**IMPLEMENTING PARTNER GRANT APPLICATION FORM**

**JUNE 2025**

**Youth Climate Ambassadors Project (YCA) in universities**

**Application form**

**Instructions**

**Read the Call Guidelines documents carefully and follow these procedures:**

* Before completing the application form, please read Call Guidelines for full details on eligibility, objectives, and deliverables. Guidelines will provide you with vital information to help you submit a strong application.
* Please ensure this word document is converted to PDF form prior to submission.
* This application form should be submitted to: Chameera.Wickramasinghe@britishcouncil.org
* **Deadline for submission- 23:59 SL time, 15 June 2025**

We look forward to receiving your application.

Name of the Institution (Please enter the full legal name)

Please define the organisation type – (Private Limited, Limited by Guarantee etc.)

**Address**

Address line 1

Address line 2

Town/city

Postcode

Is your organisation based in Sri Lanka?

**Yes**  **No**

Does your organisation have a Sri Lankan bank account that requires two signatures?

**Yes**  **No**

Does your organisation have at least 3 years of experience in youth empowerment, education, and/or climate/environment action

**Yes**  **No**

**Main contact person of the organisation**

Title

First name

Last name

Gender (Male / Female / Other / Prefer not to say)

Designation

Department (if applicable)

Phone number

Email address

Is the main contact person of the organisation a permanent employee, or if contractual, contract end date is later than the completion of the project, i.e., March 2026?  **Yes**  **No**

Name of the Head of Department/Organisation (or equivalent). This position has the authority to endorse this application.

Email address of Head of Department/Organisation (or equivalent)

University cluster you are interested in applying for: (Please pick one. A separate application needs to be submitted, if interested in both clusters).

Cluster 1

Cluster 2

1. **Organisational Experience and Relevance to the YCA Project**

Please describe your organisation’s experience, with specific reference to how this experience can contribute to the successful implementation of this project: (Max. 1000 words)

*Please explain how your past experience and organisational strengths will inform your approach to:*

* *Supporting student teams through the* ***action plan development and implementation phase****,*
* *Providing effective* ***mentoring*** *and*
* *Contributing to the* ***visibility and impact*** *of the project within your assigned university cohorts.*
* *Managing sub-grants*

*You can include examples of:*

* *Delivering youth-focused training, mentoring, or capacity-building programmes, particularly in the areas of* ***climate change, environmental sustainability, inclusion, or youth leadership****.*
* *Facilitating* ***knowledge transfer and skill development*** *among young people, especially through non-formal education approaches.*
* *Supporting youth to develop and implement* ***community projects, social impact initiatives, or entrepreneurial ventures****.*
* *Building connections between youth and* ***diverse stakeholder groups****, such as local government, private sector, NGOs, and academic institutions.*

1. **Expertise of Proposed Team**

Please include brief professional profiles of your nominated mentors and the project manager / coordinator for this project. These should highlight how their background and experience would contribute to achieve project objectives. Please limit to a maximum of 200 words per person.

1. **Commitment to Equality, Diversity, Inclusion (EDI) and Environmental Sustainability**

How will your organisation demonstrate your commitment to Equality, Diversity, and Inclusion (EDI) and environmental sustainability? (Max. 500 words)

*Please explain:*

* *How EDI principles are reflected in your organisation’s operations and how they will be integrated into the delivery of this project.*
* *The steps your organisation will take to minimise environmental impact and promote sustainable practices throughout project implementation.*

Please confirm that you can guarantee the commitment of the Project Manager / Co-ordinator and the mentors over the project period (July 2025 – March 2026).

**Yes**  **No**

**Budget**

Please make sure to read the ‘Guidelines for applicants for the relevant cluster’ thoroughly before completing this section. This will help ensure your responses align with the specific requirements for the cluster.

Please note that the budget costs need to be rounded to the nearest (LKR) value.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Particulars** | **Unit Cost Rs.** | **No. of units** | **Total Cost Rs.** |
| **Activity Cost *(a)*** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Allocation for climate action support grants to students |  | 50,000 | 12 | 600,000 |
| Student led events in universities |  | 50,000 | 3 | 150,000 |
|  |  |  |  |  |
| **Staff cost *(b)*** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Other operational costs (Please specify) *(c)*** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total Direct costs *(a+b+c)*** |  |  |  |  |
|  |  |  |  |  |
| **Overhead cost (Max. 5% of Total Direct costs)** |  |  |  |  |
| **Grand Total** |  |  |  |  |

# Pre-submission checks

Please confirm that the applicant organisation has not been the subject of a judgement that has the force of res judicata for fraud, corruption, involvement in a criminal organisation, or any other illegal activity detrimental to the British Council’s financial interests.

**I confirm the above**

Please confirm that the applicant organisation has not been found guilty of misrepresentation in supplying the information required as a condition for participation in an award procedure or of failure to supply information.

**I confirm the above**

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 applicants’ 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 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 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 you have read and understood the above notice.

**I confirm the above**

# Submission documents

Completed application form

Copy of the certificate of organisation registration

Short company profile

# Submission

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

The British Council wishes to publish information on successful applications 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 the above information.**

**Head of Organisation / Department**

Name:

Designation:

Signature:

Date:

**Key Contact Person**

Name:

Designation:

Signature:

Date: