

Strengthening Reconciliation Processes in Sri Lanka Grant Application Guidelines

Please read all parts of this “Guidelines for Grant Applicants” document carefully before completing your application. The guidance contains essential information to enable you to decide if you are eligible to apply, to know what kind of activities can be funded and to be able to complete the application form correctly.

CONTACTING US

If you have questions about how to apply, please read this Guidance. You can also contact us on:

Telephone: 076 307 9876

E mail: LK_Artsathon.SRP@britishcouncil.org

SUBMITTING YOUR APPLICATIONS

Please submit an electronic application by 17:00 Sri Lankan time on Thursday 02, January 2020, to LK_Artsathon.SRP@britishcouncil.org

If your proposal is accepted, an original hard copy with signatures and supporting documents will be required. Hard copies should be delivered to:

Addressee:

Senior Program Manager,
British Council,
SRP Project Office,
50, Skelton Road,
Colombo 05.

Section 1: Strengthening Reconciliation Processes in Sri Lanka (SRP) Programme

The British Council is working in the field of 'Arts for Reconciliation' under the "Strengthening Reconciliation Processes in Sri Lanka" (SRP) programme. SRP is jointly funded by the European Union (EU) and the German Federal Foreign Office. The programme is implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and the British Council, in partnership with the Government of Sri Lanka. The four-year programme, launched in March 2018, contributes to strengthening the country's reconciliation processes by supporting government, non-government, and grassroots initiatives through seven components.

Overall Objective:

The general objective of the four-year programme is to contribute to strengthening Sri Lanka's reconciliation process.

Specific Objective:

The specific objective of the four-year Joint Action is that Government, Non-Government and grassroots organisations take joint responsibility in addressing key elements of the reconciliation process.

Outputs:

- I. More effective and accountable institutional arrangements within and between stakeholders of State and Civil Society support reconciliation process; and
- II. Strategic initiatives to support the non-recurrence pillar of reconciliation (intra-communal, inter-communal and North-South) are systematically facilitated.

Six (6) clusters of activities underpin the two outputs: Facilitating Learning – Strengthen Institutions; Tracking Progress on Reconciliation; Promote Public Discourse and Inclusive Policy making; Reducing Language Barriers; dealing with the Past; and Promoting Arts and Culture for Reconciliation.

The British Council is contributing to **Output II** by implementing interventions linked to two clusters of activities: (a) Reducing Language Barriers; and (b) Promoting Arts and Culture for Reconciliation.

Expected results and activities of Promoting Arts and Culture for Reconciliation focus on improved use of multiple art forms and media to engage fragmented communities to promote reconciliation.

The British Council is now issuing a call for proposals for grant funding to artists in Sri Lanka under the SRP project for the purpose of producing multimedia artworks that can be used to inspire social changes through public messaging that helps to unify communities.

We are seeking proposals from artists working in different fields who will work collaboratively to design a multimedia project suitable for digital dissemination followed by face to face public engagement. Successful proposals will be inclusive, addressing reconciliation, diversity, inclusion, equal opportunity and freedom of expression.

Successful proposals will highlight the following elements:

- (a) ***Promotion of inter-ethnic, inter-religious understanding and reconciliation:*** Using a people to people dialogue-based approach to foster co-existence and reconciliation between diverse communities.
- (b) ***Promotion of participation and inclusion of marginalized groups in addressing key issues and process:*** inclusion of vulnerable and marginalized groups (including women headed households, persons with disabilities) and youth

The purpose of these Guidelines is to support applicants to prepare and submit their proposals for funding.

Section 2: Applying for funding

2.1 Eligibility criteria

To be eligible for a grant, applications must meet the following core criteria:

- Minimum 3 three years of experience is supporting Arts related reconciliation work
- A strong track record in the field relevant to the specific grant opportunity
- Past track record in partnership working, either locally or nationally
- Demonstrate a willingness to work collaboratively with other potential artists and British Council as a funder
- Sufficient capacity within the entity to ensure transparent, responsible use of funds
- Evidence of collaboration and multimedia design
- Plans for digital dissemination
- Acknowledgement of sources

2.2 Support with your application

Applications received will be reviewed by a panel and, based on the outcome; successful applicants may be helped in refining the proposal

Prior to the awarding of the grant, the project team may request one or more meetings with the successful applicant. These will support the applicant in refining their proposal to respond to the specifics of the TORs. The meetings are intended to be conversational, and key points for discussion will be agreed beforehand by the applicant and the project team. This support may consist of:

- Proposal review to ensure the submitted proposal meets the requirements
- Budget analysis and subsequent development, to ensure requested funds sufficient for the intervention proposed.
- Refinement of outcomes to fit the theory of change

2.3 Submitting your application

Please submit an electronic application by 17:00 Sri Lankan time on Thursday 02, January 2020.

