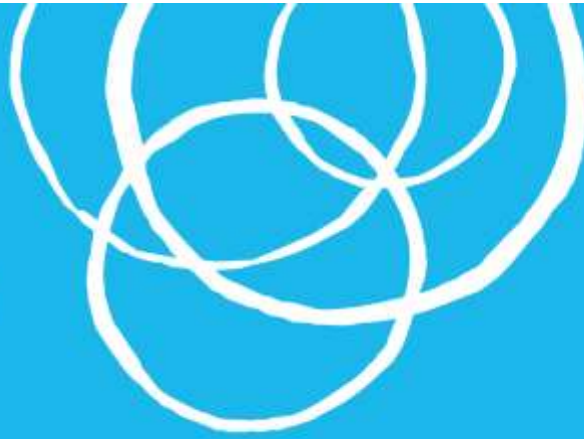


# CONNECTING CLASSROOMS



## HOW TO COMPLETE THE ONLINE APPLICATION FORM

This simple ten-step guide should answer most of the questions you might have about how to complete the online application for a Connecting Classroom grant.

Before you begin, please be aware that:

- Any school in the partnership can start and submit the application but they must be registered on [Schools Online](#) first.
- Any school in the partnership can contribute to an application form as long as they are registered on [Schools Online](#).
- Only the UK school nominated to sign the contract on behalf of the partnership with the British Council can complete the 'Visits and Expenses' section. To do this they must also be registered on [Schools Online](#).
- If you are not registered on Schools Online but are included in an application, you will receive an email notification telling you that your school has been included.

It also useful to know that:

- Your work is automatically saved online, but we recommend that you export a .pdf record at regular intervals in case of problems. If one of your partner schools has poor internet connectivity, you can also share this offline record for discussion.
- There is also an option to print your application at any stage. The icons to print and/or export should be on the left or right of your screen at all stages of your application.
- The summary screen below shows the six sections you are required to complete for your application:

✓ Partnership Composition	>
! Partnership Details	>
! Visits and Expenditure	>
! Global Citizenship	>
! Enriching Education	>
! Building an Equitable and Sustainable Partnership	∨

- Once you complete each section, the icon on the left will change from an exclamation mark to a tick, although you will still be able to edit if necessary. Once all six sections are completed you will be able to submit.
- You have the option to 'view' and 'review' your form throughout your application. If you want to edit you should select the 'review' tab, which is the default option. For a summary of all completed sections, you should select the 'view' tab.

## Step 1: Log On

- Enter your Schools Online username and password.
- If you do not have a username, you will need to register on [Schools Online](#).

## Step 2: My Application List

- Here you will see links to all of the online grant applications your school is involved with, along with the status of either 'in progress', 'ready to submit' or 'submitted'.
- This is also the location where the 'application home' link will take you.

## Connecting Classrooms Grants

### My Application List

Application Reference	Date Updated	Status		
<a href="#">CCS/14/Aug/259</a>	23/08/2013 - 11:21	Application in progress	Cancel	Resume
<a href="#">CCS/14/Aug/247</a>	23/08/2013 - 10:01	Application in progress	Cancel	Resume
Click here to begin a Grants application.				Begin

## Step 3: Create Application

### *Partnership Details*

- Select the option which applies to your partnership composition.
- Specify the country of the non-UK partner school(s) in your partnership. If you are a non-UK school that starts the application, your country will appear by default.

### *Partnership Schools*

- Identify your partner school(s) from our database by entering part of the school name in the search box. Once you have found the right school, you will need to select 'add partner school'.
- If your partner school cannot be found in our database, you will need to add the details of the school by selecting the option 'create partner school' and complete all the required fields.
- Provide the name and email address of the co-ordinator at each partner school. It is important that the information you provide here is accurate as it will generate an email alert to your partners so they know that you have been included in the application.
- You will need to repeat the above steps for each of the schools in your partnership.

### *Contract Holder*

- Select the UK school responsible for signing the contract with the British Council.

## Step 4: Review School Details

- On completion of step 3, you will be taken to the application summary screen. The 'Partnership Composition' section will display as complete but you should select edit next to each school to add a contact number and the head teacher's name.

## Step 5: Partnership Details

- Provide as much detail as possible about the context within which your schools operate, as well as the history of your relationship. This will give our assessors the best opportunity to consider what success looks like for your partnership.
- Provide details of all relevant funding specific to your current partnership (not individual schools). If you received funding in the previous financial year, you will need to include your contract reference number.
- Indicate how you heard about the opportunity to apply for grant funding and whether you would like a project space for your partnership.

