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# **TeachingEnglish grant application form and guidance**

The British Council is offering a grant of up to GBP 5,000 (five thousand pounds sterling), subject to successful application, for English Language Teacher Associations (ELTAs) in the ‘Wider Europe’[[1]](#footnote-1) region to enable the online and face-to-face dissemination of online teaching and professional development resources from [TeachingEnglish](https://www.teachingenglish.org.uk/)[[2]](#footnote-2) around its monthly themes from August 2024 to February 2025 to teachers (see **Annex 1** for the monthly themes). This might involve promotion of the existing resources and online professional development opportunities through online platforms and face-to-face networks, and/or a series of online and face-to-face workshops based on the [TeachingEnglish](https://www.teachingenglish.org.uk/) resources which would be adapted to local contexts. In this way teachers would make the most effective use of the resources and training in to help improve their teaching.

*The deadline for submission of the application to* ***tatjana.slijepcevic@britishcouncil.org*** *is* ***23 July 2024 at 23.59 CET.***

**The application may only be submitted on this form.**

|  |  |
| --- | --- |
| Name of English Language Teachers Association (ELTA): |  |
| Postal address: |  |
| Website: |  |
| Social media channels: |  |
| Date the ELTA was established: |  |
| Brief information about the ELTA: |  |
| Legal status: |  |
| Name of main ELTA contact person:  Position:  Contact details – email and phone number |  |
| Details of any funding received in the last 12 months |  |

**Project proposal**

Please provide answers to the following questions to explain your project/activity plan which covers the following areas. The world limit for each question is **150 words**.

* An overview of your project idea, related activities and what you are aiming to achieve. Will your activities be offline, online or a combination of both?
* How your project will work with the TeachingEnglish monthly themes and resources for August 2024 to February 2025 (see Annex 1 for the monthly themes).
* An explanation of *what* will happen *when*, *who* will lead, and *who* will participate in the proposed activities.
* Capacity to deliver – project team roles and responsibilities, experience, and qualifications.
* The number of teachers who will directly benefit from the planned activities and how many will indirectly benefit. Please explain how you calculate the ‘indirect’ number.
* Whether you plan to deliver the activities nationally, or over a more limited area (and what that area is).
* Your approach to communication and visibility.
* How you will ensure that the resources and activities are as inclusive as possible.
* How you will measure the uptake of activities by teachers and teacher educators across the country you work in.
* Do you plan to use other sources of funding or in-kind contribution to the project? If so, please, specify its source and what expenditures do you plan to cover using it?

***Project timeline and key milestones***

*Please summarise your project timeline and the key milestones via a table here (please add additional lines if required).*

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| --- | --- |
| **Date** | **Key milestones** |
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**Costings**

Please provide an estimate of the total cost of your project (**in local currency and GBP)**, with a detailed breakdown of its component parts (please add additional lines if required).

* ***Admissible costs****: the following will normally be approved. This is not an exhaustive list:*
  + *All reasonable costs associated with face-to-face or virtual dissemination workshops (e.g. induction facilitator travel cost); any travel must be economy class*
  + *Reproduction costs (for example, printing, USB drives, SD cards)*
  + *Postage or other delivery costs*
  + *Website and hosting costs*
  + *Equipment hire.*
* ***Inadmissible costs:*** *the following will not normally be approved. This is not an exhaustive list:*
  + *Salary costs/honoraria*
  + *Equipment purchase.*
* *Approved funding will be sent to your association via bank transfer (please note that this can take time).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit cost local currency** | **Unit cost GBP** | **Amount local currency** | **Amount GBP** |
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| **Total (GBP)** | | | | |  |

**Declaration:**

1. Name of applicant/Lead contact (first name/family name):
2. Date (dd/mm/yy):
3. Signature

**Timelines**

|  |  |
| --- | --- |
| Application deadline | **23 July 2024, 23.59 CET.** |
| From the application deadline to communicating the result on the grant award | Up to two weeks |
| From the result to sending out the grant agreement for signature | Up to two weeks |
| From sending out the grant agreement to making the grant payment | Four to eight weeks |

