CLIMATE FUTURES: SOUTH ASIA

Application Briefing Notes

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1. Introduction

This briefing note has been designed to provide additional support to applicants to our **Climate Futures: South Asia** grants. It includes some useful descriptions of terms and some handy hints and tips!

2. What is Climate Futures South Asia?

Climate Futures South Asia is a programme by the British Council to support climate action in the creative industries. The new programme will support the arts sector through grants, mentorship, research, and knowledge exchanges between the UK and South Asia.

The grants aim to empower the arts community to contribute to climate action and sustainability through innovative and impactful projects.

We are seeking proposals which respond to one or more of the points below:

- Support artist-led initiatives that promote knowledge creation and sustainability in the cultural sector,
- Design and implement a sustainability strategy or process for your organisation including capacity building initiatives and,

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- Optimise infrastructure to enhance climate change awareness and sustainable approaches within the arts sector.

Successful grantees will receive mentorship throughout their project from leading UK specialists.

Open to: Artists, cultural organisations, festivals, cultural hubs, institutes, key arts venues based in any one of the listed South Asia countries. Please note that collaboration with a UK partner is not required if applying to these grants. Through the course of your projects, you will be connected to advisors comprising of UK specialists in the field to guide you and support you with your plans.

We are delighted to announce that the Climate Futures: South Asia applications are open until 25 November 2024 23:59 GMT, and we look forward to receiving your proposals.

The eligible countries in South Asia for this round are**: Bangladesh, India, Nepal, Pakistan and Sri Lanka.**

Grant amount available

Grants of £15,000 available.

These grants are open to artists, cultural organisations, arts venues, festivals and cultural hubs based in South Asia.

Timeline

- Applications deadline: 25 November 2024
- Information sessions: 8 October & 22 October 2024
- Successful projects notified: by early-January 2025
- Grant agreement signed: by Last week of January 2025
- Project delivery: February 2025 – no later than January 2026

3. Eligibility

Before making your application of this grant, please ensure you have read the full list of Frequently Asked Questions and your application meets the following conditions:

- You are applying as an artist or cultural organisation/performing arts venue/festival/cultural hub/other arts and culture space based in ANY ONE of the listed South Asia countries **(Bangladesh, India, Nepal, Pakistan and Sri Lanka).**

- You are applying for grants up to £15,000.

- Project proposals should have a timeline ending no later than **31 January 2026.** In cases where a particular process/system is being developed as part of the project, please note that all activity funded by the British Council must end by January 2026. You will be required to submit a project report at the end of the project delivery timeline.

- Funding bodies are not eligible.

- Projects can range from artist-led knowledge creation, installations, circular economy projects, toolkits, research activities, exhibitions, publications, webinars, and roundtable conferences. You may also use the grant for architectural inputs and infrastructural changes or for developing decarbonisation strategies for your team. We also do welcome proposals

that address sustainability practices in one-off events for eg: festivals and large-scale performances. Projects or ideas in the research and development stage are also welcome. Please refer to the FAQs for examples of eligible projects.

We are looking for projects that empower the arts community to contribute to climate action and sustainability in an innovative and impactful way.

Funding bodies are not eligible to apply.

4. Writing a project Budget

What is a project budget?

A project budget is the total projected costs needed to complete a project. It is not a static document and might change as your project progresses. That said, a project budget helps you keep on track and be realistic with your project scale and spending.

Why do you need a project budget?

Creating a well-researched project budget for your project will enable you to clearly anticipate the needs of your proposed project and manage expectations of what is achievable with the time and resources you have available. It will also enable you to identify risks and prepare for changes as they arise. A strong project budget will help you to:

- Communicate with stakeholders about when, and how much money is needed
- Control and limit project costs
- Measure performance and unforeseen changes
- Predict and manage expenditure /cash flow; how much and when you are spending
- Generate value for money statements. Comparing your spending with your project impact will help you communicate the effectiveness of your work
- Effectively manage future projects with a replicable template

How to Create a Budget for a Project?

The first step is mapping out the headings shown in the table below. You may want to use Excel for your budget as its formulas and other features which can be helpful. Here are some examples of heading types you might consider when creating your project budget:

Heading types	Description
Serial Number	A Serial Number helps provide numerical reference to each cost heading
Particulars	Describes the cost in a few words; often we group costs that are related, for example: Venue for Venue for workshop can cover all costs associated with the space
Units	How many units are required? This is paired with Unit Type and Unit Cost
Unit Type	Here we categorise the units by definition (e.g. person, day, hours, pieces, grams) anything to specify the unit of measurement being used. At times, some costs are difficult to detail in units in such cases we use "lump-sum" as a unit type and use 1 unit lump-sum, which communicates a pre-determined amount that is not dependent on the unit

Unit Cost	The cost of individual units, which can then be multiplied by the number of units required to create a total cost for this budget line
Total Cost	This is the final column where we multiple the number in the Units column with the Unit Cost column to generate a total cost
Notes	You can always add a notes column to further describe the cost if necessary

What if I don't know my costs yet?