Applications should be sent electronically to LK_Artsathon.SRP@britishcouncil.org

You are also asked to submit scanned copies of your supporting documents along with your application form.

2.4 How your application will be assessed

The eligibility of applications will be assessed first, to check that you satisfy the core criteria and have submitted supporting documents.

All eligible applications will then be sent to the British Council’s technical panel for technical assessment against the following criteria:

SELECTION CRITERIA	WEIGHTING
Applicant’s organizational profile including track record	10%
Approach and proposed methodology	50%
Budget for intervention	20%
M and E and Strategic Communications	20%

Selection Criteria	Description
Applicant’s organizational profile including track record (10%)	Organizational Experience of lead organization: Relevance of initiative to organization’s vision, mission, description of the organization’s history and technical capabilities. Organization’s standing in the sector/region for similar work.
	Past Performance References: demonstrated and verifiable prior experience in successfully producing similar productions, including descriptions of previous relevant projects and results achieved, and contact information for their funders. Evidence of collaborative working.
	Team Structure: qualified team offering the right mix of skills, to meet project responsibilities and clear reporting relationships. The proposal must be based on collaborations between organizations or between an organization and individual artists.
	Personnel Qualifications and industry credentials: relevant prior experience and track record of proposed personnel on activities like this project, with detailed CVs provided for key staff

Approach and proposed methodology (50%)	Understanding of and alignment with wider SRP goals as well as for the SRP arts elements
	Project relevance to the local context, understanding of the context of the call for proposals and appropriateness of the response and approaches to the context
	Implementation Plan: detailed, results-oriented implementation plan with realistic timeline, logical sequence of tasks, and well-defined results contributing to project and call objectives. Clear articulation of how collaboration will be delivered. Acknowledgement of sources/permissions.
	Conflict Sensitivity/Do No Harm. Evidence of conflict sensitivity considerations: incorporated at all stages including needs analysis, design and implementation
	Performance Monitoring Plan: sound approach to monitoring and evaluation, with clear indicators and target results that contribute to project objectives
Budget for intervention (20%)	Financial Management Capacity: adequate accounting and financial management systems and demonstrated ability to properly manage and report on grant funds in accordance with BC/SRP regulations.
	Adequate budget to achieve the project objectives, clearly linked to the project activities.
M and E and Strategic Communications (20%)	Appropriate digital dissemination plan of multimedia digital arts productions; approach to measuring impact; wider communications plan.

The following will be used for evaluating response:

Score	Description
10 points (Excellent)	A comprehensive and strong answer indicating the provider is fully capable and experienced to deliver the required outcomes. A detailed response that directly response to all requirements with no ambiguity and relevant examples provided.
7 points (Good)	There are concerns that the organization will not be able to achieve the outcomes required and response significantly lacks details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided.
5 points (Adequate)	There are concerns that the organization will not be able to achieve the outcomes required and response significantly lacks details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided.
3 points (Poor Response / Limited Evidence)	There are serious indications that the organization will not be able to achieve the outcomes required and has not provided appropriate evidences of experience to successfully deliver the outcomes required. A response that is not entirely relevant to the requirement, with ambiguity and lacking specific detail.
0 points (Unacceptable)	The answer is non-compliant and/or no relevant information has been received to demonstrate the organization can achieve the required outcomes. No responses or a response that entirely irrelevant.

The selection panel will make the final recommendation on grant awards, and the outcome of the selection process is final. However, we welcome comments on the application and selection process.

2.5 Notification of outcomes: timings and communications

You will receive an e-mail acknowledgement of receipt of your application within one week of it being received by the British Council project team.

