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## HIGHER EDUCATION ALLIANCES 2019 - GUIDELINES FOR APPLICANTS

**Call opens: 21.05.2019**

**Call closes: 14.07.2019**

### 1. Background

Tackling global challenges requires an integrated approach, by bringing together communities from different disciplines and sectors into high-quality collaborations, the British Council aims to build binational projects centred on overcoming relevant socio-economic development challenges.

The Mexican higher education agenda points that global academic institutions are required to support the improvement of areas such as human resources training, scientific research and innovation. By developing programs and networks in different academic areas, it will be possible to promote the diversification and consolidation of internationalization schemes.

Higher Education Institutions should reshape the ways in which they combine teaching and research in order to transform knowledge in actual benefits for society. Universities should also provide students with skills, competencies and learning outcomes aligned with international standards, so they can access to better jobs and improve their chances for social mobility.

Accordingly, Mexican Higher Education Institutions need to adapt the content and the structure of their programmes, as well as the forms in which they operate to truly promote local socio-economic development. Having access to international expertise could support this strategy and trigger international partnerships for future collaborations.

The British Council Higher Education Alliances programme is designed to establish institutional links beyond the individual level, to open opportunities for more sustainable academia collaborations for regional development, engaging with government, the private and third sector.

### 2. Overview of the funding opportunity

British Council Higher Education Alliances provide small-scale seed funding for high quality collaborations between Mexican higher education related institutions, including Universities and UK Institutions to:

#### *Modality 1: Project Proposal*

- **Coordinate a workshop to be carried out in Mexico with the aim of developing a joint proposal that will help Higher Education Institutions to expand their role as platforms for regional development with a global focus.**

**AND**

- **Deliver an innovative and replicable final proposal designed to be implemented at a regional level by enabling engagement from the wider economic or social development actors.** (Please see Annex 1 for more details).

## Modality 2: Project Implementation

- **Implement a collaborative project, which in association with relevant stakeholders, supports Higher Education Institutions to expand their role as platforms for regional development with a global focus.** (Please see Annex 1 for more details).

The Higher Education Alliances Programme is designed to be flexible and responsive to Mexico country needs, allowing applicants to establish collaborations on specific areas linked to regional priorities and economic or social development demands, and to bring in public, private and third sector partners.

Higher Education Alliances proposals must be aligned with a wider Higher Education strategy. It is important to consider that **this programme is not intended to fund research activities on specific areas of knowledge.**

*For best fit to priority areas, please refer to **Annex 1** specific guidance before you prepare your proposal. Proposals which do not take into account these guidelines will not be considered for funding.*

### 3. Scope of the programme

Grants under the British Council Higher Education Alliances allow Mexican Higher Education Institutions to collaborate internationally and to gain access to UK networks and expertise. This will support the strengthening of their role in society not only as academic units but also as regional development drivers, enabling them to translate their institutional efforts into economic and societal benefit.

All UK - Mexico projects funded by this programme will:

- **Establish links, or significantly develop existing links, between Mexican Higher Education Institutions and UK institutions with the potential for longer term sustainable collaborations.** A key aim of Higher Education Alliances projects will be to support Higher Education collaborations, as well as to stimulate longer-term links between the UK and Mexico to promote regional development.
- **Focus on activities which have relevance to the Higher Education Institutions global strategy.** Higher Education Alliances grants are intended to support the development of internationalization schemes for the benefit of both Mexico and UK students, researchers and the wider university community in both countries.
- **Support the development of bilateral projects aimed to achieve a specific regional development goal in Mexico.** Through this collaboration it is expected that Mexican Higher Education Institutions benefit from UK expertise on a selected priority area and use the collaboration as a platform to integrate their institutional goals into the regional social and economic development strategy. Please see Annex 1 for a definition of the priority areas selected for this call.
- **Promote the inclusion of Higher Education Institutions in a wider regional development agenda.** We would encourage applicants to engage with the governmental, commercial and not-for-profit sectors or any other relevant actor involved in social or economic development initiatives, including other universities, small- and medium enterprises (SMEs), non-governmental organisations (NGOs), technology transfer offices and other not-for-profit organisations.
- **Contribute to capacity building of participants.** The proposal must include a description of how projects will contribute to the personal and professional development of involved participants. Applicants should indicate how they envisage this occurring, specifying which development area participants will be focus on.

