Sample Application Form

**Please note: This is a sample form only. You may use this document to view and save your answers offline. There are a total of 44 questions. The final submission will need to be made on the following link:** [**https://forms.office.com/r/b906uriyFH**](https://forms.office.com/r/b906uriyFH)

**Submissions made by email will NOT be accepted.**

OPEN CALL: Pakistan-UK New Perspectives 2021-22

This is an open call for applications for Pakistan-UK New Perspectives.

* For innovative arts and culture projects to mark Pakistan’s 75th anniversary of Independence in 2022.
* The project application will need to address: what, why, when, how and who
* The project must have at least one UK based partner and one Pakistan based partner and led by the Pakistani partner.

**HOW TO COMPLETE THIS APPLICATION**  
Please use this application form to apply for Pakistan-UK New Perspectives. The application form is divided into the following sections: 

* Section 1: Data Protection and Consent
* Section 2: Applicant details – Pakistan
* Section 3: Applicant details - UK
* Section 4: Project Proposal
* Section 5: Project Reach, Impact and Partnerships
* Section 6: Project Management, Delivery and Budget
* Section 7: Declaration

***Please note:***

* ***You will neither be able to save the application form nor return to it before your final submission, so please go through the open call document and the FAQ's thoroughly before filling out the form. A sample form is available for download on the Open call document. We recommend you save your responses offline and then come to this application form once you are sure of your responses.***
* ***Multiple entries will get disqualified***

***For any queries, please contact us at:*** [***Opencallgrants@britishcouncil.org.pk***](mailto:Opencallgrants@britishcouncil.org.pk)

Section 1

1. **Data Protection and Consent:** British Council will use the information that you are providing in connection with processing your application. The legal basis for processing your information is agreement with our terms and conditions of application (contract). 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, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.

* I agree
* I don’t agree

**Lead Applicant:** This section requires you to select the Pakistan based lead partner for the application. The lead applicant will submit the application, will represent all the parties of the collaboration, and execute the contract on behalf of the collaborators for the Grant. The lead applicant will be responsible for all communications regarding the implementation and management of the funds received through the Grant.

Pakistan based lead applicants and their UK partner should ensure that they are eligible to receive the grant and have the required registration/approvals in compliance with their respective country laws. As the grant will be awarded to the Pakistan based lead applicant, which is compliant to the local laws, appropriate arrangement/agreement should be drawn amongst the application partners to ensure that the funds are disbursed to the other also in compliance of the applicable laws.

Please note that the Pakistan based lead applicant may need to fill in the fields on behalf of the UK partner as the form allows only one applicant to access the questions at a time.

Section 2

**Applicant details - Pakistan**

This section requires details about the Pakistan-based applicant.

1. Name of the organisation
2. Organisation website and social media links
3. Organisation address

*Please add your organisation’s postal address in this section.*

1. Name of the representative submitting the application

*Please ensure you have delegated authority from your organisation to submit the application*

1. Designation / role of the representative submitting the application
2. Email address of the representative submitting the application

*Please enter the email address you can be contacted on. This email will be used for project related correspondence*

1. Contact number of the representative submitting the application

*Please enter your mobile number or work phone number. This number will be used for project related correspondence*

Section 3

**Applicant details - UK**

This section requires details about the UK-based applicant.

1. Name of the organisation
2. Organisation website and social media links
3. Organisation address

*Please add your organisation’s postal address in this section.*

1. Name of the representative submitting the application

*Please ensure you have delegated authority from your organisation to submit the application*

1. Designation / role of the representative submitting the application
2. Email address of the representative submitting the application

*Please enter the email address you can be contacted on. This email will be used for project related correspondence*

1. Contact number of the representative submitting the application

*Please enter your mobile number or work phone number. This number will be used for project related correspondence*

1. Registration/Trade number of the organisation

Section 4

**Project Proposal**

This section will ask you pertinent details on your proposed project, overarching themes, proposed title, timelines, and project activity. Try and be as detailed as possible to demonstrate to the assessors that you have taken into consideration all aspects of the project and that you are responding to at least one of the themes enlisted in the call out document. Please ensure you have considered all the travel and social limitations posed by the COVID 19 pandemic.

