

Appendix 1

Application Form

Grant opportunity for a South African and UK higher education consortium- Student Women Economic Empowerment Programme (SWEET)

Use this form, which shows response sections to collate information and draft your responses only.

SECTION 1: PROJECT NAME & PARTNER DETAILS	
A. Student Women Economic Empowerment Programme (SWEET) - Capability strengthening initiatives	
B. South Africa Lead HEI	
Name of institution (South Africa University)	
Lead applicant name (Title, Name and Surname)	
Lead applicant Email address	
Lead applicant Phone no.	
Position	
Department	
Institution Address	
Institution Phone no.	

Institution web address	
Social Media Accounts (LinkedIn, Twitter, Facebook etc.)	
I have the approval to submit this application on behalf of my institution (Y/N)	
Name of authorizing person	
Role of authorizing person	
Contact for contracting	
Email of contact for contracting	
C. UK Lead HEI	
Name of institution (UK University)	
Lead applicant name	
Lead applicant email address	
Lead applicant phone no.	
Position	
Department	
Institution Address	
Institution Phone no.	
Institution web address	

Social Media Accounts (LinkedIn, Twitter, Facebook etc.)	
I have the approval to submit this application on behalf of my institution (Y/N)	
Name of authorizing person	
Email of authorizing person	
Role of authorizing person	
Please provide details of other participating institutions/organisations below	
D. South Africa HEI Partner	
Name of institution:	
Type of organization (public/private etc.):	
Lead Applicant name:	
Lead applicant Email address:	
Lead applicant phone no.	
Position of Lead applicant	
Department	
Organization address	
Organization web address	

Social Media Accounts (LinkedIn, Twitter, Facebook etc.)	
I have the approval to submit this application on behalf of my institution (Y/N)	
Name of authorizing person	
Email of authorizing person	
Role of authorizing person	
E. UK HEI Partner	
Name of institution:	
Type of organization (public/private etc.):	
Lead Applicant name:	
Lead applicant Email address:	
Lead applicant phone no.	
Position of Lead applicant	
Department	
Organization address	
Organization web address	
Social Media Accounts (LinkedIn, Twitter, Facebook etc.)	
I have the approval to submit this application on behalf of my institution (Y/N)	
Name of authorizing person	
Email of authorizing person	

Role of authorizing person	
F. Other South Africa/UK HEI Partner	
Name of institution:	
Type of organization (public/private etc.):	
Lead Applicant name:	
Lead applicant Email address:	
Lead applicant phone no.	
Position of Lead applicant	
Department	
Organization address	
Organization web address	
Social Media Accounts (LinkedIn, Twitter, Facebook etc.)	
I have the approval to submit this application on behalf of my institution (Y/N)	
Name of authorizing person	
Email of authorizing person	
Role of authorizing person	
G. Additional Partner Organization and/or Institution (optional)	

Name of organization/institution:	
Type of organization (public/private etc.):	
Lead Applicant name:	
Lead applicant Email address:	
Lead applicant phone no.	
Position of Lead applicant	
Department	
Organization address	
Organization web address	
Social Media Accounts (LinkedIn, Twitter, Facebook etc.)	
I have the approval to submit this application on behalf of my institution (Y/N)	
Name of authorizing person	
Email of authorizing person	
Role of authorizing person	
H. Additional Partner Organization and/or Institution (optional)	
Name of organization/institution:	
Type of organization (public/private etc.):	
Lead Applicant name:	

Lead applicant Email address:	
Lead applicant phone no.	
Position of Lead applicant	
Department	
Organization address	
Organization web address	
Social Media Accounts (LinkedIn, Twitter, Facebook etc.)	
I have the approval to submit this application on behalf of my institution (Y/N)	
Name of authorizing person	
Email of authorizing person	
Role of authorizing person	
I. Partnership Is this an existing partnership? • Yes • No	
J. Institutional approval	
Letters of Support (please confirm)	Yes / No (The two Letters of Support from SOUTH AFRICA Lead Applicant's and UK Partner's institutions have been attached as annex to the proposal)

SECTION 2: PROJECT DESCRIPTION, QUALITY AND RELEVANCE

2.1. Provide details of you and your partner's experience/track record in supporting women in entrepreneurship-related fields for and/or within the Higher Education sector, as well as any experience of working in South Africa or similar contexts (Max 500 words.)

2.2. Elaborate on your reasons or motivation for participating in entrepreneurship development projects with South African universities and outline the potential benefit for the UK and South African universities.

2.3. Please give indications of the potential value-add in terms of consortium capacity, capabilities, resources, networks, or connections that could add value to or enhance this project

Relevance to economic development and social welfare (ODA requirement)

2.5. Please describe your understanding of the project, planned activities and outcomes and how they will contribute to the economic development and social welfare of South Africa in the next 3-5 years. *

Sustainability

2.6. Please give a description of how you plan to continue the partnership after the end of the funded activity, providing information about potential funding sources that might support it. Include how you plan to sustain the benefits and outcomes of the project after funding ends?

SECTION 3: THE PARTNERSHIP

3.1. Outline the roles of each partner in the partnership including how each role links to the project plan. The contribution each partner will make should be clear and substantive, for example through personnel, expertise, time, and budget

3.2. How will the partnership be managed (including with regards to communications, diversity, inclusion, anti-racism, and safeguarding)?

