**Going Global Partnerships**

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# Guidance Notes

## Gender Equality Partnerships

July 2024

From 9 July to 16 September 2024.

# Grant call for Gender Equality Partnerships

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# Countries: Bangladesh, Brazil, Egypt, Ghana, Jordan, Kenya, Nigeria, South Africa, Ukraine and Vietnam.

# Going Global Partnerships

Going Global Partnerships supports universities, colleges and wider education stakeholders around the world to work together towards stronger, equitable, more inclusive and internationally connected higher education, science and TVET.

Through international partnerships, system collaborations and opportunities to connect and share, we enable stronger transnational education, more collaborative research, higher quality delivery, enhanced learner outcomes and stronger, internationalised, equitable and inclusive systems and institutions.

We help to strengthen higher education and TVET in five core areas:

- **Enabling research** – supporting research, knowledge and innovation collaborations to address local and global challenges and promote inclusive growth.

- **Internationalising higher education and TVET** – supporting systems, institutions and individuals to benefit from internationalisation, including enabling transnational education and system alignment.

- **Strengthening systems and institutions** – improving the quality and efficiency of higher education and TVET institutions and systems.

- **Enhancing learner outcomes** – addressing the qualities of the global graduate, including soft skills, employability and community outcomes.

- **Increasing equality, diversity and inclusion** – making higher education and TVET more accessible, equitable and accountable.

See open and upcoming Going Global Partnerships opportunities on our portal.

Opportunities are being launched continually, so please check this page regularly.

# Call Name: Gender Equality Partnerships

| Maximum value of this grant | £25,000 |
|---|---|
| Number of grants expected to be funded in this call | 11 |
| Deadline for applications | 16 September 2024, Time: 23:59 (BST) |
| Contact for further information | goingglobalpartnerships-GEP@britishcouncil.org |

# About the Grant call:

## Introduction

The **Gender Equality Partnerships** aims to build partnerships and systemic change in the priority themes detailed below:

- Prevention of violence against women and girls with a particular focus on higher and further education institutions as safe spaces for women
- Addressing women's underrepresentation in higher and further education leadership
- Enabling access and tackling subject segregation, particularly in the area of STEM (including encouraging STEM-related learning).
- Strengthening pathways into employment for women graduates from further and higher education.

Gender equality issues impact and are reflected in higher and further education systems worldwide – with unequal access to higher and further education in many countries, women having less access to resources and fewer opportunities, the existence of violence against women affecting students and staff and sustained underrepresentation of women in leadership positions in higher and further education institutions. Despite women succeeding academically, evidence shows that it is more challenging for women to succeed in their future careers within and outside education following their studies, particularly in fields where men are overrepresented, including Science, Technology, Engineering and Maths (STEM).

For further information please see Gender Equality in Higher Education: Maximising impacts report.

The British Council has put an increasing emphasis on gender equality over the past five years and this is reflected in our Strategy 2025. Our cultural relations expertise and our neutrality in many countries worldwide enable us to broker relationships, build trust and facilitate dialogue on gender inequalities in ways that might be difficult for other organisations. In our higher and further education work in particular, we build partnerships and networks, support learning and collaboration, convene policy dialogue and support innovation through international engagement. This creates many opportunities to make a difference and to facilitate learning between the UK and the rest of the world on how values of equality can be put into practice.

The Going Global Partnerships Gender Equality Partnerships is one of our responses to a report that the British Council recently commissioned, entitled **'Gender Equality in Higher Education: Maximising Impacts'.**

This report identified some key global gender equality challenges as well as some examples of how governments, higher education institutions, sector bodies and funders are successfully addressing these issues.

# Overview

The Going Global Partnerships **Gender Equality Partnerships** will support higher and further education institutions and sector bodies to progress gender equality building on the potential of the sector to influence wider society.

Applicants are encouraged to check the "**Guide to addressing gender equality**" document when discussing and designing the joint proposal.

The Gender Equality Partnerships expects to support **11 projects** of between £20,000 and £25,000 in value each, for **12 months**, starting from **January 2025.**

The fund will prioritise partnerships that focus on one or more of the **priority themes** that are globally relevant:

- Prevention of violence against women and girls with a particular focus on higher and further education institutions as safe spaces for women
- Addressing women's underrepresentation in higher and further education leadership
- Enabling access and tackling subject segregation, particularly in the area of STEM (including encouraging STEM-related learning)
- Strengthening pathways into employment for women graduates from further and higher education.

Intersectional proposals, that address one or more of the priority themes above **and** one or more Equality, Diversity and Inclusion areas are encouraged (e.g. age, disability, ethnicity, religion, socio-economic background etc.).

Awards will support partnerships between eligible UK institutions and partner institutions in one or more participating countries, **Bangladesh, Brazil, Egypt, Ghana, Jordan, Kenya, Nigeria, South Africa, Ukraine and Vietnam.** Proposals should be designed by the Lead Applicant in the overseas partner country, with the support of the UK partner organisation.

Gender Equality Partnerships activities can be in any discipline or cross-discipline; and should respond to country needs and meet the **criteria** specified under **"Eligibility criteria for institutions"** in this document. Please note that partnerships with **some countries may focus on specific thematic priority areas** relevant to their context, please refer to "Eligibility criteria for institutions" for details.

Possible partnerships could include:

- Development or strengthening of gender equality policies and/or strategies at an institutional or departmental level.
- Initiatives to research and address barriers to career progression among women in higher and further education including technical staff, researchers, teaching and management.

- Initiatives that will improve employment outcomes for women and girls.
- Development of policies and processes for prevention and response to gender-based violence.
- Initiatives to support access and progression of girls and women in STEM.

