

## **British Council: Digital Cities: Call for Proposals 2018**

### **Connecting Cities of the United Kingdom and Western Balkans through Digital Industries**

#### **Background**

1. This is an open call for UK companies and hubs wishing to apply for mobility grants to visit one of the 14 Western Balkans hubs and digital businesses participating on the project Digital Cities as full beneficiaries (list attached in Annex 1).
2. Digital Industry Professionals and SMEs resident in the UK are eligible to apply. The individuals and SMEs applying must work in one of three key areas: Digitalising Cities, Innovation in Creative Industries and Digital Education and must work either in tech start-ups, digital and creative hubs or digital micro, small and medium-sized enterprises (SMEs).
3. The Call for Proposals is part of a wider programme which connects 12 cities across the United Kingdom (UK) with 12 cities across the Western Balkans (WB), including Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro and Serbia, through digital industries. Our focus is on three areas: Digitalising Cities, Innovation in Creative Industries and Digital Education.
4. The programme is implemented by the British Council, in partnership with Creative England in the UK and Culture Code in Western Balkans and funded by the UK Government.
5. Digital Cities project builds on the focus on economic growth through the enhancement of digital capability in preparation for the Western Balkans Summit planned for the UK in summer 2018.
6. The intensive pilot project runs until 31 March 18 and addresses the following two areas:
  - a) Digital Policy and Strategy: we plan to collate examples of best practice of city-specific digital policy and strategy in the UK and compare them to the existing policies and strategies in WB. We will bring city policy and strategy makers together through events in which we will present best practice, facilitate dialogue, and produce

recommendations for further work on policy development in this area across the UK and Western Balkans. We will also identify the key aspects of a business environment, created by policy-makers, which have a positive impact on the development and growth of digital SMEs.

b) Connecting, and developing the capacity of, digital industry professionals from the UK and WB, who work in Digitalising Cities, Innovation in Creative Industries and Digital Education in start-ups, digital and creative hubs and digital micro and Small and medium-sized enterprises (SMEs) by providing mobility, networking, collaboration and exchange opportunities.

7. The programme is aimed at Digital Professionals, including entrepreneurs and Hub Managers operating at national, regional and local levels in the UK.

### **2018 Call for Proposals**

8. This call includes funding for international mobility for the UK companies.

### **UK International Mobility (budget: 500-2,000 GBP per person)**

9. The programme will provide grants for UK Digital Professionals to apply for travel to WB countries for up to 10 days in the period 1 – 25 March 2018.

10. The aims of the mobility grants are to encourage learning and skills exchange between SMEs in the UK and WB.

11. Mobility grants should support professional development and can focus on shadowing, staff exchange and sharing learning for professional development reasons.

12. The proposed traveller or their proposed host are eligible to apply. The traveller should supply a letter confirming their employment with an SME/hub.

13. Applicants will need to identify the mobility opportunity themselves and make all necessary travel and accommodation arrangements. Applicants will also need to map out the programme and skills development content of the mobility opportunity and how it will be approached and supported both in the UK and in the WB. Even though this programme is for individuals, we want to ensure that participants have a positive experience of the exchange and the manner of hosting by the host SME or organisations in the host country will contribute to this. Participants will need to provide a letter / email of

confirmation from their partners in the host country confirming the activities and support they will offer, with the application.

14. The successful applicant must be willing to present the results and impact of the mobility scheme at the final project conference in Birmingham, UK, scheduled for 26-28 March 2018 and draft a short report under the following headings: Rationale for the Mobility opportunity, profile of the individual and the host SME(s), Aims of Mobility, Mobility Programme activities undertaken and with whom/where, timescale/schedule, Skills focus area, learning from the mobility opportunity benefit to the individual, benefit to the SME/organisation where individual works. The presentation at the final project conference should be in an engaging format and ideally should use digital content gathered throughout the mobility programme and participant documentation of their learning.
  
15. The maximum all-inclusive grant amount available per mobility under this Lot will be 2,000 GBP per person. This can be used for:
  - International travel
  - Visas
  - Airport transfers
  - Accommodation
  - Meals
  - Local travel in the hosting country
  - Conference fees
  - Coaching and / or mentorship fees

Participants who wish to use the grant for a Mentor should identify the mentor, provide a biography, and outline the number and focus of the mentoring sessions. Creative England and Culture Code also have a pool of mentors and can potentially recommend and/or connect you to a potential mentor. Be aware that most professional mentors will charge professional daily rates which will need to be included in your budget.

