Annex 2

Mexico Skills for Women in Tech: Grant Partnership Call 2023

Annex 2 – Application Response Sheet

Instructions

Please complete this Form and upload all necessary documentation to the online form by **14 February 2023,** **23:59 (CST)**

Fail to upload any required documentation will result in ineligibility.

Privacy consent

The British Council complies with data protection law in the UK (Data Protection Act 2018 / GDPR) and laws in project countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and 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 seven years from the time of collection.

☐Yes

☐No

Mandatory documents to be uploaded to online form

Applicants must attach the following documents, in pdf format, to their email message:

1. CVs of the UK Lead applicants and Mexican partner institutions (in case of having)

2. Institutional Letters of Support from UK (mandatory) and Mexican (in case of having) institutions partaking in the present call. Each letter should be signed by a senior representative of the respective institution, such as vice-chancellors and pro vice-chancellors.

3. Annex 2 – Application Response Sheet thoroughly completed. The document must include a detailed table showcasing the project timeline and which activities will be developed/delivered in each of the 12 months of implementation

4. Annex 3 – Budget Summary Template.

Applicants are responsible for ensuring the documentation is thoroughly and correctly completed. All required documentation must be attached to the email message, as referenced in Annex 2 – Application Response Sheet, where relevant.

Incomplete applications, e.g., missing required documents, will not be considered.

Naming convention:

CV\_First Name Family Name

Support Letter\_Lead Institution Name

Support Letter\_Partner Institution Name

Application Response Sheet\_Lead Institution Name

Activities and Budget Plan\_Lead Institution Name

Partnership scheme

Please select the proper category of the present proposal as per the description of the **Funding opportunity** in the **Call Terms of Reference**:

* No partnership: the proposal will be submitted by one UK institution.
* Existing partnership: a partnership between a UK institution and its Mexican HEI partner

☐ No partnership

☐ Existing partnership

Lead Applicant (UK) Information

|  |  |
| --- | --- |
| Name and address of UK institution | Click here to enter text. |
| UK Lead Applicant Name | **Please upload CV of the lead applicant to the online form (.pdf format)** |
| UK Lead Applicant Job Title |  |
| UK Email Address |  |
| UK Phone Contact |  |
| Gender |  |
| I have the approval to submit this application on behalf of my institution | Yes  No  **Please upload the duly signed Letter of Institutional Support to the online form**  **(.pdf format)**  *Letters should be signed by senior institution representatives, such as: Head of International Office, Chancellor, Pro-Vice Chancellors etc.* |

**Note:** for partnership projects including more than one UK institution, please replicate the table template above and fill it in for each institution.

Partner Applicants (Mexico) Information

Mexican Institution

|  |  |
| --- | --- |
| Name and address of Mexican institution | Click here to enter text. |
| MX Lead Applicant Name | **Please upload CV of the partner applicant to the online form (.pdf format)** |
| MX Lead Applicant Job Title |  |
| MX Email Address | Click here to enter text. |
| MX Phone Contact |  |
| Gender |  |
| I have the approval to submit this application on behalf of my institution | Yes  No  **Please upload the duly signed Letter of Institutional Support to the online form**  **(.pdf format)**  *Letters should be signed by senior institution representatives, such as: Head of International Office, Chancellor, Pro-Vice Chancellors etc.* |

Detailed proposal

1. Brief summary of UK lead organisation; including a description of the institution (e.g. size, location, number of students, teaching/research focus) and your track in gender equality work, (max 300 words)

2. Your experience of engaging with similar projects (max 250 words).

Include details of awards received with timelines including any unsuccessful applications and lessons learned, experience of panel participation e.g., panel chair, panellist, observer).

3. Suitability Statement (max 500 words)

Please explain why you are suitable to be considered for this grant award, and refer, whenever possible, to the selection criteria. Include any similar experiences that you might have had previously.

4. Project summary (max 2000 words)

Please provide a summary of the project and a detailed activity plan to be implemented throughout the duration of the project. Please provide a general introductory summary of the training/capacity building programme, as context for the activity plan. Please also explain how the proposed methodology engages multiple strands of activity to deliver on the expected outcomes of the project, while ensuring the scalability and continuity of the project beyond the partnership period. (2000 words).

5. Detailed activity plan

Please fill in the able below with details of the activities planned under the proposal, and mark the moth(s) they are expected to take place with an X.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Activity outline | Mar 23 | Apr 23 | May 23 | Jun 23 | Jul 23 | Aug 23 |
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6. Intellectual Property Rights

Recipient will grant to the British Council an irrevocable, royalty-free, non-exclusive, worldwide right and licence to use any information, data, reports, documents, or other materials obtained, created or developed in the course of the Project, including the Final Report, for non-commercial purposes to publicise and report on the activities of the British Council in connection with the award of the Grant and the delivery of the Project.

Explanation of any IPR issues:

7. Equality Diversity and Inclusion (max 250 words)

Please describe your alignment with the British Council organisational approach to equality, diversity and inclusion when planning the development of the programme/project. Our Equality Policy[[1]](#footnote-1) and our EDI Strategy[[2]](#footnote-2) explain our approach, which is to try to make sure that EDI is central to everything we do.

1. <https://www.britishcouncil.org/sites/default/files/equality-policy-2017.pdf> [↑](#footnote-ref-1)
2. <https://www.britishcouncil.org/sites/default/files/edi-strategy-2017.pdf> [↑](#footnote-ref-2)