# Objectives and outcomes

All Gender Equality Partnerships awards will have the following overarching objectives:

- stimulate innovative approaches to addressing gender inequality in higher and further education institutions in the UK and our partner countries
- contribute to long-term and sustainable institutional change that promotes gender equality, and opportunities for women and girls and addresses gender-related biases
- support initiatives that promote gender equality, particularly in one or more of the four priority themes that the British Council has identified as globally relevant
- encourage collaboration between disciplines and between countries that will build cultural relations and mutual understanding based on shared values.

The Going Global Partnerships programme is looking for joint projects designed to achieve some of the following gender strategic outcomes:

| Going Global Partnerships Gender – Outcomes | |
| --- | --- |
| <ul><li>Increased active participation of women in political, social and economic spheres (women empowerment).</li><li>An improved legal and policy environment supporting gender equality.</li><li>Improved employability outcomes for women.</li><li>Developed inclusive policies and practices that support gender equality and safer learning environments at Higher and further education institutions.</li><li>Increased participation of women in meaningful academic and research careers.</li><li>Increased quality, inclusiveness and relevance of learning and female student experience.</li><li>Upskilled female students with relevant skills, including employability or entrepreneurship, community outcomes, or soft skills.</li><li>Increased representation of women in leadership positions in tertiary education.</li><li>Increased awareness & recognised value of women in tertiary education.</li></ul> | <ul><li>New or improved regulatory frameworks to enable gender equality - including recruitment and assessment policies for staff and students.</li><li>Increased participation of women in international mobility opportunities.</li><li>Increased participation and retention of women in research and knowledge production in HE.</li><li>Increased participation of women studying for level 4 in STEM subjects.</li><li>Empowered people and effective systems to challenge and change hostile learning and work environments within higher and further education.</li><li>Increased awareness of good practice through a gendered lens around recruitment, retention and career progression policies, quality assurance mechanisms, integrating gender transformative content and practice within pedagogy, and safe and inclusive learning and working environments.</li><li>Improved skills and access to opportunities that enhance women's opportunities for work after completing higher and further education.</li></ul> |

| | |
|---|---|
| • Increased enabling environment that supports women developing international outlook and networks. <br> • Increased agency amongst women. <br> • Increased in quality research outcomes that address local and global challenges through a gendered lens. <br> • Increased awareness and efforts to build safe, inclusive and non-hostile learning and work environments. <br> • Improved curricula (course and extra-curricular based), teaching practice and materials support gender equality and challenge gender stereotypes. <br> • Improved policy and quality indices and quality assurance mechanisms and indices are addressed through a gendered lens. | • Increased access to opportunities for women in research and knowledge production, tertiary education leadership, and international mobility pathways. <br> • Improved understanding and awareness of barriers to participation for women in: STEM and other underrepresented subject courses, academic research and policy positions and international mobility. <br> • Gendered barriers and imbalances in tertiary education and wider society addressed through insight, research and dialogue, resources, capacity strengthening, direct gender transformative grants and scholarships |

# Eligibility criteria for institutions

Proposals must fulfil the following criteria in order to be eligible for funding under this call:

| ELIGIBILITY CRITERIA | Y/N |
|---|---|
| **Each proposal must have both**: <br> • one Lead institution from **Bangladesh, Brazil, Egypt, Ghana, Jordan, Kenya, Nigeria, South Africa, Ukraine and/or Vietnam**; and <br> • one Lead institution from the UK <br> • The proposal must be prepared jointly by leads from both institutions but submitted by the Lead from the UK Institution, | |
| **UK Lead institution** partnering with **Bangladesh, Brazil, Egypt, Ghana, Jordan, Kenya, Nigeria, South Africa and Vietnam** must be one of the following: <br> • Higher Education provider with degree awarding powers. <br>     o **England** - Check the 'awarding degrees' drop down section on the specific provider's entry on the OFS register. The OFS register lists all institutions which offer UK degrees, not all of which have degree awarding powers. <br>     o **Northern Ireland** – https://www.nidirect.gov.uk/articles/universities-and-colleges-northern-ireland <br>     o **Scotland** – https://www.gov.scot/policies/universities/ <br>     o **Wales** – https://www.gov.uk/check-university-award-degree/recognised-bodies-wales <br> • Not-for-profit research institutions, establishment and organisations (see **Annex 1** for a complete list of these). <br> • Any public or private organisations with a role in the Technical and Vocational Education Training (TVET)/Further Education (FE) system. <br><br> **UK Lead institution** partnering with **Ukraine** must be one of the following: <br> • Higher Education provider with degree awarding powers. | |

- o **England** - Check the 'awarding degrees' drop down section on the specific provider's entry on the OFS register. The OFS register lists all institutions which offer UK degrees, not all of which have degree awarding powers.
  - o **Northern Ireland** – https://www.nidirect.gov.uk/articles/universities-and-colleges-northern-ireland
  - o **Scotland** – https://www.gov.scot/policies/universities/
  - o **Wales** – https://www.gov.uk/check-university-award-degree/recognised-bodies-wales
- Not-for-profit research institutions, establishment and organisations (see **Annex 1** for a complete list of these).

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**Lead institution** in **Bangladesh, Egypt, Ghana, Jordan, Kenya, Nigeria, South Africa and Vietnam** must be one of the following:
- Higher Education provider, as locally defined
- Not-for-profit research institutions, establishment and organisations, as locally defined
- TVET/FE provider, as locally defined

**Lead institution in Brazil and Ukraine** must be one of the following:
- Higher Education provider, as locally defined
- Not-for-profit research institutions, establishment and organisations, as locally defined

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The Lead institution in **Bangladesh, Brazil, Egypt, Ghana, Jordan, Kenya, Nigeria, South Africa, Ukraine and Vietnam** must have the capacity to administer the grant. They need to submit a support letter to confirm their capacity and capacity must be confirmed in the support letter, signed by the head of the department or institution.

