Open Call: Crafting Futures Malaysia Grant for Digital Craft Toolkit

Application Form

Instructions

1. Please complete the application form by ensuring all questions/ sections are answered.
2. Kindly ensure responses are as detailed as possible. All responses will be taken into account for the evaluation.
3. Submit the completed application form and all mandatory documentation to Erica.Choong@britishcouncil.org by **10 November 2020**.

Section 1 – Organisation Details

Organisation name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(To be used on the Contract)

Organisation address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(To be used on the Contract)

Organisation Reg: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If Applicable)

Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact telephone number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Section 2 – Team Details

*(in 200 words or less)*

* 1. Background of your team (please attached CVs of the team involved).
	2. Demonstrate skills that are relevant to the project and role of each team member.
	3. Please attach evidence of relevant/ previous experiences your organisation has had implementing a similar project.

Section 3 – Proposal Details

Please describe your proposed project to adapt, deliver and share the British Council Digital Craft Toolkit to local craft communities in Sarawak. Kindly include the following:

1. Who is the local craft communities in Sarawak that you will be working with?

*(in 300 words or less)*

1. Background of community/ies
2. Why have you chosen to work with the selected community/ies?
3. Targeted no. of people
4. Please provide evidence of previous experiences/ track record working with the selected local craft communities.
5. Please demonstrate how you intend to carry out the sharing of the toolkit and the training sessions to the communities. Your response could include and is not limited to; adaptation of the toolkit to the local context, films, training methods etc.

*(in 500 words or less)*

1. Activities and Timeline (the project will need begin in April 2021 and to be completed by July 2021)
2. Budget breakdown (e.g. day-rate)
3. Successful applicant is required to monitor, evaluate and report on the project’s impact.

*(in 200 words or less)*

1. How do you plan to track and measure the project’s impact to the community?
2. Will you be able to capture high resolution photos and video documentation of workshops?
3. Successful applicant is required to produce valid receipt and invoices for all expenses incurred for the project.
4. You acknowledge and agree to fulfil this condition Yes No
5. How will you keep track of your expenses and receipts for review?

**Data Protection and Consent**

The British Council is the data controller of the information that you provide as part of your participation in the Crafting Futures Malaysia Grant for Digital Craft Toolkit. 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 the processing is necessary for the performance of a contract – our agreement outlined in the Crafting Futures Malaysia Grant for Digital Craft Toolkit [Terms and Conditions](https://www.britishcouncil.my/programmes/arts/digital-craft-toolkit-open-call).

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](https://www.britishcouncil.my/about/contact?_ga=2.30855807.1514485144.1604649247-1482970732.1604649247). We will keep your information for ten years from the time of collection.

Data Protection and Consent.

Yes, I agree.

No.

Use of your contact details for other British Council activities.

British Council would like to use the information you provide to send details of activities, services and events (including social events) which we think are of interest. To choose your contact preferences, please check any of the boxes below.

You do not have to select any of the options and if you do, you may unsubscribe from any option at any time. We will process your personal information based on this consent.

You may unsubscribe by sending an email to Syaza.Ramli@britishcouncil.org.

Email address you use for Craft Toolkit grant application

Mobile number you use for Craft Toolkit grant application

Use of your contact details for other British Council activities

# For More information

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