Appendix 1

Application Form

**UK – Saudi Challenge Fund**

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| section 1: project name & contact details | |
| Project Title |  |
| Principal Applicant |  |
| Type of institution |  |
| Principal Applicant Contact Person Name |  |
| Principal Applicant Contact Person position |  |
| Principal Applicant Contact Person Email address |  |
| Principal Applicant Contact Person Mobile number |  |
| Partner Institution |  |
| Type of institution |  |
| Partner Institution Contact Person Name |  |
| Partner Institution Contact Person Position |  |
| Partner Institution Contact Person Email address |  |
| Partner Institution Contact Person Mobile number |  |
| Please provide a brief introduction of Principal Applicant’s and Partner’s institution and how this partnership come about (max 200 words) |  |
| Please provide name of key people from Principal Applicant’s and Partner’s institution, and their role in the project. CVs highlighting their relevant experiences must be attached as annex to the proposal. |  |
| Letters of Support | Yes / No (The two Letters of Support from Principal Applicant’s and Partner’s institutions must be attached as annex to the proposal) |

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| section 2: project description | |
| Project Purpose (max 50 words) |  |
| Duration of collaboration (in months)  **(Total duration of the grant must not exceed 12 months)** |  |
| Project Start Date |  |
| Project End Date |  |
| Total funding requested from British Council | £  Full Activity Based Budget must be completed. Your proposal will not be considered without this. See Appendix 2 of Call for Proposal. |
| Total co-funding and/or in-kind supports secured from other sources (if Applicable) | Co-funder:  Total co-funding: £  In-kind supports |
| Project Summary: |  |
| Please explain the issue this project will address and why the British Council should fund it (max 200 words.) |  |
| Objectives of the project  (Please list a maximum of 5 objectives; they must be both specific and achievable). |  |
| What outputs will the project generate?  Please list all activities that the project will deliver. These outputs must relate to the project purpose. |  |
| Please describe what impacts your project will achieve in short, medium and long term. |  |
| Project Beneficiaries (individual and institution) |  |
| **About the Partnership** | |
| Would the activity be part of an existing partnership between the UK and partner country institutions? If so, please give details of the partnership. |  |
| How will the partnership be managed (including with regards to communications, diversity, inclusion and safeguarding)? |  |
| **Sustainability and capacity strengthening** | |
| Please give a description of how the partner institutions plan to continue the partnership after the end of the activity, providing information about potential funding sources that might support it. |  |

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| section 3: risk management | |
| What are the key risks in implementing this project and how are you going to manage them? | Risk 1:  Management: |
| Risk 2:  Management: |
| Risk 3:  Management |
| Add more lines if needed. |

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| section 4: monitoring and evaluation plan | |
| What are your key performance indicators (KPIs) and project milestones?  How will the project be monitored and evaluated against those KPIs and milestones? |  |

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| section 5: sign-off | |
| The proposal must be signed by a person with delegated authority from Principal Applicant institution. | Name:  Position  Date:  Signature: |

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| section 6: Supporting documents Submission | |
| Two statements of support for the proposal from the Head of Department (or equivalent). One statement from the UK institution and one from the partner Saudi institution. | The statements of support must be written either on headed paper, dated, and signed or in a formal email from the Head of Department (or equivalent) (pdf format), and has to be submitted online together with the application form.  The statements of support from the two Heads of Department must include reference to the Principal Applicants and comments on the following questions:  • Why is this project important?  • Why do you want to make contact with the proposed partner institution?  • How will the link be sustained? |
| Complete Budget sheet | Budget sheet available in the download section |

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| section 7: Pre-submission confirmation |
| **Both UK and Saudi Lead Applicants must confirm the following:** |
| Neither the UK nor Saudi Lead Applicants are or may be subject of a conflict of interest during the grant award procedure.  I confirm the above  I am unable to confirm the above  Have you obtained permission to submit this application on behalf of the UK / Saudi institutions?  YesNo  Both the UK and Saudi Lead Applicants and their home institutions have the professional resources, competencies and qualifications necessary to complete the proposed action.  I confirm the above  I am unable to confirm the above  Neither the UK nor Saudi Lead Applicant's institutions are bankrupt, being wound up, or having their affairs administered by the courts.  I confirm the above  I am unable to confirm the above  Neither the UK nor Saudi Lead Applicant's institutions 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  I am unable to confirm the above  Neither the UK nor Saudi Lead Applicants are guilty of grave professional misconduct proven by any means which the contracting authority can justify.  I confirm the above  I am unable to confirm the above  Neither the UK nor Saudi Lead Applicants 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  I am unable to confirm the above  Neither the UK nor Saudi Lead Applicants 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  I am unable to confirm the above  Does the UK Freedom of Information Act or similar act apply to your organisation?  YesNo  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.  Before continuing, please confirm that you have read and understood the above notice.  I confirm that I have read and understood the above notice. |
| Please tick the box below to confirm you have read the British Council Child Protection Global Policy Statement - <https://www.britishcouncil.org/about-us/how-we-work/policies/child-protection> |
| I have read the British Council Child Protection Global Policy Statement |

Section 8: Implementation Plan

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| Activity description | Target audience | Benefits | Outcome | Resources | Budget | Timetable | Targets and measures of success | Method(s) of evaluation |
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| 2. |  |  |  |  |  |  |  |  |
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**Data Protection Notice**

British Council will use the information that you provide for the purposes of processing your application. British Council complies with data protection law in the UK that meet internationally accepted standards. We process and handle personal information according to these regulations. The information will be viewed by British Council and shared with those who are part of the decision-making process, and project partners in connection with administering the GGP Grant UK-ID Project. Your information will not be used/shared for any other purpose without your specific consent.

Full details can be found here: [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy)

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| **I have read and understood the above** (Please put an X sign) | **Yes** |  | **No** |  |