## Step 6: Visits and Expenditure

**Please note - this section can only be completed by the UK contract holder**

**Visits and Expenditure Past** – this section should only to be completed if your partnership received Connecting Classrooms grant funding in the previous 12 months.

**Visits and Expenditure Future** – this section needs to be completed by **all applicants** and looks forward at the next 12 months.

- Estimate how you intend to spend the grant if your application is successful and please note that reciprocal visits by one teacher from each school is the minimum requirement of the contract. If you do not need the entire grant for visits, you may use it for project resources, publicity, events and communication costs.
- Enter the proposed dates for your partnership visits so that the Connecting Classrooms customer service teams in each country are able to plan for the year ahead and offer appropriate support.

## Step 7: Global Citizenship

This section is about young people's learning and is divided into two sections:

**Where We Are Now** – this relates to activity in the **previous year**

**Where We Want To Be** – this relates to activity planned for the **following year**

You will need to read the Connecting Classrooms [Guide to School Partnerships](#) thoroughly before completing this section, paying particular attention to the information provided about the Partnership Journey (section 4). We also recommend that you familiarise yourself with the Connecting Classrooms [Global Themes, Skills and Outlooks](#).

When planning your future activities, think about where you want your partnership to be in relation to where it is now. Remember you must demonstrate progression through the Partnership Progression Framework to be eligible for a grant.

The layout of the form for both past and future sections is exactly the same.

### *Activities*

- Select 'create new activity' and provide details for collaborative projects you have either completed in the previous 12 months or plan to do in the next 12 months. You can add as many activities as you want but we would expect to see approximately 2-5 projects.
- 'Add activity from a previous application' – this option enables you to use select an activity from a previous application and is particularly useful if you are reapplying for funding. You would obviously need to edit details as appropriate but it should save you some time. .
- 'Duplicate' – this option enables you to copy previous entries and again, is designed to save you time.

**Please note - you must select 'update activity' to save each individual activity and not the 'save button' at the bottom of the screen.**

### *Self-assessment*

- Look again at the 'Partnership Journey' table in the Guide to School Partnerships and select the statement which best applies to your partnership, now and in a year's time. Your plans should aim to progress your partnership activity through the 'Partnership Journey'.

## **Step 8: Enriching Education**

This section is about what the teachers and schools in your partnership learn from each other to improve pedagogy. It is also divided into two sections:

**Where We Are Now** – this relates to activity in the **previous year**

**Where We Want To Be** – this relates to activity planned for the **following year**

### *Activities*

- Describe the activities teachers have either worked on together in the previous 12 months or plan to do in the next 12 months to improve education practise in their respective schools. It would be useful to make reference to the common educational areas for collaborative work as well as the Connecting Classrooms global themes, skills and outlooks:

Subject and curriculum	The content you teach to young people.
Core skills	Young people's achievement in language, numeracy and IT.
Teaching styles	The methods you use to teach young people.
Assessment	How you measure young people's progress.
Classroom and behaviour management	How you guide young people's conduct.
Inclusion	Catering for additional learning, physical and emotional needs.
Promoting well-being	Encouraging young people to live healthily.

Global themes	Conflict and peace, sustainable living, rights and responsibilities, fairness and equality, identity and belonging.
Global skills	Self-awareness, conflict resolution, empathy, creative thinking, critical thinking, collaborating, communicating, taking action.

## Global outlooks

Positive sense of identity, sense of interdependence, commitment to rights and responsibilities, desire to make a difference, open to new ideas, commitment to justice, commitment to peace, commitment to sustainability.

### *Outcomes*

- Highlight the difference that learning from teachers in other countries has had on the educational outcomes in partner schools.

### *Self-assessment*

- Look again at the 'Partnership Journey' table in the Guide to School Partnerships and select the statement which best applies to your partnership, now and in a year's time. Your plans should aim to progress your partnership activity through the 'Partnership Journey'.

## **Step 9: Building an Equitable and Sustainable Partnership**

This is about building an equitable and sustainable partnership and is, again, divided into two sections:

**Where We Are Now** – this relates to activity in the **previous year**

**Where We Want To Be** – this relates to activity planned for the **following year**

### *Sustainability and equal benefit*

- Review your responses while looking at the 'Partnership Journey' and make sure you use demonstrable examples, e.g. partnership agreement, communication plan.

### *Community involvement*

- A variety of stakeholders form your extended school communities so try to consider this question in the broadest possible terms.

## **Step 10: Sign Off and Submit**

- The school that started the application needs to submit.
- By ticking the box, you are confirming that your partner schools have had the opportunity to contribute to the application and all schools have the support of their senior management teams
- You are also confirming that you have read and accept the British Council data protection statement
- After you have submitted, you will not be able to make any further changes so make sure you are 100% happy with your application.