#### 4. Relevance to economic development and social welfare

For the purpose of the Higher Education Alliances Programme, we define development relevance as collaborations that have the potential to contribute to the economic development and social welfare of low income and vulnerable populations in Mexico. In order to be considered for funding under this programme, **all proposals must clearly articulate a plausible pathway to positive impact on these populations within a short to medium-term timeframe (3-15 years). Applications which do not meet this criterion cannot receive Higher Education Alliances funding.**

In order to show development relevance within the context of their proposed project, applicants are encouraged to include reference to any local or national consultation, links to government policies, and any links with government institutions.

#### 5. Eligibility

Proposals must fulfil the following criteria in order to be eligible for funding under this Programme:

- Each proposal must have one applicant from the UK **and** one applicant from Mexico.
- Applicants in Mexico must be based at:
  - A not-for-profit Higher Education or related Institution with a record as a regional development promoter agent, including Universities, Research Centres and other not-for-profit organizations.
- Applicants in the UK must be based at:
  - A not-for-profit Institution with a record as an international development promoter agent, including: Universities, Research Centres, Public Offices and NGOs.
- The proposal must clearly articulate how the Mexican Higher Education Institution will support social or economic development in a specific region and how the collaboration with the UK institution will bring value to this activity.
- Both of the Applicants Institutions (the 'Lead Institutions') must have the capacity to administer the grant.
- Organisations affiliated to UK higher education institutions (e.g. an overseas campus) may be the Mexican Lead Institution provided that other eligible higher education institutions or research organisations not directly affiliated with UK higher education institutions in the country are involved as Associated Partners.
- Organisations cannot apply as Lead Institutions in links with their affiliates.

**Only one application per Mexican applicant can be eligible for funding per modality.** However, UK applicants may participate in more than one Higher Education Alliances funded project in both modalities. They would need to demonstrate in their proposal that they and their working groups have sufficient capacity to undertake the activities.

Eligibility checks will be applied to all proposals on receipt. Please see Annex 2 for a full list of eligibility criteria. Proposals which are not led by recognised not-for-profit Institutions will be rejected during these checks. If you are unsure about your organisation's eligibility, please contact the British Council Mexico office.

#### 6. Size of the grant

*Modality 1: Project Proposal:*

Grants range up to £10,000 to deliver a proposal of a collaborative project in Mexico to be developed during the implementation of a binational workshop in Mexico.

### *Modality 2: Project Implementation:*

Grants range up to £15,000 to implement a series of activities as part of an overall Higher Education strategy led by both Mexican and British Institutions.

## **7. Modalities**

### *Modality 1: Project Proposal:*

- **Location:** Workshop will take place at the Mexican Lead Institution's main location. However, if there is a compelling reason for the workshop sessions to take place in a different venue, this should be detailed in the proposal.
- **Duration:** The minimum duration of workshop sessions is 3 days and the maximum duration is 5 days.
- **Final project:** In order to ensure a lasting impact of projects, it is expected that each UK-MX collaboration will submit a final proposal or "Anteproyecto de Colaboración" where more specific activities will be designed in order to secure the continuation and sustainability of the collaboration. A final proposal resulting from workshop sessions must be submitted within 30 days after the workshop as part of the final report. (Please see Annex 1 for more details).
- **Digital content:** Both the workshop outcomes and the final proposal must be disseminated using digital tools, including but not limited to an exclusive website for the bi-national collaboration.
- **Language:** Workshops and resulting documents will be delivered in English. Consideration should be given to non-English language speakers and translating / interpreting services should be budgeted.
- **Impact:** Final proposals should demonstrate a positive impact on the role that Higher Education Institutions in Mexico play on the regional development agenda with a global focus.