Sometimes, we don't know how much certain budget lines will cost when we write our budgets. It's still important that we estimate and anticipate these costs and ensure there is contingency planning in place for unforeseen expenses. This is particularly important for international projects where global-socio-economic changes, and natural disasters, can have a big impact on budgets.

If you don't know what your costs will be on writing your budget:

- Use historical/market data you can always ask vendors for rates and ask experienced people around you
- Round out figures to the nearest 00s for budget lines where prices can fluctuate, for example air tickets for international travel
- Contingency can be one of the headings. Most projects keep around 5-10% of the total budget to cover any contingency costs. This grant has a limit of 10% for contingency

Please note that allocations for staffing posts to deliver the project should be included as a separate line.

What are some common cost headings in an arts project budget?

To help you plan your budget, below are some common cost headings that you will want to consider together with advice for international projects.

Heading	Description	Unit Type
Venue	Space for conducting activities	Days, hours, month etc.
Training costs	For example, the cost of training existing or project staff in safeguarding if the project is working with participants at risk	Hourly rate for professional training
Materials	Newly produced materials e.g. magazine or information brochures – usually involves a design and printing fee. This could also refer to art materials to be used within the project e.g. paint	Cost per page/unit for printing Cost per hour / day for designer Cost per unit of material
Professional fees	Fees for contracted artists, facilitators, designers, specialists etc., relating to the project	Usually day rate or lumpsum
Management/ Coordination	Cost of managing / coordinating project (e.g. new staff positions to	Usually a percentage of the budget. Could be existing staff or project-based hires

	deliver the project or additional hours for existing staff to deliver the project)	
Accommodation	Hotel room	Cost per night (check any additional taxes) - often an estimate
Travel & transportation	Train / rail / fuel for participants, or shipping costs for materials/items	Either Per Diem cost, or total cost per trip per person – often an estimate
Visibility Material	Production of public facing assets for project promotion	Includes many different types of cost so this is usually a lumpsum
Comms and Social Media Promotion	Cost of creating materials and assets, promoting work or project on physical/ digital/ social platforms	Usually a lumpsum
Subsistence / per diems	Daily allowance for food and drink when travelling to a different country	Cost per person per day (usually 2-3 meals a day)
Photography/vid eography	Costs for filming or recording the activity	Usually a day rate for a videographer/photographer/editor
Translation and access	Translator or sign-language	Cost per day for translators or sign-language providers
Bank charges	Bank charges for making international transfers to pay artists or partners	Usually a single fee per transaction, and variable on banking provider and location
Access Costs	For example, costs relating to making the project accessible to d/Deaf, hard of hearing, or blind audiences (e.g., relevant sign language interpreters), or costs associated with making venues more accessible, or providing transport for disabled participants/partners. It may also be costs for a support worker to support a partner or participant who requires this	Can be a day rate for sign-language interpreters or an accessibility expert. Or it could be costs associated with material items/alterations to make a venue more accessible for your project or ensuring transport which is suitable for disabled participants
Evaluation	Cost for evaluating the impact and success of your project	Usually a day rate for an external evaluation consultant
Wellbeing support	Where projects address more challenging subjects you may want to include costs for a specialist to support the team or participants	Usually day rate or lumpsum
Contingency	A sum of money to cover unexpected costs associated with the effective delivery of the project	Climate Futures has a limit of 10% contingency

Income

Your project may also benefit from additional income such as funding from other sources, external funding or In-kind support. This should also be reflected in your budget.

What is in-kind support?

In-kind means non-financial support provided to a project.

- It demonstrates the credibility and viability of a project, via the committed investment of existing partners and supporters
- In-kind support can be put into a separate column/row or in the notes section
- If there are multiple lines of in-kind support, it might be a good idea to total it at the end, so that your prospective funder understands your ask more clearly
- Co-production is different than in-kind support but equally important to reflect in your budget.
- You might be working with multiple funders. It is a good idea to mention the contributions of each funder in your budget
- A budget table can easily be adapted with more columns e.g., 'Source of Funds'

How do I manage and update my budget during the project?

- Update costs as they are spent
- Record actuals in a new column to see if your planning has been effective, this also helps track any variance
- Develop an expenditure plan by combining your activities timeline with your budget

Access costs

Have you factored access costs into your budget? Are you working with participants who might require support workers? If so, is this covered in the travel line of your budget? Will you require translators or materials that are translated into multiple languages or dialects? And will you need sign-language interpretation or captioning?

Accessibility in venues

We also acknowledge that sometimes accessibility is more difficult to measure and attain. You can share details of this from your country context(s) within your application/budget if you feel it is relevant to your proposed project.

Be sure to include any costs relating to access in your budget, and research them thoroughly.