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The partnership can include in their proposals Associated Partners (from both partner countries; **Bangladesh, Egypt, Ghana, Jordan, Kenya, Nigeria, South Africa, Ukraine and Vietnan, a**nd the UK) affiliated with:
- Higher Education providers
- Not-for-profit research institutions, establishment and organisations
- TVET/FE providers
- Other education organisations/charities/foundations/membership bodies
- Not-for-profit organisations, including Non-Governmental Organisations (NGOs)
- For-profit/commercial organisations, including small and medium enterprises (SMEs)
- Branch and satellite campuses of UK Higher Education providers
- Government organisations
- Employer organisations and industry bodies
- Civil Society Organisations (CSOs) and Social Enterprise organisations

Partnerships with **Brazil only – the partnership** can include in their proposals Associated Partners (from both Brazil and the UK) affiliated with all above listed, **excep**t "For-profit/commercial organisations, including small and medium enterprises (SMEs)", which are not eligible for partnerships with Brazil.

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Partnerships between UK and **Bangladesh, Egypt, Ghana, Jordan, Kenya, Nigeria, South Africa, Ukraine and Vietnam**
- For-profit non-education organisations are not eligible to receive any grant funds, except to cover travel-associated costs. The proposal must clearly define their contribution to achieving the call objectives.

| | |
|---|---|
| Partnerships between UK and **Brazil**<br>• For-profit non-education organisations **are not eligible** to participate in UK-BR partnerships, nor as a Lead Partner or as an Associate Partner. | |

Please send an enquiry to goingglobalpartnerships-GEP@britishcouncil.org if you are in doubt about the eligibility of your organisation.

Eligibility checks will be applied to all applications after the grant call closes. Those which are not led by an eligible institution will be rejected during these checks.

## Focus areas and outcomes exceptions

| ELIGIBILITY CRITERIA – FOCUS AREAS AND OUTCOMES EXCEPTIONS | Y/N |
|---|---|
| **INDONESIA** - partnerships between Indonesia and the UK should focus on the following **priority themes**:<br><br>• **Enabling access and tackling subject segregation, particularly in the area of STEM (including encouraging STEM-related learning)** – it is expected that proposals will address the 'interest issue'; referring to last year's report which shows that only 36% of STEM researchers' PhD in Indonesia are female.<br><br>• **Strengthening pathways into employment for women graduates from further and higher education –** it is expected that proposals will address 'performance and recognition issues', which refers to last year's report with data showing that overall only 36% of the total 193 STEM research proposals funded by BRIN (Indonesia National Research and Innovation Agency) in 2022 have a female team leader | |
| **UKRAINE** - partnerships between Ukraine and the UK should focus only on the following **priority theme**:<br><br>• Addressing women's underrepresentation in **higher education leadership** | |
| **VIETNAM –** partnerships between VietNam and the UK should include the following **outcome**:<br>• Partnerships with teaching universities to develop gender equality training curricula for pre-teachers in Vietnam. | |

# Funding

The **Gender Equality Partnerships** fund expects to support **11** projects of between £20,000 and £25,000 in value each, for a 12-month period, starting from **January 2025**. For all countries, we expect to support at least one partnership in each non-UK country. Ten of the project grants are open to institutions from anywhere in the UK. **One project grant is available for Welsh institutions only**.

Funds will be disbursed directly to the Contracting Institution from the UK (UK Lead institution), according to the approved final budget. Applicants may be asked to adjust their budget if their request does not fit within funding guidelines or if this is considered not appropriate by the application reviewers.

For an equitable partnership, the Contracting Institution from the UK should be able to timely transfer funding to the non-UK partnering institution(s) for activities which support the objectives of the collaboration and the overall project, allowing activities implementation to be implemented without delay.

For partnerships with Egypt or Brazil, the **Egyptian or Brazilian Lead institution must be able to provide the required approvals** to facilitate the timely transfer of the grant from the UK Lead institution to the Egyptian or Brazilian Lead institution. It is advised that these discussions are held as early as possible as they could affect the implementation of the project activities.

For all countries that allow for-profit associate partners, they are only eligible to receive funds to cover travel-associated costs. Funds to be allocated for all travel can be up to 20% of the total grant per project.

In some cases, the national partner will also provide funding to the partner country institution. Please note that this will not apply for all countries. Matching funds are encouraged but not a requirement.

Gender Equality Partnerships is intended to contribute to the direct costs of establishing and operating your collaboration and implementing the jointly planned capacity-strengthening activities (that is, costs directly related to implementing activities contained in the proposal). Please complete the budget spreadsheet provided on the call website with the project cost details.

# Ethics

It is essential that all legal and professional codes of practice are followed in conducting work supported by this call. Applicants must ensure the proposed activity will be carried out to the highest standards of ethics and research integrity.

In the application form, applicants must clearly articulate how any potential ethical and health and safety issues have been considered and how they will be addressed, ensuring that all necessary ethical approval is in place before the project commences and all risks are minimised.

Please refer to the Research Councils UK 'Policy and Guidelines on Governance of Good Research' (https://www.ukri.org/wp-content/uploads/2021/03/UKRI-050321-PolicyGuidelinesGovernanceOfGoodResearchConduct.pdf) , the Inter Academy Partnership report 'Doing Global Science: A Guide to Responsible Conduct in the Global Research Enterprise' (**http://www.interacademycouncil.net/24026/29429.aspx**) or contact us for further guidance.

# Safeguarding and protecting adults at risk

The British Council is committed to safeguarding children and adults at risk and to upholding their rights in accordance with all applicable legislation and statutory guidance. As part of that commitment, we require that all staff, and those we work with, including partners and suppliers, operate within our Safeguarding Policy which articulates our approach to protecting children and adults at risk and promoting their wellbeing.

