**GRANT APPLICATION FORM**

**OCTOBER 2023**

**Youth Led Green Transitions in Enterprises**

 **Application form**

**Instructions**

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

* Before completing the application form, please read Call Guidelines for full details on eligibility, objective, 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, 05 November 2023**

We look forward to receiving your application.

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

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

**Address**

Address line 1

Address line 2

Town/city

Postcode

Is your organisation based in Sri Lanka?

[ ]  **Yes** [ ]  **No**

Is your organisation a registered NGO in Sri Lanka?

[ ]  **Yes** [ ]  **No**

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

[ ]  **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 2024? [ ]  **Yes** [ ]  **No**

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

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

**Tell us about your organisation’s relevant experience in transferring knowledge, developing training/capacity building programmes and delivering such programmes in the areas of entrepreneurship development, business development and/or sustainability consultancy. How can this experience be used to shape this project?**

**(Max. 500 words)**

**Explain your plan to achieve the objective of this project, i.e. your proposal. Make sure to include how you plan the recruitment of young entrepreneurs and the sectors you are planning to target. Also, your proposal should highlight how you intend to incorporate Equality, Diversity and Inclusion agenda to your proposed action.** *(Please refer the scope of the project and expected deliverables section of the guidance document)*

 **(Max. 1500 words)**

**Please include brief professional profiles of key personnel 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 300 words per person.**

 Please confirm that you can guarantee the commitment of the Project Manager / Co-ordinator and the other resource persons over the project period.

 [ ]  **Yes** [ ]  **No**

 **Budget**

 Please refer the Guidelines before completing this section.

 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)*** |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
| **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 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 and partner organisation’s financial interests.

[ ]  **I confirm the above**

Please confirm that the applicant 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**

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# 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: