

Terms of Reference

Design & Curation Grant: Documenting & Showcasing Creative Green Economy Findings

19 December 2023

A. British Council

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. Through our arts, education, and English programmes, we give opportunities to hundreds of millions of people worldwide each year. We are on the ground in six (6) continents and over hundred (100) countries. British Council has been operating in Nepal since 1959. The British Council's Art/Culture sector work covers two global programmes: Culture Connects and Culture Responds. Together these enable creative professionals and entrepreneurs, especially youth, women and those socially/politically marginalised to advance their civil agencies through arts and culture. Both programmes have priorities around the global challenges of climate change and inclusion.

B. Background

Culture Responds is the British Council's global programme that supports and celebrates **culture's contribution to sustainable development**. It aims to reorient countries' and communities' development needs to be driven by its values and be self-determined.

Through Culture Responds, we support under-represented groups from across Nepal to participate in cultural life and increase the diversity of contributions and narratives in cultural production. Similarly, we support the art and culture sectors' response to the climate emergency by improving sustainable practices within the sector raising awareness and strengthening the engagement of national audiences.

Nepal's Nationally Determined Contributions (2020) implies a strong role for diversity and youth in realising an effective transition to greener, resilient, and inclusive development. Yet there are limited opportunities for youth, particularly those belonging to social and political minorities and with creative pedigree/interests, to apply themselves to Nepal's long-term climate goals.

Since 2018, the British Council has worked with national and UK partners, collaborators, and supporters to create spaces where youth can reinterpret Nepal's natural and cultural heritage to develop a stronger understanding of their contributions to climate solution-making. Initially through Crafting Futures, and later with the Road to COP campaign, the British Council has built a network of academic and civil society partnerships that continues to support youth-led creative actions.

Presently, the British Council is at the forefront of the "[In Our Hands](#)" (IOH) programme working on Culture Responds research and development grants tailored for youth entrepreneurs. This initiative runs as a consortium with Nepal and UK partners. In addition to providing financial support and mentorship, the British Council contribute to the Creative Green Economy, a culturally sensitive economic model emphasising low-carbon practises aligned with Nepal's rich heritage. The goal is to advocate for the role of culture and environmental consciousness in development by generating economic evidence, case studies, and valuable insights to engage stakeholders and influence policies. This influence is intended to support youth entrepreneurship and preserve Nepal's natural and cultural heritage. In line with these goals, the IOH Working Committee has been formed, a group dedicated to developing and implementing actions to engage and influence important decision-makers.

C. Scope of Work

The primary objective of this design and curation is to innovatively showcase and disseminate the British Council's research findings on creative green economies by:

- Creating innovative visual content to illustrate the Creative Green Economy model effectively.
- Developing case studies that highlight both gaps and successful integration of cultural heritage and environmental awareness within entrepreneurial ventures.
- Collaborating on the development of policy-influencing materials by visually presenting research insights and evidence.

Responsibilities:

- Facilitate a workshop involving the British Council, IOH Working Committee, and the research grantee to finalise activities for a Creative Green Economy seminar in June and side activities leading up to it.
- Collaborate with the research team, supporting video and photo documentation to capture essential elements. Utilise this documentation to produce digestible communication material.
- Conceptualise and develop visually engaging representations of research findings aligned with the goals of the IOH programme and research insights.
- Design case study exhibits highlighting gaps and successful models, strategies, and initiatives within the Creative Green Economy landscape.
- Coordinate closely with the Research team and the Working Committee to ensure visual content aligns with research insights.
- Develop a media campaign strategy following the research outcomes. Generate engaging media content, including social media graphics, press releases, and promotional materials. Facilitate the development of a comprehensive media campaign plan.
- Digitally enhance IOH resources such as craft toolkits and session presentations.
- Design and curate a seminar event in June 2024 to present key findings and recommendations for dissemination among stakeholders and government officials. This event could include a showcase of IOH grant outputs and research findings.
- Develop necessary partnerships in the lead-up to the seminar, which will enhance value for money for the main event. This could include in-kind support from the grantees and third parties. For example: free or subsidised event venues.

D. Expected Outputs

- Visual Content Development: Creation of innovative visual content, including infographics, photos, videos, and more, illustrating the Creative Green Economy model and IOH programme.
- Comprehensive Media Campaign: Development of a media campaign strategy and engaging content (social media graphics, press releases) to disseminate research findings, influence policies and raise awareness among stakeholders.
- Curated June 2024 Event: Organise and curate a successful June 2024 event to present key research findings and recommendations, facilitating dissemination among stakeholders and government officials for greater impact and implementation. Please note that they grant does not include resources for the June event and will be procured by the British Council through an events management entity in May 2024.