We have robust systems and procedures in place to both prevent incidents (covering, for example, the recruitment of appropriate staff, training and support given so that staff can work safely, and standards regarding the way in which we carry out activities) together with responsive actions necessary to address situations where we become aware that a child or an adult at risk may have been harmed. As part of our policy, all countries have a named Safeguarding Focal Point (SFP) who is supported by a Regional Safeguarding Manager (RSM) and the British Council Safeguarding Team.

For further information please see: https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding

# Impact on the Environment

The British Council is committed to minimising its environmental impact. For this call, we have developed a set of questions in the application form which will enable us to understand the expected impact of a proposed project on the climate (and environment more broadly). We welcome information from Applicants regarding environmental considerations such as reducing carbon emissions for their projects (for example, alternatives to national or international travel such as virtual delivery), minimising waste or promoting resource efficiency.

Please note, that responses to these questions will not form part of the grant assessment criteria and will not be subject to peer review. The British Council collects this information for internal purposes only.

Please contact us via email (goingglobalpartnerships-GEP@britishcouncil.org), if you have any queries about the environmental impact section

# Privacy Notice

The British Council and UK partners comply with UK GDPR and the UK Data Protection Act 2018 and data protection laws in other countries that meet internationally accepted standards. The British Council will use the information that you provide for the purposes of processing your application, making any awards and the monitoring & review of any grants. The legal basis for processing your information is agreement with our terms and conditions of application (contract).

We may share all application data with our funding partner in the UK or national partner organisation in order to assist with management of the application process. The reason for this is that in countries where we work with partner organisations, the final decision on the grants will be made in consultation with them. We may share selected non personal data with agencies responsible for monitoring and evaluation of the Gender Equality Partnerships.

Your information will not be used/shared beyond the partners listed above for any other purpose without your specific consent. British Council and its partners reserve the right to publish and share anonymised aggregated information with stakeholders.

Organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Gender information and country of origin, where collected, is used solely for statistical purposes. If we need to contact you, we will do so using the contact details you have provided.

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. If you want more information about this, please contact your local British Council office or see our website: http://www.britishcouncil.org/privacy-cookies/data-protection. We will keep your information for a period of seven years after the project.

# Application Process and Documentation

All applications should be sent to: goingglobalpartnerships-GEP@britishcouncil.org

The **deadline** for applications is **23:59** (UK BST time) on **16 September 2024** – we recommend that you send at least an hour before to avoid any last-minute technical glitches.

Due to the volume of applications, we receive, any application received after specified deadline will be considered **ineligible.**

Applicants must ensure all documentation listed in the Pre-submission Checklist is included, as incomplete applications will be immediately regarded as ineligible. We receive great volume of applications so there is no scope of appeal as well.

**Frequently asked questions**

Q: The colleague who needs to sign off the approval is not available to provide the letter of support so I could not submit it.
A: Each grant call is open for over a month – during this time you should be able to get somebody with delegated authority to approve your intention to submit the application.

Q: I am unable to get one of the CVs for the leads at an institution
A: Each grant call is open for over a month – during this time you should be able to get your supporting documentation from partners.

Q: Why are you asking for our bank details at the application stage before the grants are confirmed?
A: This is simply to expedite payment should your application be successful.  Your institution may have been awarded a grant previously, but your account details have changed.  Your bank details will not be added/checked against our finance systems until the application outcomes are known and if you are unsuccessful, they will not be retained.

# Application Form

Applications must only be submitted using the application form supplied within the Grant Call Documentation. Word limits must be followed, and text over the word limits will not be read.

# Gender and EDI Statements

Applicants are encouraged to ensure equal opportunities in the teams implementing their proposed activity. Applicants may apply for additional funding to cover any specific requirements necessary to ensure full participation.

Please make additional costs in the 'human resources' section of the budget request within your application. These will be considered on a case-by-case basis.

Please contact us for further information on the British Council's approach. See our Equality Policy here: https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion

## Gender Equality

To comply with the International Development (Gender Equality) Act 2014, applications must outline how they have taken meaningful yet proportionate consideration as to how the project will contribute to reducing gender inequalities in the Gender Equality Statement section of the application form.

### Gender Equality Statement

Applicants are required to consider the impact their project will have on gender and provide a gender statement. It should not be a re-statement of your Institution's policy; you may refer to the policy but should show how the policy will be implemented in terms of the project.
Below are the project aspects that can be taken into consideration for the gender statement but not limited to.
- Outputs
- Outcomes
- Make-up of the project team; participants, stakeholders and beneficiaries of the project
- Processes followed throughout the project.
- Budget
- Risk
- Measures taken to facilitate the participation of people from different genders

The statement is part of the equality, diversity and inclusion (EDI) assessment criterion in this call.

The following questions should be answered when writing the statement:
- Have measures been put in place to ensure equal and meaningful opportunities for people of different genders to be involved throughout the project? This includes the development of the project, the participants of the research and innovation, and the beneficiaries of the activities.
- The expected impact of the project (benefits and losses) on people of different genders, both throughout the project and beyond.
- The impact on the relations between people of different genders and people of the same gender. For example, changing roles and responsibilities in households, society, economy, politics, power, etc.
- How will any risks and unintended negative consequences on gender equality be avoided or mitigated against, and monitored?
- Are there any relevant outcomes and outputs being measured, with data disaggregated by age and gender (where disclosed)?
- At what stage of the gender journey will the project start, and where you aim to be at the end of it.

## Guidance - Gender Assessment classification:

| Gender Assessment | Descriptors |
|---|---|
| **Gender blind / unaware** | The specific issues affecting women are not identified at project design stage. They may only refer to issues affecting 'people,' 'communities,' 'youth,' 'audiences' etc., rather than breaking these groups down by sex. There is *no gender analysis* of the wider context and it is not clear how women, girls, men and boys are differently affected by a particular issue. |
| **Gender neutral** | The differential needs of women and men are identified in the project documents or by stakeholders but are *not addressed* in the project activities. |
| **Gender sensitive** | A robust gender analysis has been undertaken to understand the different barriers facing women, girls, men and boys using sex-disaggregated data. Specific solutions to address the needs and concerns of women and girls are included in the project activities and outcomes. Activities focus on women's practical needs to improve their *condition* in their everyday lives. |
| **Gender transformative** | There is an attempt to challenge the root causes of gender discrimination by, for example, addressing discriminatory gender norms, stereotypes and unequal power relationships between the sexes. Activities might focus on more strategic needs that improve the *position* of women and girls in society. |

Not all questions will be applicable. If a question is not applicable, you will need to articulate the reasons why.

Applicants are encouraged to check the **"Guide to addressing gender equality"** document.

British Council reserve the right to reject the application if inadequate consideration has been given to gender equality or if the proposal is assessed to result in a negative impact for gender equality.

# Budget Sheet

Budgets must only be submitted using the Budget Sheet supplied within the Grant Call Documentation. A list of Eligible and Ineligible costs can be found in **Annex 2**.

The total grant fund will be issued based on the budget provided. The total quoted grant budget provided by applicants is the full estimated costs of delivering the grant project (with VAT included).

All grant funds are issued based on the total budget provided by the Lead institutions. Enquiries regarding reclaiming VAT is not a guidance that the British Council can advise on. We recommend speaking to your finance team on this.

If you have submitted a budget exclusive of VAT, kindly note grants are capped, and your grant total will be considered in line with your submitted total budget.

**Section 1 – Human Resource/Staff Costs**

- There is a cap set at 30% of the total grant staff costs.
- List all Contracting and Partnering institution staff working on the project

  - Permanent staff are employed by the hosting institution, with a contract that will outlast the project grant and reporting period. These are permanent academic (full time staff member) employed by the institution.

  - Project staff are employed on or temporarily assigned to the project, often on fixed term, part time or short contracts, usually with more of their time dedicated to the work.
- The number of units multiplied by the unit rate will populate Column H.  In Column I confirm how much of this total is it intended be covered by the grant.  Be clear how any residual costs will be covered if not entirely by the grant.
- If the entire cost is not being covered by the Grant, a residual amount will populate in Column J, and you will explain how this amount is being covered in Column K.
- In Column M you confirm how staff costs are monitored/controlled for Audit purposes.

**Section 2 – Expertise Costs**

Sometimes Grant applicants wish to budget for non-institutional Staff costs (e.g. Consultants, Industry experts, advisors, Associate partners etc.).  These costs included in Section 2.

- There is a cap set at 20% of the total grant being applied for
- The number of units multiplied by the unit rate will populate Column H.  In Column I confirm how much of this total is it intended be covered by the grant.  Be clear how any residual costs will be covered if not entirely by the grant.
- If the entire cost is not being covered by the Grant, a residual amount will populate in Column J, and you will explain how this amount is being covered in Column K
- In Column M you confirm how staff costs are monitored/controlled for Audit purposes

**Section 3 – International Travel and Subsistence**

- There is a cap set at 20% of the total grant being applied for
- Supply details of approximate costs/allocation for your travel and subsistence costs. Be clear how any residual costs will be covered if not entirely by the grant.
- Read Annex 2 for guidance on permitted costs
- As per sections 1 and 2 – clarify what portion of these costs is it intended be covered by the grant and how any residual costs are to be funded

**Section 4 – Operational and Activity Costs**

- In section 4 you can give the approximate costs/allocation you intend to use for specific activities. Be clear how any residual costs will be covered if not entirely by the grant.
- Read Annex 2 for guidance on permitted costs
- Domestic travel associated with the activities should be accounted for in this section
- As per sections 1, 2 and 3– clarify what portion of these costs is it intended be covered by the grant and how any residual costs are to be funded

**Section 5 – Marketing and Communication Costs**

- In section 5 you can give the approximate costs/allocation you intend to use for any Marketing and Communications aspects of your proposal. Be clear how any residual costs will be covered if not entirely by the grant.
- Read Annex 2 for guidance on permitted costs
- As per the previous sections– clarify what portion of these costs is it intended be covered by the grant and how any residual costs are to be funded

**Section 6 – Miscellaneous and Additional Costs**

- In section 6 you can give the approximate costs/allocation you intend to use for any elements not covered in sections 1-5. Be clear how any residual costs will be covered if not entirely by the grant.
- Read Annex 2 for guidance on permitted costs
- Typically applicants use this section to show administrative costs e.g. international bank transfer costs associated with grant disbursements to partners etc

**Budget Summary**

After Section 6 a summary of the sections above will self-populate.

Column I shows a section by section summary of the costs you have indicated will be covered by your grant if you application is successful.

Column J will flag any issues. If for sections 1-3 the box turns green and displays "This is within the funding rules" then no action is required.

If however, the box turns <span style="background-color:red">red</span> it will give a message to highlight what the issue is e.g. "This is outside the 30% funding rules" or "This is outside the 20% funding rules" and you must return to the appropriate section and revisit your proposed budget.

Any budget sheet submitted that contains red warnings will be returned and may jeopardise your application.

The last row of the Budget Sheet will show in Column G, the grant amount you are applying for and in Column I the total budget you are intending to submit.

- If your planned budget exceeds the grant you are applying for you will see a warning message stating, "Your budget exceeds the grant you have requested – please review your budget before submitting"
  - o You cannot budget for more than the value of the grant and if your budget sheet is submitted with this warning it will be returned and may jeopardise your application
- If your planned budget is lower than the grant you are applying for you will see a warning message stating, "Your planned budget is less than the grant you have requested – do you need to review your budget to ensure everything has been included"
  - o If this is the case you could either revisit the grant you are claiming and reduce it to your planned budget; or revisit your budget to ensure you haven't miscalculated
  - o If you submit your application with this message your application will still be considered – but on the basis of your proposed budget and not the grant figure so please ensure you are happy that you have not missed anything.

