more about the Active Citizens programme on our website and social media sites.

Website: <http://www.britishcouncil.org/active-citizens>

Facebook: www.facebook.com/activecitizens

Twitter: <http://twitter.com/activecitizens>

For a short animated introduction to the programme, please go to the website's homepage.

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 quality assessment. We try to support organisations to meet the criteria, but we cannot allow organisations more time to add to/amend their narratives.

Part 1: Privacy Notice, Freedom of Information and Applicant screening

Please read this section carefully, ticking your contact preferences if you would like to receive more information and tick the box regarding screening to show that you understand.

Part 2: Applicant information

Please include the 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 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 has solid experience of project management and of delivering programmes in the community.

Please also indicate whether the organisation has a UK-based bank account that requires two signatures.

Part 3: Programme interest

3.1: Confirmation that you will be delivering the programme with a UK community

Please confirm that you understand that you will be required to run the programme as it has been outlined in Section 1 of the guidance notes with a UK based community. Participants do not have to be UK citizens. You do not need to provide further information about the community you plan to work with in this part of the application.

3.2: Expectations in relation to working on Active Citizens with the British Council (max 200 words)

Please summarise why you want to work with the British Council and with the other 2019-20 Delivery Partners on Active Citizens 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. This is your opportunity to demonstrate your organisation's understanding of the Active Citizens programme.

Part 4: Your organisation

4.1: Describe your organisation's business model (max 300 words)

Please provide an overview of your organisation, its aims and objectives, how it is organised, the technical expertise in the organisation, the sector it works in, who it works with and what work it undertakes. Please show how the model secures the work of your organisation into the future.

4.2: Programme experience (max 300 words)

Please provide some examples of current or recent work that your organisation has been involved with that you feel has elements in common with the Active Citizens programme, particularly ones that show experience of designing and facilitating programmes that bring about sustainable social impact in a community, and of working with a wide cross section of people on community led social action projects. Explain how you went about delivering the work, the people involved and the impact of the programme.

4.3: Areas of expertise

Please select **up to three** areas of expertise that will inform the way you deliver the Active Citizens programme in the UK and that you could also offer to other UK Active Citizens Delivery Partners when networking. Please do not select more than three areas.

4.4: Networks and partnerships (max 200 words)

Please provide information about any networks (either virtual or physical) within which you operate, and any organisations with whom you work in partnership (formally or informally), evidencing how you have mobilised these networks in the past to achieve the aims of the programmes you deliver.

4.5: Summarise involvement to date with Active Citizens and/or other British Council programmes (max 200 words)

Please complete this section if you have worked previously with the British Council, including on the Active Citizens programme, or are currently involved in any capacity with the organisation.

It is not a requirement for organisations to have experience of the Active Citizens programme or of working with the British Council in order to apply to be core partners on the programme.

4.6: 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.

Part 5: Project delivery

5.1: Community (max 300 words)

Please briefly describe your community and state whether it is a geographic, professional, personal or project based community (see section 1.3 above).

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 participants.

Explain what makes Active Citizens relevant to the community you are proposing to work with.

5.2: Other UK organisations and networks (max 200 words)

If you are proposing to deliver Active Citizens in your community with the involvement of other organisations and networks, please describe the organisations and networks

you plan to work with and explain why. Describe how you plan to involve them e.g. as co-facilitators, for recruitment, joint delivery, mentoring participants, etc. Please state if you are already working with them or have worked with them on similar projects.

5.3: Recruiting participants (max 200 words)

Describe your plans for recruiting participants including how you will market the Active Citizens programme, how you will describe the benefits and what sort of commitment you will expect participants to put in to the programme.

Please include details of why your organisation is confident that it can recruit 30+ participants e.g. firm commitments already made to take part, previous success in recruiting for other programmes. There is no need to repeat any relevant information given in answer to question 5.2.

Please also say how you will be inclusive and value diversity in your recruitment.

5.4: Delivery framework (max 300 words – bullet points may be used)

Please describe how you would like to run the Active Citizens programme. Please explain how you would organise activities and the delivery timeframe you propose.

Your framework should include the format in which you intend to deliver the Community Workshops (e.g. evening sessions, Saturdays, a residential). You may choose to train all your participants together, or to run two or three rounds of workshops and bring everyone together at the end of the cycle.

An element we encourage applicants to consider is to include a visit as part of the delivery cycle, for example to see social action projects in another part of the country. Successful applicants wishing to pursue this will be able to discuss the possibility of an exchange with other interested Partners at the Partner Development Workshop in July. (It is essential that any visit is directly related to the Active Citizens programme and brings clear benefits to its delivery.)