### *Modality 2: Project Implementation:*

- **Activities:** Activities derived from project implementation must be aimed to reach both outputs and outcomes specified in proposals. The activities agenda must be designed to secure the continuation and sustainability of the collaboration.
- **Location:** All implementation related activities will take place at the Mexican Lead Institution's main location. However, if there is a compelling reason for these activities to take place in a different location, this should be detailed in the proposal.
- **Duration:** All activities must be implemented within a 2-week timeframe.
- **Digital content:** All communications related to activities implementation as well as the outcomes resulting from these activities must be disseminated using digital tools, including but not limited to an exclusive website for the bi-national collaboration.
- **Language:** Activities and resulting communications will be delivered in English. Consideration should be given to non-English language speakers and translating / interpreting services should be budgeted.
- **Impact:** Activities must be aligned with a wider Higher Education strategy and should demonstrate a positive impact on the role that Higher Education Institutions in Mexico play on the regional development agenda with a global focus.
- **Monitoring and evaluation proposal:** As part of the collaboration final report, it is requested that applicants submit a proposal specifying which monitoring and evaluation tools will be used after the project implementation. These instruments will assure quality and sustainability for

the implemented activities according to objectives and desired impact. M&E proposals must be submitted within 30 days after implementation as part of the final report. (Please see Annex 1 for more details).

## 8. Funding available

Higher Education Alliances grants are intended to support the direct costs of establishing and operating UK-Mexico collaborations for regional development. The following section details the costs that can and cannot be included in the budget section of project proposals.

Selected proposals will be awarded for up to **£10,000 in Modality 1, and up to £15,000 in Modality 2**. Grants will cover the travel expenses of “UK experts” and/or a “UK coordinators” from UK Applicant Institutions to participate in a series of activities to be run in Mexico according to the guidelines set in Annex 1. Additionally, funds awarded may also be used to cover translation costs for bi-national working sessions and for all documents related to Higher Education Alliances collaborations. In case of applying for *Modality 2*, it is possible to add consultancy costs as well as operational costs.

Please complete the budget summary on the application form. Consider that **a condition for accessing funds from the Higher Education Alliances programme is that match funding is secured from applicants**. In kind contribution can be considered match funding if it falls into one of the categories specified below.

Funds will be disbursed directly to the Mexican Lead Institution(s) according to the approved budget breakdown, which may then disburse the grant to the UK Lead Institution(s) for applicable expenses. British Council will reserve the right to award only institutions that can receive grants from diplomatic entities in Mexico and only to working groups that agree to submit deliverables specified in Annex 1 of this call.

Higher Education Alliances grants **can cover**:

- International travel (economy class) and international subsistence costs in line with British Council policies and the criteria detailed in Annex 1.
- Visa fees, medical insurance for travel essential to the collaboration.
- Written translations and interpretation services.
- Third party consultancy costs. (Only for Modality 2).
- Operational Costs (Only for Modality 2), including:
  - Activities integral to the collaboration (e.g. short-term room hire, projector, flip charts).
  - Planning and logistics, including local transportation.
  - Basic catering costs associated with events directly relating to the collaboration.
  - Other consumables.
  - Bank charges for transfer of funds from the Mexican Lead Institution to the UK Lead Institution to cover travel and subsistence costs (if applicable).

Higher Education Alliances match funding secured from Mexican applicant institutions, including in kind contributions, **can cover**:

- Operational Costs, including:
  - Workshop sessions integral to the collaboration (e.g. short-term room hire, projector, flip charts).
  - Planning and logistics, including local transportation.
  - Basic catering costs associated with events directly relating to the collaboration.

- Consumables.
- Bank charges for transfer of funds from the Mexican Lead Institution to the UK Lead Institution to cover travel and subsistence costs (if applicable).
- Communication, publishing (including web page development by external providers, if appropriate) and other promotional activities directly related to the collaboration.
- Purchase or rental of equipment aimed to facilitate the implementation of activities related to the collaboration (Only for Modality 2).