# Selection Process

- All applications received by the deadline will be logged and acknowledged – if you have not received an acknowledgement within seven working days please check your spam folder for messages from goingglobalpartnerships-GEP@britishcouncil.org. If you have not received any acknowledgement of receipt of application, please contact us with details.

- Applications will be reviewed for completeness – if we do not have everything requested in the Pre-submission Checklist your application will be declared ineligible and not proceed to next stage. We receive large volume of applications so will not be able to notify you at this stage.

- **Applications will be assessed on the basis of assessment criteria specified below by a panel of subject experts.**

- Top ranked applications will be selected and will be notified about their selection for contracting and disbursement of grants

- Unsuccessful applications can be notified at a later stage. You can ask for feedback to your application by writing to goingglobalpartnerships-GEP@britishcouncil.org

# Assessment criteria

| PROJECT QUALITY AND RELEVANCE | Score | Range |
|---|---|---|
| | 30% | **0–20** |
| The proposal contributes to the country's needs through structural and institutional change and correlates with overall Gender Equality Partnerships objectives and expected outcomes, clearly contributing to gender equality.<br><br>The importance of the project focus area to the Lead institutions is clearly demonstrated and it meets country's priorities and capacity strengthening needs<br><br>The proposal identifies clear benefits and impact to higher and further education stakeholders involved, including leadership, staff, students and the wider community in both countries.<br><br>The proposal demonstrates the potential to be transformative in terms of gender relations, i.e. address some of the root causes of gender inequalities within the sector.<br><br>The proposal shows kickstart and/or accelerates long-term strategy to address gender inequality in the Lead institutions and/or sector.<br><br>The proposal clearly states how the activities can contribute to structural change in promoting gender equality in the Lead institutions and how the project is relevant at a local/regional/national level. | **20 points:** Meets all criteria to an exceptional level<br><br>**16 to 19 points:** Meets the majority of the criteria to a very high level<br><br>**11 to 15 points:** Meets the majority of the criteria to a high level<br><br>**6 to 10 points:** Meets the majority of the criteria to an adequate level<br><br>**1 to 5 points:** Meets some of the criteria to an adequate level<br><br>**0 points:** Fails to meet any of the criteria to an adequate level. | |

| METHODOLOGY AND DESIGN | Score | Range |
|---|---|---|
| | 30% | **0–20** |
| The activities are well planned and defined. The proposal contains clear, feasible, and realistic objectives, as well as potential for long term impact in promoting a more inclusive environment for women.<br><br>Lead institutions clearly articulate specific outputs anticipated from the collaboration and objectives likely to be achieved<br><br>The methodology has been clearly articulated and is achievable within the given timeframes.<br><br>The timelines are realistic and there is an effective monitoring and evaluation framework in place.<br><br>There are clear indicators defined to show how the project aims to make changes, according to the Gender Assessment classification<br><br>Risks and any mitigation strategies have been clearly defined. | **20 points:** Meets all criteria to an exceptional level<br><br>**16 to 19 points:** Meets the majority of the criteria to a very high level<br><br>**11 to 15 points:** Meets the majority of the criteria to a high level<br><br>**6 to 10 points:** Meets the majority of the criteria to an adequate level<br><br>**1 to 5 points:** Meets some of the criteria to an adequate level<br><br>**0 points:** Fails to meet any of the criteria to an adequate level. | |

| RESOURCES | Score | Range |
|---|---|---|
| | 15% | **0–20** |
| The proposal represents value for money and all costs are fully justifiable.<br><br>The proposal shows equity in the budget distribution<br><br>The proposal planning costs are clearly distributed within the defined caps.<br><br>The proposal's aims are commensurate with the experience of the individuals involved in the project<br><br>There is a clear definition of roles and responsibilities<br><br>The Lead institutions have sufficient relevant experience to lead the proposed activities and achieve the stated objectives.<br><br>The proposal demonstrates strong gender expertise in the implementing team<br><br>The proposal offers development opportunities for staff who are under-represented in senior roles.<br><br>. | **20 points:** Meets all criteria to an exceptional level<br><br>**16 to 19 points:** Meets the majority of the criteria to a very high level<br><br>**11 to 15 points:** Meets the majority of the criteria to a high level<br><br>**6 to 10 points:** Meets the majority of the criteria to an adequate level<br><br>**1 to 5 points:** Meets some of the criteria to an adequate level<br><br>**0 points:** Fails to meet any of the criteria to an adequate level. |

| CAPACITY BUILDING AND SUSTAINABILITY | Score | Range |
|---|---|---|
| | 25% | **0–20** |
| The proposal focuses on capacity strengthening to address gender equality challenges in areas of immediate relevance to both partner countries' professionals, academics, researchers and their sectors<br><br>The proposal includes a clear and feasible description of how the Lead Institution intends to ensure the outcomes are achieved beyond the funding period.<br><br>There is a clear plan for how the benefits of the activity(s) will be developed beyond the institution, whether at a local/regional/national level<br><br>The proposal includes a clear and feasible description of how the Lead Applicants institutions intend to sustain their collaboration over the longer term.<br><br>There is involvement of Associated Partners who will aid in sustaining the activity outcomes (if applicable)<br><br>There is a planned mechanism for the dissemination of the results of the activities. | **20 points:** Meets all criteria to an exceptional level<br><br>**16 to 19 points:** Meets the majority of the criteria to a very high level<br><br>**11 to 15 points:** Meets the majority of the criteria to a high level<br><br>**6 to 10 points:** Meets the majority of the criteria to an adequate level<br><br>**1 to 5 points:** Meets some of the criteria to an adequate level<br><br>**0 points:** Fails to meet any of the criteria to an adequate level. |