16. Mobility grants will be paid upon signing of the agreement upon completion of necessary documentation procedures. An acceptable report on the outputs of the mobility scheme is to be received no later than 10 days after completion of travel. The report should follow the 'headings structure' outlined above. The participant should also submit copies of all digital content gathered throughout the mobility and all paper-based materials too.

17. Grants will be awarded as accountable grants. Failure to demonstrate expenditure against the approved budget will result in return of funds.

18. Mobility grants awarded must be utilised until 25 March 2018 (see the timeline section below) with reports submitted no later than 10 days after mobility completion.

### **Application Process**

19. Applicants should use the application form available at: [www.britishcouncil.al](http://www.britishcouncil.al); [www.britishcouncil.ba](http://www.britishcouncil.ba); <https://kosovo.britishcouncil.org/>; [www.britishcouncil.mk](http://www.britishcouncil.mk); [www.britishcouncil.me](http://www.britishcouncil.me) and [www.britishcouncil.rs](http://www.britishcouncil.rs) and through the British Council, Culture Code and Creative England networks. Guidelines and FAQs are also available on the website in English.

20. Failure to use the required application form or to provide the required additional documentation will result in applications not being considered.

21. Applications for international mobility and collaboration grants must be submitted in English.

22. Enquiries about the call or about the application process and your tender response should be submitted to [hana.jusic@britishcouncil.ba](mailto:hana.jusic@britishcouncil.ba), by 3 March 2018 by 17.00.

23. Enquiries which may be of general interest to other applicants will be added to the FAQs.

### **Evaluation Process**

24. Applications will be evaluated in a two-stage process, for technical eligibility and quality.

### **Eligibility Check**

25. Applications will be checked to ensure that they meet the following requirements:

- They have been submitted by the stated deadline.
- They have been submitted using the correct form and in the correct language.
- The correct accompanying documentation has been provided.
- The applicant is eligible to apply for the type of grant requested.

- The location and timescale of the proposed activity is eligible.
- The type of proposed activity is eligible.

26. Failure to meet any of these requirements will result in the application being rejected at the eligibility check stage.

### Quality Assessment

<b>Mobility grants</b>			
	<b>Criteria</b>	<b>Definition</b>	<b>Points</b>
1.	Relevance of the mobility	Is the stated aim of the mobility and the proposed programme of activities relevant to the applicant's current professional / personal position and ambitions? Is there a clear explanation of how it could benefit his/her business?	20
2.	Relevance of the proposed mobility programme	Does the proposed mobility programme make sense in relation to the stated aim of the mobility?	40
3.	Personal longer-term impact	Is it clear how the proposed mobility could bring professional / personal longer-term benefit to the applicant?	10
4.	Wider longer-term impact	Is it likely that the mobility could lead to longer-term collaboration / cooperation between the applicant and their host? Are there clear processes which will be put in place to ensure continued communication and involvement?	10
5.	Budget	Are the activities appropriately reflected in the budget? Are the proposed costs reasonable and based on likely costs? Does the budget provide value for money?	20
<b>Total</b>			<b>100</b>

### Timeline

27. The anticipated timeline for the stages and processes associated with the call is as follows:

<b>Action / Activity</b>	<b>Date</b>
Launch of the call	27 February 2018
Application documentation available	27 February – 4 March 2018
Deadline for clarification questions	3 March 2018
Deadline for submission of applications	5 March 2018
Notification of results	By 7 March 2018

Contracting and payment	7 March 2018 onwards
Start date of international mobility	Upon signing of the contract
Deadline for completion of international mobility	25 March 2018
Deadline for submission of final report, details of expenditure and documentation	5 April 2018

### **Contracting, Payment and Reporting**

28. The grant contract will be issued by the British Council, through its local offices in WB or UK.
29. Grants will be paid in local currency for applicants based in the UK according to the British Council's Global Bookkeeping Rate. All payments will be made by bank transfer.
30. Grants will be paid on the basis of an advance, paid within 15 days of the grant contract being signed by both parties. The grant contract will specify the reporting requirements, including any ongoing audit obligations.