*The British Council is committed to equal opportunities and diversity and will consider, on a case by case basis, requests for additional support for individuals involved in Higher Education Alliances activity, so long as sufficient justification is provided.*

Higher Education *Alliances* projects **cannot cover**:

- Costs relating to the construction and/or procurement of physical infrastructure.
- Mobile phone rental or purchase.
- Entertainment costs.

Please contact the British Council Mexico if you have questions regarding expenses that the Higher Education Alliances Programme can and cannot cover.

Funding, if approved, begins from signature of the Grant Agreement by the British Council. Expenses incurred by the institutions prior to the effective start date, including any costs incurred in the production of the proposal, cannot be charged to the project.

To ensure value for money, Higher Education Alliances budget should cover only costs that are essential, appropriate and relevant to the collaboration. The proposal should maximise cost share through direct and indirect institutional contributions, other funding sources and private sector support. Please include in your application form the amounts for:

- Funds applicants will be contributing from their own funds, including monetary and in-kind contributions.
- Funds applied for from other sources in support of the collaboration; please clarify the status of the funding applications (i.e. successful; decision pending and indicate when you will know the outcome of any pending applications).

Match funding must be equivalent to the amount of funding requested in the Higher Education Alliances proposal, either cash or in kind. Please note that the origin of the matched funding cannot be the UK Government, including funds received from Funding Councils or Research Councils UK.

## **9. Payment of the grant**

Grants for Higher Education Institutional Alliances projects will be paid in 2 instalments: an 80% pre-financing payment will be paid within 30 days of signature of the “Grant Agreement”, and 20% post-implementation payment or recovery of the balance on approval by the British Council of a final report.

If activities have not been delivered as planned, or if fewer participants were involved than originally envisaged, resulting in a reduction in costs, the final payment may be withheld and if necessary a proportion of the grant recovered. The Higher Education Alliances Grant Agreement will be signed by Mexico’s applicant and the grant paid to the Mexican Lead Institution. The grant recipient that signs the agreement will then be responsible for the management of the grant, including financial reporting. The final terms will be communicated to successful applicants.

Funding offered under the Higher Education Alliances programme is intended as a **contribution** towards the costs of the project. Applicants are expected to add either a financial or in-kind contribution towards the overall cost of the project by dedicating financial resources and their time to the planning and delivery of projects.

## 10. Reporting

Applicants must submit follow up reports during the length of the collaboration, and a final report within 30 days after the workshop. Report templates will be sent to successful applicants as part of the grant agreement and will include financial and narrative sections. (Please see Annex 1 for more details).

Individual participants will be asked to complete an online baseline survey, and a post activity feedback questionnaire. Successful applicants will be asked to send the links to surveys to activity participants and to process data obtained from these instruments.

**Final reports must be submitted before 1 February 2020** (Applies for both modalities)

## 11. Ethics and integrity

It is essential that all legal and professional codes of practice are followed in conducting work supported under this Programme. Applicants must ensure the proposed activity will be carried out to the highest standards of ethics and integrity. In the application form, they must clearly articulate how any potential ethical issue (for example, if there's work with under-age students, workshop coordinators should abide to the British Council Child Protection Policy) and health and safety issues (for example, if a field visit is included in the programme, work in a laboratory in dangerous conditions or if one of the visitors falls ill during the visit) have been considered and how they will be addressed, ensuring that all necessary ethical approval and health and safety risk assessments are in place before the project commences to minimise risks. Failure to do so will result in applications being rendered ineligible and any funding already committed through this Programme being rescinded. Please contact British Council Mexico for further guidance.

## 12. Diversity

The British Council is committed to equal opportunities and diversity in all our activities. This includes avoidance of bias due to gender, disability, racial or ethnic origin, sexual orientation, or religious belief. The British Council encourages applications from people from under-represented groups. Please include requests for such support in the budget submitted with your application.

Please contact us for further information on funding, and for more on the British Council's approach, see our Equality Policy at: [https://www.britishcouncil.org/sites/default/files/equality\\_policy\\_1.doc](https://www.britishcouncil.org/sites/default/files/equality_policy_1.doc).