| TOTAL SCORE | 100% | |
|---|---|---|

# Key Milestones

The timeline for the Gender Equality Partnerships is as follows:

| Milestone | Timelines |
|---|---|
| Call opens | 9 July 2024 |
| Deadline for clarification questions submitted by applicants | 5 August 2024 |
| Deadline for application submission | 16 September 2024 |
| Results announcement | Week of 28 October 2024 |
| Grant Agreement (contracts) signed | 25 November 2024 |
| Period of grant payments | 10 December 2024 |
| Project implementation and launch | 2 January 2025 |
| Progress report submission | 31 July 2025 |
| Project end date | 2 February 2026 |
| Final report submission | 2 March 2026 |

All dates may be subject to change if the call receives significantly more applications than expected. If timelines change, applicants will be contacted.

No project activities can take place after the project end date. In the odd chance project planned activities timelines are required to be adjusted, an official request must be submitted in advance to  goingglobalpartnerships-GEP@britishcouncil.org

# Pre-Submission Checklist

| | |
|---|---|
| The application has been submitted by the applicant by the published deadline. | |
| The application is completed in full. | |
| The application form and supporting documents have been completed in English. | |
| Contracting institution is eligible (see Eligibility section). | |
| The applicants have included supporting letters from each of the Contracting and Partnering Institutions, on headed paper, signed by the Head of Department or other person with appropriate delegated authority, giving specific commitment to the project.  Supporting letters must be in English, and not be signed by Lead Applicant(s).  As stated in these guidelines, email versions of letters are acceptable. | |
| Lead applicants must have the capacity to administer a grant and satisfy British Council requirements to prevent bribery, fraud and professional misconduct. Applicants confirm that they comply with British Council requirements by responding to Pre-submission Confirmation in the application form. | |
| Applicants have submitted a detailed budget request using the budget spreadsheet provided with the grant call documents on our funding call page. | |
| Applicants have submitted a CV for both Lead Applicants. | |
| Where relevant, Associated Partner letters have been uploaded | |
| **Human resource costs**: Staff costs for personnel working directly on the grant funded project limited to 30% of the grant to be awarded. | |
| **Expertise costs**: Limited to 20% of grant to be awarded. | |
| **International travel costs**: Limited to 20% of the grant. | |

# Applicant screening

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 are 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 anindividual) 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.

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

Please consider flexible and technological solutions to progress activity for planned work where feasible.

# British Council contractual requirements

- The contracting authority is the British Council which includes any subsidiary companies and other organisations that control or are controlled by the British Councilfrom time to time
    - (see: www.britishcouncil.org/organisation/structure/status).

- The Grant Agreement Holder for the partnership will be the Contracting Institution.

- The successful applicants will be expected to undertake activities in the UK and in the overseas countries listed in these guidelines.

- The British Council is subject to the requirements of the UK Freedom of Information Act, ("FOIA"). Please indicate in your application whether FOIA also applies to your organisation, so that we can reflect this in the Grant Agreement should you be successful in your application.

- (Terms and Conditions of the Grant Agreement) ("Grant Agreement"). **By submitting a response to this call for applications, you are agreeing to be bound by the terms of these guidelines and the Grant Agreement without further negotiation or amendment.**

- In the event that you have any concerns or queries in relation to the Grant Agreement,you should submit a clarification request to goingglobalpartnerships-GEP@britishcouncil.org in accordance with the provisions of this call for applications by the application deadline.The British Council reserves the right not to make any changes to the Grant Agreement.

- The British Council is under no obligation to consider any clarifications/amendments to the Grant Agreement requested following the application deadline.

# Monitoring and reporting

Lead partners and associates are required to submit two reports to the British Council, please refer to Key milestones for dates.

Report templates will be provided. Please note if the progress report or final report is not completed on time, the British Council will reserve the rights to recoup funds or not give future instalments of funds that are due.

Applicants are also expected to report gender and disability characteristics of participants, where possible.  The categories used are:

| Gender | Self-declared disability (Do you consider yourself to have any disability?) |
|---|---|
| • Female<br>• Male<br>• Others<br>• Prefer not to say | • Yes<br>• No<br>• Prefer not to say |

The British Council will conduct regular monitoring and evaluation, including the commission of independent evaluations for selected activities of strategic importance to the project.

A record should be kept of project activities, contracts, expenditures, financial transactions, and other important documentation for external auditing purposes.

# Annex 1 – List of eligible not-for-profit research institutions, establishment, and organisations

Please note that where organisations have both for-profit and not-for-profit arms, it must be clear that this grant is held and administered by the not-for-profit arm of the organisation

- Alan Turing Institute
- All NHS Trusts, hospitals, boards, primary care trusts and GP practices
- Animal and Plant Health Agency
- Anthony Nolan
- Armagh Observatory
- Babraham Institute
- BirdLife International
- British Film Institute
- British Institute of International and Comparative Law
- British Library
- British Museum
- British Trust for Ornithology
- Butterfly Conservation
- CABI (Centre for Agriculture and Bioscience International)
- Cambridge Arctic Shelf Programme
- Cambridge Crystallographic Data Centre
- Cell and Gene Therapy Catapult
- Centre for Environment, Fisheries and Aquaculture Science
- CERN
- Chatham House (Royal Institute of International Affairs)
- Culham Centre for Fusion Energy (part of UK Atomic Energy Authority)
- Defence Science and Technology Laboratory
- Diamond Light Source
- Earlham Institute
- Earthwatch Institute
- Environment Agency
- European Bioinformatics Institute
- European Synchrotron Radiation Facility
- Fera Ltd
- Forest Research
- Health and Safety Executive PSRE
- Health Data Research UK
- Historic Buildings and Monuments Commission for England
- Historic Environment Scotland
- Historic Royal Palaces
- HR Wallingford Group
- Imperial War Museum
- Institute for Fiscal Studies
- Institute of Development Studies
- Institute of Occupational Medicine
- International Institute for Environment and Development
- Isaac Newton Group