You will be informed of the outcome of your application within two weeks of the application deadline.

2.5.1 If your application is unsuccessful

If your application is unsuccessful you will receive an e-mail informing you of this after the selection panel, within the deadline given above.

2.5.2 If your application is successful

You may be required to refine your proposal and there may be further actions to be taken on due diligence, depending on the value of the grant. Once these actions have been successfully completed, you will be sent within two weeks of finalization:

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

A meeting will be set up with a member of the relevant British Council team to discuss your proposal and the grant agreement. You **must**:

- Return two signed original copies of the Grant Agreement, signed by the person authorized to enter into legally binding commitments on behalf of your organization.
- Return the completed signed bank details form on headed paper.

The initial grant disbursement is treated as an advance and will be based on an approved activity plan and an approved budget. It could be up to a maximum of 50% of the total grant requested and should be duly justified by the grantee. The balance grant amount will be disbursed after the completion of the art production as agreed and stated in the grant agreement. The grantee is expected to submit partial invoices based on the completed activities. Any delays in submitting either of these will result in a delay of final disbursement. The grantee will have to return all unspent funds and funds spent violating the terms and conditions of the grant agreement.

2.8 Monitoring and evaluation (for successful applicants)

Following your monitoring and evaluation plan, the project team will contact you during the lifespan of your project in order to assess project process, provide support and enable learning and sharing between other successful grant applications.

These will be in the form of:

- Meetings with key managers at least quarterly
- Self-assessments using an agreed template, depending on the duration of the Grant Agreement
- Surveys on specific aspects of the project
- Phone calls
- E-mails

2.9 Reporting on your activity (for successful applications)

You must complete and send the following reports:

- Written progress reports as stipulated in the Grant Agreement
- Financial reports accompanied by supporting documentation including original vouchers of the expenses
- Project end narrative and financial report, with supporting documentation, within two weeks of the end of the grant agreement.

If you do not submit reports as specified in your Grant Agreement, you will be in breach of your Agreement. The British Council reserves the right to deduct amount from requested payment for activity not reported against.

You will be asked to provide the British Council with additional documentation, so please keep all your receipts/evidence of all the costs you have incurred for full post activity audit.

The audit may result in a recovery of funds by the British Council. You may be chosen for such a check for up to seven years after the end of your activity and must keep all supporting documentation for that period.

Successful applicants will be provided with a comprehensive Grant Manual at an initial briefing, which includes definition of eligible and non-eligible costs.

2.10 Definitions

Impact: longer term effects on a variety of stakeholders at different levels, e.g. changes to policy, more motivated staff who work more efficiently, longer term changes to practice, capacity-built organizations.

Accountability: final responsibility for an action or decision, even when you do not do it; being open to questioning by people affected by the decision.

Capacity building: improving the skills and management systems within an organization to enable it to work more effectively (this is different from training individual staff for their own development).

2.11 British Council policies

The British Council is committed to equality and to positive action to promote this. It believes that an Equal Opportunities Policy helps to ensure that there is no unjustified discrimination in the recruitment. Retention, training and development of staff on the basis of gender including transgender, marital status, sexual identity, region and belief, political opinion, race, work pattern, age, disability of HIV/AIDS status, socio-economic background, spent convictions, trade union activity or membership on the basis of having or not having dependents or any other relevant grounds. The applicants must agree to operate in accordance with these principles while undertaking work of the British Council grant.

The British Council is committed to open government and to meeting its legal responsibilities under the Freedom of information Act 2000 (the “Act”). Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act. The British Council may also decide to include certain information in the publication scheme, which the British Council maintains under the Act.

The applicants should also note that the receipt of any material marked ‘confidential’ or equivalent by the British Council should not be taken to mean that the British Council accepts any duty of confidence by virtue of that marking.

The applicants will comply with all applicable legislation and codes of practice, including, where applicable, all legislation and statutory guidance relevant to the safeguarding and protection of children and vulnerable adults and with the British Council’s Child Protection Policy; in addition the applicant will ensure that where it engages any other party to supply any of the services under this agreement that party will also comply with the same requirements as if they were a party to this agreement.