International travel risk factors

- Do you have contingency plans in place if, for example, there is a natural disaster or political situation that prevents or delays travel?
- Visa applications – have you considered the time management cost for visa applications, and a contingency plan should any visa applications be denied? This could impact your project and your timeline so it is good to factor this in at the start

What is a contingency budget and what should it cover?

A contingency budget is a percentage of your overall budget. We suggest up to 10% for this grant, which exists as a safety-net to cover unforeseen project costs. Particularly when you are working internationally, you should ensure that a contingency budget could consider the following unforeseen and additional costs associated with:

- protecting artists and/or participants at risk
- visa application costs

- natural disaster or conflict
- changes in country inflation
- rising travel/shipping costs
- unexpected exchange rate fluctuations

Discuss the above together with all stakeholders involved in your project as it's important your budget is rigorously planned so that you can cover all your projected costs with the amount you are requesting and any additional income you have secured.

5. Working with people at risk and/or in sensitive socio-political contexts

Some individuals – particularly those with protected characteristics – can be placed at significant risk by engaging in certain activities in certain social and political contexts. If your project involves working with vulnerable artists, partners, contractors, audience members or other participants, you need to ensure that your application addresses your approach to ensuring they are safe, protected and supported throughout the process. You may need to plan and budget for a specialist to advise or support and this may influence how you plan to deliver the project.

If you are planning to work in particularly sensitive socio-political contexts, or with artists who have protected characteristics – for example, members of marginalised communities – can you demonstrate that your project team has the expertise and experience to ensure the well-being and protection of everyone involved? If not, have you considered or factored in expert support, advice or guidance, which is included in your budget? Have you considered how you will approach sensitive subjects within different cultural and country contexts? For example, if your project deals with a subject or area which is sensitive within your country, or your partner countries, what steps might you take to ensure the safety of your partners, participants and audiences? It is important that your budget, project plan and risk management include provisions for supporting participants' well-being and safety.

Please note that the British Council will run a workshop in early 2025 to support successfully funded projects on this subject.

6. Assessment

All applications will be evaluated by the British Council based on the following criteria and weighting:

Quality & Impact - The project proposal is of a high quality, is innovative in its approach and shows that the proposed ideas are impactful and have a positive outcome on the arts community.	**25%**
Project feasibility- The proposed interventions are practical and have the potential to be scaled up or replicated in other areas. The proposed ideas show that the project has the potential to continue beyond the period of funding.	**25%**
Management – The project plan is realistic with clear timelines and milestones. The team is well-experienced and has track record of working in this field. Robust mechanisms for tracking progress and measuring outcomes are in place.	**25%**
Environmental sustainability, Diversity and Inclusion - The project proposal addresses environmental challenges, equality, diversity and inclusion.	**25%**
Total	**100%**

7. Some previous examples of climate focused projects

For examples of similar projects that have been funded in the past in other regions please click here -

- Anhar: Culture and Climate Platform

8: Submitting your application on Submittable

Click below to access the application portal and start your application.

britishcouncil.submittable.com/submit

9: Access support for writing your application

If you identify as disabled, you are welcome to contact us here for possible support we may be able to offer you to assist with **making your application**.

Please note that applications will not be assessed on the quality of written English.

10: Some Final Key Tips for your Application

Here are some tips for your application.

- Make sure you can **clearly and succinctly describe what your project is.** If someone asked you for a two-sentence description of your project, what would you say?
- Make sure that your **project closely aligns with the assessment criteria**
- **Climate change** is at the heart of the programme. Do ensure your project clearly addresses one or more challenges related to climate change.
- Don't be vague and **don't underestimate on your budget.** There's no advantage in trying to shave off costs to bring your budget under a certain amount. Tell us what you think it will cost to deliver the best version of your project. The assessors will assess whether this seems like value for money, and a fair and equitable use of budget based on your proposal
- Make sure **the practicalities of all aspects of the project have been factored** into your budget
- **Pay your stakeholders properly**! Make sure artists/partners/service contractors are paid equitably and fairly, in line with other roles in the project, and that artists are paid equally across all the countries represented in your application
- Be wary of **missing information.** Make sure you double check your application is complete before you submit. Have you included your budget and all your supporting documents? We can only assess what's there. Supporting documents requested are listed in the application form, ie
  - CV of Project Leader
  - Project Budget (Please download the template and complete)
- If you're planning to work in sensitive socio-political contexts, and/or with **participants at risk**, can you demonstrate your project team has the expertise and experience to ensure the well-being and protection of everyone involved? And do you have allowance in your budget to ensure this happens?
- Successful projects match ambitious, innovative and creative goals with **well researched and robust legacy plans.**

We hope this toolkit has helped you. GOOD LUCK in preparing your application – we look forward to reading it! You can see a copy of the PDF application form on our website for easy

reference. However, please complete your application on Submittable [here](). For any enquiries, please contact us at https://bit.ly/CF_Enquiries.