- John Innes Centre
- Joint Astronomy Centre
- Joint Nature Conservation Committee (JNCC)
- London Institute for Mathematical Sciences
- Malaria Consortium (UK)
- Manufacturing Technology Centre
- Marine Biological Association
- Marine Scotland Science
- Medicines and Healthcare products Regulatory Agency (MHRA)
- Moredun Research Institute
- MRC Harwell Institute
- MRC Laboratory of Molecular Biology
- MRC London Institute of Medical Sciences
- Museum of London Archaeology
- National Archives
- National Centre for Social Research
- National Foundation for Educational Research
- National Gallery
- National Institute of Agricultural Botany
- National Institute of Economic and Social Research
- National Maritime Museum
- National Museum Wales
- National Museums Liverpool
- National Museums of Scotland
- National Nuclear Laboratory
- National Oceanography Centre
- National Physical Laboratory
- National Portrait Gallery
- Natural England
- Natural History Museum
- NERC British Antarctic Survey
- NERC British Geological Survey
- Nesta
- Office for National Statistics
- Overseas Development Institute
- Plymouth Marine Laboratory
- Public Health England
- Quadram Institute Bioscience
- RAND Europe Community Interest Company
- Rosalind Franklin Institute
- Rothamsted Research
- Royal Botanic Gardens – Edinburgh
- Royal Botanic Gardens – Kew
- Royal Society for the Protection of Birds
- Royal United Services Institute for Defence and Security Studies
- Science and Advice for Scottish Agriculture.
- Science Museum Group
- Scottish Association for Marine Sciences

- Sightsavers
- STFC laboratories
- Tate
- Tavistock Institute of Human Relations
- The Faraday Institution
- The Francis Crick Institute
- The James Hutton Institute
- The Manufacturing Technology Centre Ltd
- The National Trust
- The Office of the Health Economics
- The Pirbright Institute
- The Resolution Foundation
- The Royal Shakespeare Company
- The Welding Institute
- Transport Research Laboratory
- UK Astronomy Technology Centre.
- UK Centre for Ecology and Hydrology
- Victoria and Albert Museum
- Wellcome Trust Sanger Institute
- World Conservation Monitoring Centre
- Young Foundation
- Zoological Society of London, Institute of Zoology.

If you believe your research organisation is eligible but is not on this list, please contact us via goingglobalpartnerships-GEP@britishcouncil.org before submitting a proposal for this call.

## Annex 2 – Eligible and ineligible costs

## Eligible costs

The following costs are eligible for funding:

- Travel: Travel (economy class) and subsistence costs to the UK/partner country, visa fees, vaccinations, quarantine costs (not exceeding GBP800 per person for 14 days), medical insurance, and roaming charges during travel essential to the project, to the UK and partner country.
- Local travel in the UK and overseas (public transport to and from the airport and for meetings/visits is encouraged where possible).
- Reasonable accommodation and subsistence costs for staff when visiting their partner organisation in the UK or overseas
- Reasonable hospitality costs (excluding self-entertaining costs).
- Reasonable production costs (such as for the development of materials but excluding time spent by staff in relation thereto).
- Consultancy fee (for external procurement and up to 30% of the total project costs).
- Essential equipment for use in the project including consumables, specialist software licences essential to the collaboration, access fees for facilities or library services. Equipment must be essential to project delivery and beyond the scope of institutional provision.
- Cost of meetings, training events, workshops, public engagement events, and seminars integral to the proposal. Translation and interpreter fees.
- Publication costs directly related to the collaboration, including web page development by external providers, if appropriate. Open access publication is encouraged.
- Online platform and relevant costs for digital delivery can be included.
- Attendance at conferences or other events in the UK, partner countries, or virtual events to present the outputs and outcomes of the project.
- Monitoring and evaluation costs.
- All the foregoing activities must be directly related to the development and delivery of the agreed project. Partners will be asked to provide the British Council with information on expenditure, supported by receipts for monitoring and auditing purposes.
- The cost of staff time for full-time personnel working directly on the project, plus the costs of temporary personnel and other temporary staff recruited to work solely on the project,

## Ineligible costs

The following costs are ineligible for funding:

- Full economic costs (FECs) (UK sector terminology).
- Promotional activities solely concerned with the recruitment of overseas students.
- Institutional overheads including administration fees and other indirect costs.
- Costs associated with Master's and PhD scholarships (including stipends).
- Purchase or rental of standard office equipment (except specialist equipment essential to the research). This includes IT hardware – laptops, personal computers, tablets, smartphones, Mac workstations, computer parts and peripherals, etc. Any standard hardware routinely used by researchers and academics will not be funded.
- Office software and office equipment including desks, chairs, filing cabinets, photocopiers, printers, and fax machines.
- Mobile phone costs including rental or purchase, and monthly phone bills.

- Exchange rate costs/losses and other banking-related costs.
- IP costs, patent, copyright, licensing, or other IP-related costs.
- Costs relating to the construction, procurement, or rental of physical infrastructure (e.g., office buildings, laboratory facilities). Rooms and facilities essential for routine collaboration are provided as an in-kind contribution by participating institutions. These can be detailed as an in-kind contribution in the budget breakdown.
- Entertainment costs such as gifts, alcohol, restaurant bills, or hospitality costs for personnel not directly participating in the project, excessive restaurant costs, and excessive taxi fares.
- No profit or fees must be charged to the grant.