## 13. Submission process

The submission deadline is **23:59 hours. Mexico City time on 14 July 2019**. Proposals submitted after the deadline will not be considered for funding.

Applicants **must** submit a completed application form. This can be downloaded at:

[https://www.britishcouncil.org.mx/sites/default/files/he\\_alliances\\_app\\_form\\_2019\\_10\\_july.docx](https://www.britishcouncil.org.mx/sites/default/files/he_alliances_app_form_2019_10_july.docx)

Submissions will be sent by email to [MX\\_infoHE@britishcouncil.org](mailto:MX_infoHE@britishcouncil.org) There are strict character limits for each section which cannot be exceeded. In addition to the application form, applicants are required to send:

- Letters of support from the UK and Mexico Applicants' Institutions, on letter headed paper, signed by a Head of Department expressing specific commitment to the proposed project. Please note that supporting letters must not be signed by the applicants. The letters of support will be accepted in English for UK institutions and in Spanish for Mexican Institutions.

Once the application is submitted, British Council in Mexico will generate a unique application ID number which will be sent with the confirmation of application reception. Applicants should note this number and use it in all communications with the British Council. Applicants who have not received this ID number should contact the British Council in Mexico.

#### 14. Selection process

Selection begins with an eligibility check by the British Council in Mexico against the eligibility criteria given in these Guidelines, including Annex 1 and the Eligibility Checklist.

Eligible proposals then undergo independent external quality assessment and scoring by at least two evaluators according to criteria specified in Annex 3.

Additionally, a review of development relevance against Official Development Assistance (ODA) definitions established by the OECD will be performed. All proposals must clearly articulate a plausible pathway to positive impact of the collaboration on the lives of low-income populations and to a contribution to the economic development and social welfare of Mexico within a reasonable timeframe (3-15 years). If the proposal is deemed not to meet this essential criterion, it will be rejected however high the quality of the proposal.

Proposals will be rated on a total score between 0 and 60. Those receiving a final score less than 30 will be considered not fundable. However, achieving an average score equal to or above the threshold does not imply that the proposal will be funded.

Applicants whose application is rejected at the eligibility stage may have 3 days to appeal against the decision. Selected proposals ID numbers will be published on the programme web page and **successful applicants will be notified on 5 August 2019 via e-mail.**

**Only proposals which have clearly articulated relevance to regional economic development and social welfare (as defined in section 4) will be considered for funding.**

#### 15. Data protection

As part of the application form, the British Council will ask applicants' permission to:

- 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. Information will be shared with national Programme partners for the purpose of selection and monitoring of the award.
- Make information on the successful applications available to the public on their website and other publicity, and in reports and documents.
- Contact applicants in the future to inform them about future British Council opportunities.

Under UK Data Protection laws applicants have the right to ask for a copy of the information we hold on them, for which we may charge a fee, and the right to ask us to correct any inaccuracies in that information. More information on this is available on the British Council data protection webpage (<http://www.britishcouncil.org/home-data-protection.htm>). Alternatively, it can be requested from the local British Council office or the Data Protection Team.



## **16. Applicant screening**

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 applicant nor any of the applicant's employees, partners, directors, shareholders is 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 grant call.

The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches.

## **17. Contact details**

All queries or comments about this call should be addressed to the Higher Education Alliances email address: [MX\\_infoHE@britishcouncil.org](mailto:MX_infoHE@britishcouncil.org)

## APPENDIX 1: SPECIFIC GUIDANCE

### Priority areas:

For this call, Higher Education Alliances will be focusing on Mexico – UK collaborations based on transnational education strategies which supports the positioning of Higher Education Institutions as platforms for regional development. Applicant institutions can collaborate in at least one of the three priority areas described next:

#### A. Higher education strategy:

- Transnational education strategy development
- Articulation of policies for transnational education
- International branch campuses / academic units
- International partnerships for inclusion programmes

#### B. Student employability:

- International student mobility strategy.
- International student mobility programme development
- International mobility scholarships
- International dual / joint degrees development
- International internships / sandwich courses development
- International distance education programme development
- International certifications
- Second language student proficiency and certification
- Credit / degree recognition
- International partnerships for entrepreneurship programmes.