E. Deliverables

Deliverables	Key Contents	Period
Participate in the ideation workshop	Facilitate the conversation and contribute creative input during the ideation workshop for the inception report's development concerning design, curation, and documentation perspectives.	First week of January 2024
Inception Report	Forward-looking planning document outlining proposed strategies, methodologies, and budget projections for documentation, design, and curation. Produced in collaboration with the research grantee	25 January 2024
Photo/Video Documentation Support	Provide photo and video documentation support throughout the research phase, collaborating closely with the research team and Working Committee.	January to April 2024
Creation of Materials	Develop materials in English and Nepali – considering inclusion and accessibility - presenting research findings and the progression of IOH's past and current initiatives.	April to May 2024
Curate event	Plan and organise and curate an event in June 2024 to present key research findings and recommendations to stakeholders and government officials for dissemination and discussion.	June 2024

F. Application Process

- Online Application Form: Fill in the necessary details and any required supporting documents as specified in the [online form](#). The application budget breakdown can be inputted in the form itself as a cloud-stored document link or could be emailed directly to arts@britishcouncil.org.np
- Submission: Complete and send the online form. For offline applications, email your submission to arts@britishcouncil.org.np. The deadline for applications is **December 27, 2023**.
- Confirmation and Review: Upon submission, a confirmation of receipt may be sent. All applications will undergo a review process.
- Notification: Successful applicant will be notified about their selection or any additional steps required via email or the provided contact method.
- Participation Confirmation: Candidates fulfilling all requirements will receive confirmation by December 28, 2023.

For any further inquiries, please reach out to arts@britishcouncil.org.np

G. Frequently asked questions

What is a grant?

Grants are monetary and/or non-financial award to an individual or institution to support their exemplary work in a particular cause. Grantees usually go through an open and competitive process which requires application and submission of supporting documents.

British Council provides grants year-round to encourage the use of arts and culture in important social discourses and interventions. British Council grants usually include financial, mentoring and platform support. A grant contract outlining the specifications of support and the proposed activity/project is needed to process the distribution of the award.

What support does the grant award include?

The British Council will provide a monetary award for your accepted proposal.

Other support includes:

- Financial grant to support the production of materials derived from research and insights within the Creative Green Economy.
- The working committee to guide in strategising and planning actions, production process and event curation.
- Event management team with logistical support for organising and curating events.

What do I need to include in my budget table?

Please include all expected costs involved in the delivery of your proposed activity. This could include fees for photo & video documentation, travel, editing, visual production, coordination, and event curation. *(A detailed budget breakdown is to be submitted in the inception report after the ideation workshop).*

Include any subsidised fees and matched or in-kind support provided by any parties involved including the applicant.

The British Council grants are tax-exempt, however, those applicants who are VAT registered should include 13% VAT in the overall budget submitted.

What is the maximum amount I can apply for?

Applicants can apply for grants of up to **NPR 20,00,000**. Applicants are encouraged to carefully assess their project needs and ensure that their budget requests align with market rates.

How will my application be assessed?

If a proposal meets our eligibility criteria, then a panel of judges will review the application for the following:

- Alignment with Objectives (25%): Alignment with the stated objectives and goals of the project.
- Quality and Feasibility (30%): The overall quality, feasibility, and practicality of the proposed strategies, methodologies, and budget projections.

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- Innovation and Creativity (20%): Innovation and creativity demonstrated in material production.
 - Relevance and Contribution (15%): Consideration of the relevance and potential impact of your proposed project within the targeted field or context.
 - Clarity and Coherence (10%): The clarity and completeness of your application, ensuring that objectives and expected outcomes are well-defined and communicated.

In case of clarification requests, the panel will be in touch with the applicant directly to source additional information as required for the final decision.

When will we hear if our application has been successful?

Successful applicants will be contacted – via email – by 28 December. In case of pending decisions, you might be reached out for further information via email or through a phone call. Once the grant award is confirmed, the contract will need to be signed by **29 December 2023**.

Are there any essential values I need to uphold in my proposed activity?