**Support during the grant application phase and grant activity phase**

A consultant supporting British Council in Wider Europe, will provide remote support for the application phase through email and video conferencing (first online Q&A session on grant application and familiarisation will be organised on 18 **July 2024 at 13.00 CET**, details to be communicated later)

The British Council **tatjana.slijepcevic@britishcouncil.org** and the consultant will provide support for the grant activity by:

* Responding to questions by email
* Providing a grant guidance outlining areas such as the grant cycle, monitoring and reporting
* Providing capacity building around financial management and reporting
* Conducting monitoring visits in case of face-to-face events
* Sharing best practice workshops and webinars between other associations to share learning and best practice.

**Reporting requirements**

Upon receipt of funding, report submission is a contractual requirement, and the association is required to submit progress and financial reports to meet deadlines as set out in the grant agreement.

**Due diligence**

The British Council may carry out screening or other necessary checks at any point during the application process.

The association will need to provide the relevant information to complete such checks.

**Safeguarding policy statement**

The British Council is the United Kingdom’s international organisation for cultural relations and educational opportunities. In our work we meet many children and adults who are potentially at risk for a variety of reasons. We aim to create a safe environment in which no child or adult will experience harm or exploitation during their contact with us. We will, where reasonably practicable, both follow relevant UK and International laws and standards, as well as ensuring local legal compliance.

ELTAs will be required to follow British Council safeguarding requirements, as it will be outlined in the grant agreement template. A separate training on safeguarding and equality, diversity and inclusion will be organized for successful applicants.

**Data protection**

The British Council is the Data Controller of the information that you provide as part of your application to the TeachingEnglish 2024 grant programme. This means that the British Council is responsible for determining how your information is collected and used. The legal basis for collecting your data is that processing is necessary for the legitimate interests of the British Council. Specifically, for processing the application, making any consequential decision and award, for the award payment, programme monitoring, evaluation, review and communication.

The British Council complies with the data protection law in the UK and equivalent laws in other countries. You can ask for a copy of the information we hold on you and make us correct any inaccuracies. If you have concerns about how we have used your personal information, you have the right to complain to a privacy regulator. You can find out more on the privacy section of our website or contact the British Council office. We will review the information we hold on you every five years and will dispose of it securely if we no longer need it.

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 via email at [information@et.britishcouncil.org](mailto:information@et.britishcouncil.org)

By submitting this application, ELTAs confirm that they agree with the above statement on data protection.

ELTAs will be required to follow British Council data protection requirements, as outlined in the grant agreement template.

| **Q2** | **June/July 2024** | **August/September 2024** |
| --- | --- | --- |
| **Professional practice (teachers)** | Understanding educational policies and practices | Integrating ICT |
| **Professional practice (teacher educators)** | Adopting inclusive practices | Supporting remote learning |

**Annex 1: TeachingEnglish monthly themes – June 2024 to March 2025**

**Evergreen themes:** Inclusion, Gender, Climate, Assessment

| **Q3** | **October/November 2024** | **December/January 2024-25** |
| --- | --- | --- |
| **Professional practice (teachers)** | Knowing the subject | Taking responsibility for professional development |
| **Professional practice (teacher educators)** | Knowing the subject | Understanding teacher learning |
| **Q4** | **February/March 2025** |
| **Professional practice (teachers)** | Planning lessons and courses |
| **Professional practice (teacher educators)** | Planning teacher learning |

1. Wider Europe region includes the following countries: Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Georgia, Israel, Kazakhstan, Kosovo, Montenegro, North Macedonia, Serbia, Turkey, Ukraine, Uzbekistan [↑](#footnote-ref-1)
2. Teaching English is an online platform for English language teaching practitioners, drawing on UK and local expertise, and the unique insight and experience of the British Council. Teachers and teacher educators can build their professional networks, share ideas and knowhow, and stay up to date with the latest research and innovations in teaching. They will find lesson plans, events and learning resources to support their practice, as well as new opportunities to develop their careers teachers and teacher educators. [↑](#footnote-ref-2)