

*Please complete the following form**in full****, referring to the notes and project scheme criteria at the end of this form*** *and return it to*[***Kirsteen.Donaghy@britishcouncil.org***](mailto:Kirsteen.Donaghy@britishcouncil.org)***.my by October 20 2019.***

Name: Date:

Institution:

Contact details (mailing address and email address; telephone number):

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| **Title:** |
| **Objectives:**  *(What will have been achieved by the end of the project)* |
| **Rationale:**  *(Please use no more than 500 words to give the background and rationale of the project)* |
| **Proposed date(s) of activity:**   |  |  |  | | --- | --- | --- | | **Dates** | **Description of activities** | **Duration** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

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| **Team members:**  (*Please put down the names of institutions and individuals involved in the project as well as management roles and responsibilities of members of the team)*  **Team leader**  **Name:**  **Institution:**  **Responsibilities:**  **Team members** (repeat as many as necessary)  **Name:**  **Institution:**  **Responsibilities:**  **Name:**  **Institution:**  **Responsibilities:**  **Name:**  **Institution:**  **Responsibilities:** |
| **Partners:**  Please provide details of the support partners have agreed to provide and the names of the members of the organisations who have agreed to this proposal.  **Organisation/person:**  **Providing:**  **Agreed by:** |
| All personal data and data relating to team members, team leaders, institutions and partners is kept secure. British Council will use the information that you provide for administration of this programme. We shall only pass this information on to A.S. Hornby Educational Trust for use in administrating this programme. 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). We will keep your information for a period of 7 years from the time of collection. |

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| **Costs:**   1. Local: 2. Hornby funds breakdown:  |  |  |  |  | | --- | --- | --- | --- | | **Description** | **Breakdown** | **Total costs** | **Remarks** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |  1. Other: |
| **Evaluation:**  (Include measures for immediate evaluation (questionnaires, feedback forms, etc.) and for the assessment of long term impact)   |  |  |  | | --- | --- | --- | | **When?** | **What?** | **How?** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

*The document is intended to give background information about Hornby Projects and explain the application process. Please read it carefully before submitting a proposal for project funding.*

**Hornby alumni projects notes for applicants**

The over-arching purpose of Hornby projects is:

*To stimulate and enhance the professional development of ELT practitioners in transitional countries through knowledge sharing, skills training and resource provision, wherever possible exploiting and strengthening the Hornby Alumni network and other local and regional teaching networks.*

Hornby projects are usually initiated by returning Hornby Scholars to share skills and knowledge with their local communities or by Hornby Alumni who want to channel their ideas into projects that will benefit the immediate, or wider, community.

The aims of the project award are to the enhancement of English teaching in public education systems in low- and middle-income countries, to:

* promote identification, nurturing and sharing of local expertise
* enhance a focus on stated needs of learners and teachers

Proposals can be for workshops, seminars, consultancies, exchanges and courses, including distance learning courses. If your project includes providing training sessions for or workshops with teachers, there may be a need to pay for professional teacher educator services.   In some cases the teacher educator may be ‘you’. If this is so, please include a brief statement explaining why you are suitable  for the role and in your budget planning please note that the maximum that can be budgeted for personal payment to you is (30-50%) of the total sum you have asked for.

There are also special projects which fall outside the above category – possibly initiated by a Teaching Association, an individual or institution, or arising from ELT conferences, ELTeCS requests etc.

The focus should always be on activities rather than capital purchases and it should be stressed that academic research will not qualify, unless conducting the research *actively* involves a network of fellow professionals and the outcome of the research is further development of this network.

The maximum financial support is normally £1500 for an individual proposal.

**Applying for Hornby funding**

The first step in applying for Hornby funds is to prepare a proposal. ***Please ensure that you use the standard proposal form (attached), and that your proposal meets the Hornby Project Scheme criteria below.***

**Preparing a Proposal**

When thinking about preparing a proposal, it is sensible to think about

* the questions posed by each section of the application form.
* whether what you plan meets the criteria listed below.

Your answers to these questions can help you develop a first draft of your application.

If you plan to ask for support from your local British Council Office it would be wise to discuss your proposal with them as soon as possible, to ensure that your project is complementary to their work and is therefore one that they can support. If you have asked your local British Council office for support, please provide in the Partners section above, the name of the British Council member of staff you spoke to and the date when you did so.

The Hornby Trust provides mentoring support for scholars’ applications.

For 2019-2020 the mentor is Dr Martin Wedell ( [m.wedell@education.leeds.ac.uk](mailto:m.wedell@education.leeds.ac.uk))

You can contact the mentor a maximum of twice while preparing your application. We suggest you use

* the first contact for checking whether your initial ideas for a proposal (what you would like to do and why it is worth doing) fit the project criteria.
* the second, to get feedback on a first draft of your proposal, and whether it needs further thought.

If your project application is successful, mentoring continues to be available throughout the year for any serious project-related issues that you would like to discuss. Again we would expect there to be no more than two to three contacts during the year. You can usually expect a response to any contact within a week.

**Submitting a proposal**

Finally, send the completed proposal to Kirsteen Donaghy by **20 October 2019**:

Email: [***Kirsteen.Donaghy@britishcouncil.org***](mailto:Kirsteen.Donaghy@britishcouncil.org)***.my***

**Hornby project scheme criteria**

**Essential criteria:**

* share meaningful and useful resources, skills or knowledge among local teacher communities
* promote identification, nurturing and sharing of local expertise
* enhance a focus on stated needs of learners and teachers
* contain a clear procedure for evaluating the longer-term effectiveness of the project (i.e. not just an immediate reaction questionnaire)
* request funds of no more than £1500.

**Desirable criteria:**

* involve Hornby alumni
* be short term and of limited funding
* achieve maximum engagement and impact for the funds expended
* have a wider and sustained impact
* involve Teaching Associations and/or the alumni network.

**The Hornby Trust will not normally fund**:

* one-off conferences
* conference participation
* commercial publications
* capital purchases (such as furniture)
* the whole project.

Recommendations on how to submit a proposal

1. Ensure that you use this standard proposal form and complete all sections. Additional information may be useful but should be provided only if it is essential for understanding what will be achieved.
2. Proposals should be concise, objective and show clearly how the objectives will be achieved (steps should be listed alongside the time frame). Clear statements and a reasonable number of objectives will help the evaluation process.
3. The Hornby Trust will not normally provide complete funding. It contributes to projects and activities and matching funds are expected from other partners. The total amount of funding required from the Hornby Trust should be specified in detail, as well as other partners' contributions.
4. It is important to identify team members and partners. Team members are directly involved in implementation of project activities. Partners may not be directly involved but may provide funds, venues, printing services, etc.
5. Proposals for workshops, events, and similar activities should demonstrate how dissemination and follow up will be carried out, so as to show sustainability after the event is over.
6. Proposals should not have a commercial nature, i.e. the production of teaching materials for sale.
7. Evaluation should include both short-term evaluation of the project, i.e. how the project methods and results will be measured, and long-term evaluation, i.e. what impact the project has had in permanently changing the behaviour or beliefs of the target audience.

For example, a questionnaire or feedback form may be used to evaluate the immediate success of a workshop or training event. For the longer term, a follow-up questionnaire or report six months after the event might be used to assess impact.