3.3. What are the partnership principles that will be adopted in executing this project?

How will partnership issues (if any) be resolved? (You can access our policies and strategies related to EDI and anti-racism here: [Equality, diversity and inclusion | British Council](#))

SECTION 4: RISK MANAGEMENT

4.1. What are the key risks in implementing this project and how are you going to mitigate/manage them?

Risk 1:
Management:



	Risk 2: Management:
	Risk 3: Management
	Add more lines if needed.

SECTION 5: MONITORING AND EVALUATION & IMPLEMENTATION PLAN

5.1. What are your key performance indicators (KPIs) and project milestones? Please detail the main activities to be undertaken, including timelines and milestones by listing the main ones in the table below and using them in Section 5.2 where more information is requested

(*Section 5.2 is a mandatory document to be filled in as part of this application

Activity	Timeline	Milestone

SECTION 5.2: PROJECT IMPLEMENTATION PLAN & MONITORING AND EVALUATION

Please complete the form below with information regarding the proposed implementation plan for activities **from the end of January 2023 to the end of January 2024**.

Item/Activity Description (Input)	Budget allocation	Target Beneficiaries/Participants	Expected Outcomes (Indicate short, medium, and long-term)	Expected Outputs	Targets and measure of success	Data/Evidence source	Method(s) of Evaluation
1.							
2.							
3							
(Add more items as required)							

NB*

Expected outcomes: You will need to report back on the achievement of these outcomes periodically during the implementation phase and at the end of the project, so be clear about what it is you would like to achieve

SECTION 6: EDI APPROACH

6.1. Please summarize how you will reflect on equal rights, gender equality, diversity, and social inclusion as part of the design of your partnership and project in terms of the inputs, focus, outputs, and outcomes. If you have added these elements in other sections of the form, please summarize them here as well.

SECTION 7: SHOWCASING, DISSEMINATION AND STAKEHOLDER ENGAGEMENT

7.1. Please use the table below to elaborate your communication/showcase and dissemination plan, demonstrating how you will ensure that the learning from your project is shared more widely (within your institution/ecosystem and with relevant partners and stakeholders).

Why – what you hope to accomplish by telling people about your project's work. Your communication goal(s)

What – what you want to disseminate

To whom – your audiences for general and for specific communication

How – how you plan to disseminate information about your project

When – how often and when you will communicate about your project

Why	What	To whom	How	When

7.2. How will you support the programme to market its activities and success and influence key stakeholders such as decision makers, funders, universities, and the entrepreneurial ecosystem

SECTION 8: FUNDING AND RESOURCES

1.1. Total funding requested from the British Council	£ A full Activity Based Budget must be completed. Your proposal will not be considered without this. See Appendix 4 of the Call for Proposals.
1.2. Total co-funding and/or in-kind supports secured from other sources	Co-funder: Total co-funding: £ In-kind supports

SECTION 9: SIGN-OFF

The proposal must be signed by a person with delegated authority from Principal Applicant institution (UK university). This could be Vice-Principal International, Dean or Head of School (the same person who sign Letter of Support)	Name: Position Date: Signature:
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Pre-submission confirmation

Both partner country Lead Applicants must confirm the following:

Neither the South African nor UK 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 Consortium? *

- ☐ Yes
- ☐ No

Both the South Africa and UK partner 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 South Africa nor UK country 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 South Africa nor UK Lead Applicant's institutions have entered 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 South Africa nor UK 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 South Africa nor UK 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 South Africa nor UK 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? *

☐ Yes

☐ No

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.

Safeguarding and Protection of Children and Vulnerable Adults at Risk

Please tick the box below to confirm you have read the British Council Safeguarding Policy - <https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding>

☐ I have read the British Council Child Safeguarding Policy

Data protection

The British Council will use the information provided in the application for processing the application, making any consequential grant award, for the award payment, monitoring, maintenance and review of the award.

In order to carry out the selection process for the IAU Consolidation grants, we may also share your information with our national partner organisations. The reason for this is that in countries where we work with partner organisations, the final decision on grants will be made in collaboration with them.

British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards.

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 have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

For detailed information, please refer to the privacy section of our website, <https://www.britishcouncil.org/privacy-cookies/data-protection> or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.

Please note that a confirmation email will be sent to your email address. If you do not receive the email following the submission of this form, please contact Meekness.Lunga@britishcouncil.org within 3 working days from the deadline, otherwise your application will be considered ineligible.

Please tick this box to confirm that you are willing for the British Council to share your information with partner organisations for the purpose of this funding application (please note; if you do not agree to this we may not be able to consider your application for funding). *

☐ I am willing for my information passed on to British Council partner organisations for the purpose of this funding application.

The British Council wishes to publish information on successful applications (including the summary provided on the first page of this form) on their website, in promotional materials disseminated through any medium, and in reports and documents. The British Council will not publish personal details on their website or via other media without prior permission. *	☐ I agree to be contacted, should the British Council wish to use my information/gather further information for publications or promotional material ☐ I agree to my information being put on the British Council website
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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

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