Please say how you would link Active Citizens to any other programmes or to longer-term work going on in your community and in which you are a key stakeholder. If Active Citizens would be delivered in conjunction with another programme please make clear how much of the delivery outlined in the framework would be of Active Citizens content.

5.5: Building on previous cycles (max 200 words) – only for organisations who have been Active Citizens Delivery Partners in the past.

If you are a previous partner, please say how you would innovate in the 2019-20 cycle, rather than purely repeating delivery with a new group of participants.

Please also say what you could offer to partners new to the programme to support them and/or their delivery.

The assessors may refer to previous Active Citizens applications and/or reports from previous partners in order to see how far the information given here differs from delivery in previous years.

If your organization has not been an Active Citizens delivery partner in the past, please leave 4.5 blank.

5.6: Social action project (max 100 words)

Please include information about any social action projects you have in mind for your participants. If you would prefer to allow participants to select their own social action projects please state that in this section. Include any criteria you will be asking participants to consider or that you will be putting in place in relation to the selection of social action projects.

Please include how you will ensure that child protection and health & safety requirements are met.

5.7: Helping participants get the most they can out of Active Citizens (max 100 words per example)

Describe the ways in which your organisation and other organisations and networks you work with might help participants to get a truly positive experience from the Active Citizens programme. How would you support them through the Learning Journey and what types of expertise and support could you provide to people involved in Active Citizens as participants to develop new skills and engage with their communities?

5.8: Successful project outcomes (max 100 words per outcome)

Provide examples of positive changes that you will work to achieve for participants, facilitators, and the wider community as a result of involvement in Active Citizens. Describe what the organisation would be seeking to measure in relation to the achievements of the programme.

5.9a and 5.9b: Building of organisational capacity (max 100 words per outcome)

Please choose three positive changes that you will work to achieve within your organisation as a result of involvement in Active Citizens. Describe how you will work to achieve them and what the organisation would be seeking to measure to demonstrate that change.

5.10: 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? What is your target reach (organisational, sectoral, national etc.)?

5.11: Sustainability (max 150 words)

Please demonstrate how you will work to sustain the impact/reach of your delivery once any funding awarded through this programme has come to an end.

5.12: Intellectual Property Rights

Please confirm that you accept the requirements in relation to intellectual property rights. (Please refer to section 1.12 of the above Guidance.)

Part 6: Budget

6.1: Funding from other sources

Please indicate if you have applied or intend to apply for funding, or to use existing funding from other sources, to help you run the Active Citizens programme in the UK.

Please include information about the funder, including named contact details where possible and explain how the Active Citizens programme supports their objectives.

The British Council may wish to follow up with Delivery Partners in receipt of funds with a view of exploring options to submit a bid jointly.

Please note that costs including staff time that are core funded or are project funded from another source cannot be charged to the Active Citizens programme, as this would result in double funding. The only exception to this is when core-funded staff have been released to work on Active Citizens and other staff employed to cover their normal role.

6.2: Seed funding (max 150 words)

If you are planning to use part of the delivery grant to provide participants with seed funding for their Social Action Projects, please say how you will ensure that the use of it is well governed.

6.3: Grant budget

Please use the budget template to show a summary of how you would allocate the Delivery Grant and the co-financing that you are providing and/or sourcing. Technical guidance on completing the budget template is at the end of this section.

Please find below guidance on calculating your Delivery grant budget. Expenditure must be linked to activities and must be on items which clearly contribute to the achievement of project outputs.

Please think carefully through the delivery cycle (see section 1.7 of the above guidance) and what each stage will require in terms of staff time and other resources.

The budget template must be completed and submitted with your application.

You are strongly advised to check your budget carefully before submitting it. If you are successful, this will form the basis for contracting and managing your grant, and you will report against the budget you submit.

There will be some flexibility for the movement of funds within Areas of Expenditure in the Delivery grant and the International Travel grant provided objectives are met, but where there is likely to be a variation of more than 25% in any area approval must be sought first from the British Council. Approval must be received from the British Council before increased expenses are incurred.