#### C. Research & development:

- International academic mobility strategy
- International academic mobility programme development
- Funding for international academic mobility
- International research and development partnerships
- International partnerships for innovation programmes

Applicants should describe in their application form how transnational education strategies have the potential to positively impact on the current socio-economic development efforts in Mexico. It is also expected that applicants include a description of how proposed projects will engage with other higher education related stakeholders, including government, the private sector and the third sector.

## Project guidelines:

### Activities (Applies for modality 1 and 2)

#### A. Activity coordinators

- At least two activity coordinators must be assigned to plan and implement activities included in the proposals. One coordinator must be based at the UK Lead Institution and one at the Mexican Lead Institution.
- Under this call for proposals, activity coordinators will be responsible for all organisational aspects of the project logistics (including travel arrangements for participants).
- Both UK and Mexican Applicants can also participate in the collaboration as activity coordinators.

#### B. Mentors

- Activity coordinators are also responsible for identifying at least two UK experts on the priority area selected to be involved in all project activities to act as mentors.
- Mentor participation must include but is not limited to transferring expertise from international cases and providing the necessary knowledge for a successful project delivery.

#### C. Activity Sessions

- Activities planification should follow a methodological approach. It is recommended that each of the participants contribute to develop an activity agenda.
- The activity agenda can include but is not limited to the following sessions: workshops, seminars, discussion meetings, working group sessions, implementation activities and follow up sessions.
- Mandatory activity sessions for both modalities include:

<b>1. Mexican host session</b>	<b>5. Administrative / academic body session</b>
<b>2. UK mentoring session</b>	<b>6. Student session</b>
<b>3. Local industry session</b>	<b>7. Evaluation and reporting session</b>
<b>4. Local government session</b>	<b>8. Networking session</b>

#### D. Target audience

Activity sessions will target the following audience (Attendance figures are a minimum requirement):

- Higher education academics (30 attendees)
- Higher education students (100 attendees)
- Higher education institutions authorities (5 attendees)
- Government authorities (3 attendees)
- Other relevant decision-making authorities (5 attendees)

### Final project (only applies for modality 1)

1. Objectives and goals to be pursued.
2. Institutions and individuals involved in the implementation process.
3. An overview of the activities and strategies to be performed.
4. Human and economic resources required.
5. A time frame for implementation of proposed solution.
6. Evaluation and methods to assure quality and suitability for the solution according objectives and desired impact.

### Monitoring and evaluations proposal (only applies for modality 2)

1. Monitoring & evaluation objectives.
2. Institutions and individuals involved in the M&E process.
3. Monitoring & evaluation tools to be implemented
4. Human and economic resources required.
5. A time frame for implementation of the M&E strategy
6. A description of the project desired impact, outcomes, outputs, and the indicators proposed for the M&E strategy.

### Project deliverables:

Selected collaborations must provide the following documents as evidence of the project progression. Templates will be sent to successful applicants as part of the grant agreement.

Deliverable	Submission deadline
Agenda and open call to participants	15 days before activities
Final agenda	5 days before activities
Baseline surveys	1 day before activities
Post workshop survey	5 days after activities
Digital content review	30 days after activities
Final report (Including proposal)	30 days after activities

**Final reports must be submitted before 1 February 2020** (Applies for both modalities)

## Grant restrictions:

Please note that the unit costs given below constitute the maximum amounts that can be requested in each category and that all budget requests will be assessed for feasibility and appropriateness. While the maximum contribution cannot be exceeded, applicants can request less, in which case the amount requested cannot be increased at a later stage.

### A. Grant recipient

It is required that each applicant makes sure that the Mexican Lead Institution is able to receive funds from a Diplomatic Legal Entity in Mexico.

### B. International travel

This is a contribution towards travel costs for international participants (UK Mentors and UK Activity Coordinators), visa costs and travel insurance. It is calculated using a unit cost for each UK participant and it is limited to £1250 per participant.