1. Project Title
2. Project start date

*We are looking to fund projects that will be delivered between November 2021 - August 2022*

1. Project end date
2. For face-to-face activities, list the cities or areas in Pakistan and/or the UK where the project will take place. Otherwise please mention digital

*Kindly separate your entries by a comma. (For Example: Karachi, Lahore, Birmingham, London)*

1. Short summary describing the project (50 words)
2. Describe your organisation and partner organisation's relevant background and experience to this project (300 words)
3. Describe how the project will address the Pakistan-UK New Perspectives theme (150 words)
4. Describe how the project will address the selected sub-curation theme (150 words)
5. List themain project objectives/ aims (minimum 3) (100 words)
6. Outline and list the project activity (1000 words)

*Applicants should address the rationale for why the project is relevant and how you plan to achieve your objectives. You may respond using the layout listed below:  
- Background and significance  
- Description of the activities that will be carried out during project delivery*

1. Please upload your activity plan

*The ‘Activity Plan’ template can be found on the downloadable section on the webpage. A google drive link is the most preferred way of attaching this information. Please ensure you change the settings to "Anyone with the link can view" Please paste the link in the text box below. For example: "Activity Plan- Link"*

1. How will you as partners work together? (250 words)

*Please outline the roles and responsibilities of the main India and UK project partner. We are looking for proposals that evidence mutuality.*

Section 5

**Project Reach, Impact and Partnerships**

This section will ask you questions around your project's target audience, partnerships, reach, impact, and key success factors.

1. Please list your target participant / audience groups for the project? How will they benefit? (300 words)
2. Number of artists the project aims to work with
3. Number of audiences the project aims to reach – face-to-face

*(if applicable)*

1. Number of audiences the project aims to reach – digitally
2. What kind of marketing and communication approach will you use?

*Please outline the marketing, communications, and promotion plan such as social media outreach plans and communication channels (300 words)*

1. List additional Pakistan and UK partner details (not the lead organisation) including individuals and organisations

*The ‘Additional Partner details’ template can be found on the downloadable section on the webpage. A google drive link is the most preferred way of attaching this information. Please ensure you change the settings to "Anyone with the link can view" Please paste the link in the text box below. For example: "Additional Partner Details- Link"*

1. Through the UK and Pakistan partnership what skills and capacity development will the project bring to the Pakistan arts and culture sector? (300 words)
2. What is the short and long-term expected impact on 1) the partners; 2) artists and participants; 3) audience? (300 words)

Section 6

**Project management, delivery, and budget**

1. Challenges and risks

*Please list the risks/ challenges you foresee for your project and how you plan to overcome/ mitigate them (300 words)*

1. How will you monitor and evaluate your project? (300 words)

*Consider qualitative and quantitative methodology*

1. How will the project address equality, diversity and inclusion through the project design and delivery? (300 words)

*For example - women, young people, and people with disabilities. Accessibility needs: captioning videos, translations, interpreters, gender of the beneficiaries or project team. Any Equality Diversity and Inclusion policies in place for this project?* *Please read* [*British Council EDI Policy and Strategy*](https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion) *for reference* [*https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion*](https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion)

1. Outline the budget plan and how it will be used for the project

*The ‘budget plan’ template can be found on the downloadable section on the webpage. A google drive link is the most preferred way of attaching this information. Please ensure you change the settings to "Anyone with the link can view" Please paste the link in the text box below. For example: "Budget Plan- Link. The budget must take account of all local taxes and currency conversion, other sources of funding and/or in-kind contribution*.

1. Does your project involve working with people under 18 or adults at risk?

*Adults at risk are people aged 18 years or over who identify themselves as unable to take care of themselves or protect themselves from significant harm or exploitation; or are understood to be at risk, which may be due to frailty, homelessness, mental or physical health problems, learning or physical impairments, and/or impacted by disasters or conflicts.*

* Yes
* No

1. If yes, please detail your approach to safeguarding here. (100 words)

*Download and read our Global Safeguarding Strategy for support:* [*https://www.britishcouncil.in/safeguarding-policy*](https://www.britishcouncil.in/safeguarding-policy)

Section 7

**DECLARATION**

1. Please declare the following

* I confirm that all information provided in the application is accurate to the best of my knowledge.
* I confirm that I have the delegated authority to submit this application
* I confirm that I have uploaded the required documents
* I confirm that this application has been completed by one Pakistan partner and one UK partner

1. How do you prefer hearing from us in the future for other opportunities and communications?

* Email
* Phone
* All of the above
* None of above