Delivery grant: eligible and ineligible costs

- **Running Active Citizens alongside another programme:** where this is happening, the grant may only be used for staff time, workshop and other costs related to Active Citizens delivery using the Active Citizens methodology.
- **Staff time:** costs for staff time for the delivery of the Active Citizens programme may be budgeted up to 80% of the value of the Delivery grant.
- **Travel:** all travel (e.g. for planning meetings, Community Workshops) must be economy class. Public transport should be used where it is the cheaper option and is feasible.
- **Equipment:** the Delivery grant cannot be used for the purchase of equipment for the Partner. Where participants wish to use some of their social action project seed funding for the purchase of equipment, this is acceptable provided the Partner deems it a reasonable cost and essential to the success of the social action project.
- **Monitoring & Evaluation (M&E):** the staff time required for completing the mandatory M&E should be included in “Staff time for project management, co-ordination and administration”.
- **Overheads:** you may include a line for a contribution towards centralised costs (e.g. office running costs, centralised finance services), provided this does not result in double funding and comes to no more than 7% of the delivery grant budgeted. Please use the Cost description column to provide information on how the amount budgeted was calculated. If your organisation includes overheads in staff time, please separate these out.
- **Venue use:** where an organisation is using and paying for their own premises as a venue for Community Workshops, and their meeting rooms are available to book by external parties, the operational costs may be eligible under the Grant if evidenced by an original internal invoice related to the payment of the venue and a publicly available list of meeting room prices. If these eligibility criteria are not met, then the venue would be listed as part of the co-financing contribution.
- **Miscellaneous:** this is not a permitted budget line.

- **Contingency:** It is understood that at this stage a number of the costs will be estimates and so you may wish to include a line for contingency in case of increased costs.

Technical guidance on completing the budget template

Please complete sections 1 and 3 (excluding columns D and E). At this stage please do not complete section 2 (International Travel).

Use section 1 to outline how you would allocate the Delivery grant (up to £8,000). Use section 3 to outline the co-financing contribution that your organisation would make towards the delivery of the Active Citizens programme. This should be at least 20% of the value of the Delivery grant.

When completing the budget template please:

- Note that the spread sheet has been designed for use in reporting as well as at the application stage. Some columns are therefore not relevant when applying.
- Ensure that the total planned costs in section 1 (Delivery grant) are no more than £8,000. (Costs above this should be reflected in section 3 (co-financing contribution).
- In the Cost Description column, please be as detailed as possible. For example, for Community Workshop costs, you would break this down with one line each for venue hire, participant travel etc.
- Please give a breakdown by days of estimated staff time in the e.g. Project Co-ordinator: x days at £y per day.
- If you are including overheads in the costs that would be charged to the delivery grant, please include your calculation for reaching this figure.
- When listing co-financing in section 3, please indicate what is planned to come from your organisation's own resources, and what would be externally funded.
- Include only eligible costs (see above).
- Submit the budget as an MS Excel spread sheet (not an Adobe PDF file).
- Please do not amend the format of the spread sheet.
- Please ensure the budget is signed (e-signature not typed) and dated.

Part 7: Project management

7.1: Project Co-ordinator and facilitator commitment, and organisation's commitment

Please confirm that you can guarantee the commitment of a Project Co-ordinator and two facilitators for the duration of delivery of the Active Citizens programme in 2019-20.

Please also confirm that your organisation is able to contribute the necessary staff

time and additional costs to ensure effective delivery of the project.

7.2: Project Co-ordinator (max 200 words)

Please provide a brief biography of the Project Co-ordinator you are nominating to have oversight of the delivery of Active Citizens in their community. If relevant, please also provide brief information about additional key personnel associated with the project and their suitability for this role (skills, knowledge, experience, etc.), including who will be responsible for managing monitoring and evaluation.

7.3: Facilitators (max 200 words)

Please provide a brief biography of the facilitators you are nominating to have oversight of the delivery of Active Citizens in their community.

7.4: Project track record (max 200 words)

Please provide examples of projects/programmes of a similar scale, financial value and brief that you have managed or in which you have taken a considerable role.

7.5: 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?

Part 8: Further information

8.1 Further information (max 200 words)

Include any further information you feel is relevant to support your application.

Part 9: Signatures

9.1: Checklist of enclosures

Please ensure that you provide all requested documentation and information when you submit your application. Please do **not** send additional documents that have not been requested, as these will not be reviewed by the selection panel.

Your electronic application with written signatures must be accompanied by the following documents:

- Completed budget template (as an MS Excel spread sheet)
- Scanned copy of Articles of Association or constitution (signed by three members) **if** Charity/Company number not provided

- Scanned latest audited accounts, signed by a qualified auditor or alternative appropriate documentation (for example, a public body (university etc) should provide their Year End Report & Financial Statement; a charity that is not required to be audited should provide their latest independent examiner's report).

9.2: Signatures

Applications must be endorsed at organisation level in the form of written (not typed) signatures from Heads of organisation and Project Co-ordinators, or their delegated representatives. If the Project Co-ordinator is also the Head of the organisation, another representative with appropriate authority (e.g. Chair of the Board of Trustees) should sign as Head of the organisation.