International economy class airfares should be booked by the activity coordinators as far in advance as possible to minimise costs.

UK Activity Coordinators and UK Mentors should take out adequate insurance as the British Council cannot take responsibility for any issues which may occur when the participants are in-country.

### C. Subsistence

This covers the costs of accommodation, medical insurance and daily expenses such as meals, phone and local transport for UK participants and is limited to £750 per participant.

Subsistence is calculated using the British Council travel policy for Mexico:

Accommodation:

Single room: \$1,500 to \$2,000 MXN per night plus applicable taxes

Double room: \$2,500 to \$3,000 MXN per night plus applicable taxes

Other Subsistence: Up to \$900 MXN per day

<b>International travel:</b>	Up to £3,750
<b>Subsistence and accommodation costs:</b>	Up to £2,250
<b>Translation / Interpretation services:</b>	Up to £4,000
<b>Third party consultancy / operational costs <u>(only applies for modality 2)</u>:</b>	Up to £5,000

## APPENDIX 2: ELIGIBILITY CRITERIA CHECKLIST

Eligibility criteria checklist	
The application has been submitted by the applicant by the published deadline.	
The applicants have submitted the letters of support from each of the applicants' home institutions and each are signed by an authority of such institution.	
The application form is completed in full and complies with instructions given and with the requirements specified in the application guidelines.	
The application form has been completed in English.	
Only one application per collaboration has been submitted.	
All activities will take place before 25 January 2020.	
The institution where the Mexican Applicant is based is a recognised Higher Education or related Institution (can include public / private universities, research centres and other related non-for-profit organizations).	
The institution where the UK Applicant is based is a recognised publicly funded Institution (can include universities, research centres, public offices and NGOs).	
Applicants must have the capacity to administer a grant and satisfy British Council requirements to prevent bribery, fraud and professional misconduct. Applicants will confirm that they comply with British Council requirements by signing and submitting the application form.	
Target audiences are in line with the minimum requirements described in this document.	

## APPENDIX 3: QUALITY REVIEW SCORING SYSTEM

Assessment of the quality and development relevance of the proposals will be performed by selected expert panel members. Proposals with an average score of less than 30 points are considered not fundable. Equally, only proposals that have clearly articulated relevance to economic development and social welfare of Mexico will be considered for funding.

Section 1: Relevance to economic development and social welfare	Score	Range
<p>The proposal clearly articulates a plausible pathway along which the collaboration may contribute to the economic development and social welfare of Mexico and lead to positive impact on the lives of people on a low income within a reasonable timeframe (10–15 years).</p> <p>Please see guidance for applicants for further details.</p>		YES/NO

Section 2: Bi-national collaboration quality and relevance	Score	Range
		0–20
<ul style="list-style-type: none"> <li>The collaboration proposal relevance to a specific regional development goal is clearly demonstrated.</li> <li>A global focus is demonstrated in the proposal.</li> <li>The collaboration proposal is consistent with one of the priority areas.</li> <li>The collaborating institutions are of appropriate recognition as economic or social development promoter agents.</li> <li>The activity co-ordinators have sufficient relevant experience to lead the proposed workshop and achieve the stated objectives.</li> <li>The UK mentors have sufficient expertise in international development or any of the priority areas selected.</li> </ul>	<p><b>20 points:</b> Meets all criteria to an exceptional level</p> <p><b>16 to 19 points:</b> Meets the majority of the criteria to a very high level</p> <p><b>11 to 15 points:</b> Meets the majority of the criteria to a high level</p> <p><b>6 to 10 points:</b> Meets the majority of the criteria to an adequate level</p> <p><b>1 to 5 points:</b> Meets some of the criteria to an adequate level</p> <p><b>0 points:</b> Fails to meet any of the criteria to an adequate level</p>	