All relevant policies that applicants are expected to adhere to can be found on the British Council website – <http://www.britishcouncil.org/about/policies>. The list of policies includes (but it is not limited to):

- Anti-Fraud and Corruption
- Child Protection Policy
- Equal Opportunities Policy
- Health and Safety Policy

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

Introduction

Please check that you have filled in the application form correctly before submission. Make sure that you have filled in every section and provided the information requested. Your information should be as accurate as possible. Please complete all sections of the applications form fully.

Note: Any alteration to a question will invalidate your response to that question and a mark of zero will be applied. Failure to provide your acknowledgement and documentation may result in your submission being rejected.

Eligibility checklist

Please check that you meet all the eligibility criteria before you submit your application, or your application may be rejected. The British Council will conduct eligibility checks and if your application is not eligible it **will not** be forwarded for full technical assessment.

Section 4: Grant Application

Section A – Basic Information	
1. Organization’s legal name:	
2. Official address:	
3. Telephone: Fax: E-mail:	
4. Key Contact Person and Title:	
5. Legal status of the organization: Date and No. of registration: Tax Information Number: (Legal status of Applicant)	
Section B – Project Description	
6. Grant activity title:	
7. Problem analysis and statement: (Please give brief narration on problem analysis.)	
8. Statement of grant objective: (Grant objective, results to be achieved, linkage to grant objective.)	
9. Proposed approach and methodology: (This is the most important part of application, so you need to ensure that you show clearly how you can achieve the objectives.)	

<p>10. Elaborate planned activities (Elaborate the activities you have planned to achieve the objectives.)</p>	
<p>11. Measures of success: (Methodology for measuring results— You must present a sound but simple methodology for quantifying and qualifying verifiable indicators of achievement. If the methodology relies on baseline data, that data must be present and reliable prior to the grant activity)</p>	
<p>12. Monitoring and evaluation: (What Monitoring, and evaluation activities will you undertake during implementation? How will you incorporate evidence/research and lessons learnt?)</p>	
<p>13.1 Strategic communications: (What will be your communications strategy?)</p> <p>13.2 Risk and mitigation: (What risks challenges is your project likely to face? What action will you take to reduce those risks?)</p>	
<p>14. Grant products and plan for disseminating deliverable(s) via digital media to general public: (Plan for digital dissemination to general public.)</p>	

Section C – Implementation Plan and Cost	
<p>15. Grant activity implementation plan:</p> <p>List of proposed personnel:</p> <ul style="list-style-type: none"> a. Position/Function b. Name of Proposed Staff c. Part-time or Full-time <p>Note: All implementation plans must be supported by a bar chart that shows all identified tasks over the duration of the activity</p> <p>(This item is divided into 3 keys elements of implementation: proposed personnel to implement the grant activity; proposed and detailed description of tasks. The tasks listed should describe actions and show a logical, thoughtful approach to the overall implementation plan. Each task must contribute to the achievement of the activity objective)</p>	
<p>16. Estimated date of start-up:</p> <p>(The duration of the grant is derived from these two dates. The dates must be within the overall SRP cooperative agreement implementation period)</p>	

<p>17. Estimated date of completion: (The duration of the grant is derived from these two dates. The dates must be within the overall SRP cooperative agreement implementation period)</p>	
<p>18. Total cost of project (Includes costs covered by other sources (e.g. cost sharing, 3rd party, etc.) A fully completed and certified grant Application Budget with budget notes must support all applications. Budget formats appropriate for the types of grants are provided.)</p>	
<p>Section D – Experience and Capacity</p>	
<p>19. General Applicant background information: (The core competencies of the Applicant should relate to nature and scope of the grant activity)</p>	
<p>20. Applicant’s previous experience implementing similar activities: (Here you present your last three Years proven track record of success. This is a critical factor in assessing the capacity of the Applicant to implement the activity. CVs for key personnel must be included)</p>	
<p>21. List two independent qualified professional references: (The references should be relevant to the proposed activity, and truly independent and qualified to pass along an objective, informed opinion. preferably, two of the references should be from existing or previous donors)</p>	

Submitted by:

On behalf of the Applicant identified in Section A, “Basic Information,” of this Grant Application, I hereby certify that to the best of my knowledge, this application in its entirety contains only true and current information:

Name _____

Title _____

Signature _____

Date _____