The British Council encourages its partners, vendors, and grantees to account for the following in their work with the organisation:

- Data Protection: processing personal and sensitive information only as required by the project deliverables (disposing of information after the project is concluded). [Learn more here](#)
- Environment: commitment to monitoring and minimising the impact of proposed activities on the environment
- Equality, Diversity, Inclusion (EDI): Ensure diversity and inclusion in the planning and implementation of your programme. [You can learn more about our EDI value area here.](#)
- Safeguarding: Ensure that the people you work with – especially young people and adults who are at potential risk – are provided a safe environment and their contributions acknowledged. [You can learn more about our Safeguarding policy statement here](#)

Do I need to be a registered company or organisation to apply?

No registration is not compulsory. Individual applicants should have a PAN number. Both VAT, and PAN registered organisations (for-profit or non-profit) are eligible to apply. The following documents will be required to process the grant award:

- PAN or Company Registration
- Void check or bank statement (to confirm bank account)
- Filled out bank declaration form – Will be provided by the British Council

How will I receive the grant award?

If you are successful with your application, we will be in touch with guidance on the next steps. To receive the research grant, we will have to enter a grant contract specifying the concerned proposal's details. This includes the project contributions where we can record the financial assistance being awarded to support delivery.

The contract will be signed by 29 December 2023.

How can I contact the British Council for further information/assistance?

You can send us your queries at arts@britishcouncil.org.np or through our [Facebook](#).

H. Application Questions

Application Form

Information and contact details

- Applicant's Full Name
- Email
- Contact Number
- Address (please mention the district and province)
- Affiliated Organisation/Institution (if applicable)
- Role/Position (if applicable)

Portfolio

In this section, please include all that apply:

- *Introduction to your group/institution/oranisation*
 - *Introduction to yourself and your members of your team who will be a part of this project*
 - *Include links to websites/work portfolio, team member profiles/CVs (these could be weblinks of cloud storage folder links*
 - *Include links to prior similar undertakings*
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- Tell us about yourself, your team (your organisation/company if applicable) and its members (max 500 words)
 - Could you provide examples from your previous projects that demonstrate your ability to use diverse media (including audio, visual and text) to communicate, particularly in the context of researched themes including environmental sustainability, culture and arts and creative green economy? (max 300 words).
 - What innovative methods or techniques did you use in your design and curation process to ensure engagement and dissemination? (max 300 words).
 - Please share with us links to documents that will support your grant application in relevance to the above-provided details. You can also send copies of the documents to arts@britishcouncil.org.np

Design and Curation Proposal

*This grant is intended to innovatively showcase and disseminate the British Council's research findings and evidence on the **Creative Green Economy**, aligning with its goal of the In Our Hands programme.*

You can find more about the British Council's work on creative green economies here:

<https://www.britishcouncil.org.np/programmes/climate-change/in-our-hands>

Please refer to the grant call TOR to better understand the expectations of the grant.

You are expected to provide your curatorial and design ideas in this section. Please note that the selected grantee will be expected to workshop a final plan for delivery.

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- How do you plan to approach the documentation process to ensure it captures diverse perspectives and experiences, reflecting inclusivity and representation? (max 300 words)
 - How do you envision creatively showcasing the British Council's research findings on the Creative Green Economy in alignment with the In Our Hands programme, considering various mediums and channels for maximum impact? (max 300 words)
 - Please detail your understanding of the British Council's objectives regarding the promotion of creative green economies. How does your proposed approach resonate with these goals? (max 300 words)
 - Describe how you intend to ensure diverse stakeholder representation and engagement in the curation and execution of the June 2024 event. How will you ensure inclusivity and participation from various communities and perspectives? (max 300 words)
 - Provide a detailed breakdown of the budget, including all expected expenses related to executing your proposed activity. You can input this budget as a cloud-stored document link or email it to arts@britishcouncil.org.uk.

Equality, Diversity, Inclusion, safeguarding and environment friendliness

- How do you plan to ensure that your design and curation approach reflect principles of equality, diversity, and inclusion? Please provide examples from previous projects where you've effectively incorporated these values (300 words).
- Describe how your proposed dissemination strategy will consider diverse audiences and ensure inclusivity in the presentation of research findings (max 300 words).
- In what ways will your design and curation process prioritise environmental friendliness and sustainability, aligning with the themes of the Creative Green Economy? (max 300 words)

Confirmation

- By filling out this form, you agree to allocate dedicated time from January to June 2024 for the research phase, material production, curation and dissemination.
- By submitting this application, I/we confirm that the information provided is accurate to the best of my/our knowledge and agree to comply with the terms and conditions of the Design and Curation Grant.