Section 3: Collaboration proposal	Score	Range
		0–20
<ul style="list-style-type: none"> <li>The description of the project includes clear, feasible and realistic objectives and outputs.</li> <li>There is clear evidence that the proposed activities support new links or significantly extends and develops existing links.</li> <li>The benefits and relevance of the collaboration to the UK and Mexican Lead Institutions are clearly described.</li> <li>There is strong evidence of support from both the home and host institutions.</li> <li>Activities audience is relevant to the collaboration and the assistance expected meets the minimum requirements.</li> <li>The proposed activity agenda is structured with interactive sessions with a potential lead to an innovative solution for Higher Education.</li> <li>The proposal includes a clear description of how digital communication tools will be used to disseminate the collaboration outcomes to potential stakeholders.</li> </ul>	<p><b>20 points:</b> Meets all criteria to an exceptional level</p> <p><b>16 to 19 points:</b> Meets the majority of the criteria to a very high level</p> <p><b>11 to 15 points:</b> Meets the majority of the criteria to a high level</p> <p><b>6 to 10 points:</b> Meets the majority of the criteria to an adequate level</p> <p><b>1 to 5 points:</b> Meets some of the criteria to an adequate level</p> <p><b>0 points:</b> Fails to meet any of the criteria to an adequate level</p>	

Section 4: Sustainability and capacity building	Score	Range
		0–20
<ul style="list-style-type: none"> <li>The potential in terms of professional development and capacity building for individuals taking part in the collaboration, and for other potential beneficiaries, is clearly described.</li> <li>The proposal includes a clear and feasible description of how activity coordinators intend to sustain their collaboration over the longer term.</li> <li>The proposal enables UK and Mexican Lead Institutions engagement from the wider economic or social development regional actors.</li> <li>The collaboration contributes to Mexican Higher Education Institutions to integrate their institutional goals into the regional social and economic development agenda.</li> </ul>	<p><b>20 points:</b> Meets all criteria to an exceptional level</p> <p><b>16 to 19 points:</b> Meets the majority of the criteria to a very high level</p> <p><b>11 to 15 points:</b> Meets the majority of the criteria to a high level</p> <p><b>6 to 10 points:</b> Meets the majority of the criteria to an adequate level</p> <p><b>1 to 5 points:</b> Meets some of the criteria to an adequate level</p> <p><b>0 points:</b> Fails to meet any of the criteria to an adequate level</p>	
Total score for quality assessment (Section 2 + Section 3 + Section 4)	Score	Range
		0–60



## APPENDIX 4: IYEM - YUCATAN STATE SPECIFIC GUIDENCE

To ensure optimal fit to the local context and development needs, priority areas, specific challenges and additional application requirements – such as maximum grant sizes and durations – have been set at a local level through discussion with local stakeholders. This appendix provides local-specific guidance which applicants should consider in conjunction with the main body text of this document before preparing their proposals. Projects which do not take into account the local-specific guidance cannot be considered for funding.

2. IYEM - Yucatán	
Co-funder:	Instituto Yucateco de Emprendedores 
Duration of grants:	3 months
Size of grant:	Up to GBP 10,000 for modality 1, and up to GBP 30,000 for modality 2.
Thematic priority areas:	Employability / Entrepreneurship / Innovation
Contractual arrangements:	
<p>British Council will award successful applicants who complies with all requirements specified in this call, including securing match funding from any of the applicants, or any other Institutions. This will need to be demonstrated in the application form, and other relevant documents.</p> <p>Please refer to Instituto Yucateco de Emprendedores del Gobierno del Estado de Yucatán, for additional information on funding for Higher Education Institutions based in Yucatán, under this priority areas.</p> <p>Contact information: Mary Angélica Pérez López - <a href="mailto:yelipl@gmail.com">yelipl@gmail.com</a></p>	
Additional eligibility criteria:	
<ul style="list-style-type: none"> <li>Mexican applicants must demonstrate support from a Higher Education Institution based in the state of Yucatan and should evidence operations or any other activity link in areas outside Merida.</li> </ul>	
Other considerations:	
<ul style="list-style-type: none"> <li>N/A.</li> </ul>	
Submission process:	
<ul style="list-style-type: none"> <li>One application via British Council.</li> </ul>	