

TURING

SCHEME

The UK's global programme
to study and work abroad



Turing Scheme Application Guide

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Version 2.0



Answering
tomorrow's
challenges
today

The Turing Scheme is the UK programme for global educational opportunities.
The delivery partner is a consortium of the British Council and Ecorys UK.

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About the Turing Scheme

Turing Scheme

The Turing Scheme is the UK Government's scheme to provide funding for international opportunities in education and training across the world. It supports Global Britain by providing an opportunity for UK organisations from the higher education, further education, vocational education and training and schools sectors to offer their students, learners and pupils life-changing experiences to study or work abroad.

Funding is open to UK and British Overseas Territories organisations from across the education and training sector through higher education, further or vocational education and training, and schools' projects. Eligible organisations can apply for funding through the Turing Scheme for projects that offer the opportunity to study or gain work experience abroad for the 2021-22 academic year.

This funding allows organisations to provide students, learners and pupils with the chance to develop new skills, gain vital international experience and boost their employability. They can also develop a wide range of soft skills, language skills and a better understanding of other cultures. Organisations can build relationships with international peers and gain fresh ideas.

The Turing Scheme will contribute to the UK Government's commitment to a global Britain, by helping organisations enhance their existing international ties and forge new relationships around the world.

Who is this guide for?

This step-by-step guide has been produced to help organisations complete and submit applications in the 2021 round of funding. The guide is cross-sector and provides guidance for all three sectors eligible to take part in the Turing Scheme: Higher Education (HE); Further Education (FE) & Vocational Education and Training (VET); and Schools.

You should read this guide in conjunction with the Turing Scheme programme guide. The programme guide provides essential information for each sector that can participate in the Turing Scheme, including eligibility and quality assessment criteria, application procedures and formal requirements.

The programme guide can be viewed as a pdf document or accessed via the Turing Scheme website at <https://www.turing-scheme.org.uk/news/the-programme-guide-is-now-available/>.

Students, learners and pupils are not able to apply directly for The Turing Scheme and should contact their university, school, college or vocational education and training provider to find out about Turing Scheme opportunities.

Before you apply

Check your eligibility

Each sector has number of eligibility criteria that you should consider before starting your application.

Please ensure that you have read the following sections of the programme guide to assess whether your project is eligible:

- Eligible receiving organisations/applicants
- Eligible sending organisations
- Eligible participants
- Activities
- Scale and scope
- Grant rates

Safeguarding

If your project will include mobilities for students, learners or pupils who are under 18 years of age, please ensure that you have read the safeguarding section of the programme guide.

Understanding the assessment criteria

To write a successful application, it is important to understand how your application will be assessed. Please familiarise yourself with the Turing Scheme assessment criteria, which are fully detailed in the programme guide.

Register your account

To apply for Turing Scheme funding, you must first register an account on the Grant Mobility Tool (GMT). For a full guide on how to register on the Grant Mobility Tool, please refer to our dedicated guidance on the Turing Scheme webpage.

Using the form

The online application form supports the following browsers:

- Internet Explorer 9
- Internet Explorer 10
- Internet Explorer 11
- Microsoft Edge
- Firefox
- Chrome
- Safari 9+

Please make note of the following technical points before you begin your application:

- The application form can be saved at any time before completing or submitting by using the 'save' button. The save button is located at the top and bottom of each page on the application form. The form will autosave as you navigate through the form i.e., if data is entered into one section and then you move to the next section, the previous section will be saved.
- An application can only be submitted once. You cannot resubmit an application.
- You can navigate through the form using the buttons at the top of the form or the left sidebar menu.
- The form will not work with your browser's 'forward' and 'back' buttons; you should only use the buttons on the application form.

- The form will function with the use of a mouse. Users can also move through the form using the tab keys.
- You can copy text into the form from other online and offline documents.
- The form will function with the use of a screen reader.
- Please note users will be disconnected from the application portal if idle for more than 30 minutes.

Step-by-step application form guide

Introduction

Please read the introduction to the application form before proceeding to the next stage. Your application ID will be shown at the bottom of the screen - please make sure you keep a record of this.

Share application form

To share the application form with other organisations in your partnership, you must first select 'Create Project' at the bottom of the screen and enter a suitable project name (this is just for your own internal records).

Once a project name has been created, you can begin to complete the application form. You can save and exit your application form at any point. To return to the application later, simply login to the Application Portal and open the application from the 'Saved' tab or the 'My Projects' tab.

To allow other organisations in your partnership access to the application form, you must login to the Application Portal and click on the 'Share this project' button from the 'My Projects' tab. A 'project code' will be generated – you will need to share this with you partners.

Your partners will need to register on the Application Portal and navigate to the 'My Projects' tab. To access the application form they must click the 'Join a project' and enter the project code. Entering the project code will allow them to have access to read and edit the application.

If you do not want your partners to be able to edit the application form or submit it on your behalf, you can share the application in a read-only mode. To do this you must select the 'Lock Application form' button at the bottom of the page.

Project overview

In this section, you will choose the funding stream you want to apply for and provide initial details about your organisation, partner organisations and project.

1. Select the relevant sector for your application from the following three options:

- Schools
- Higher Education
- Further Education and Vocational Education and Training

Click on '*Guidance on types of funding streams*' for a breakdown of eligible sending organisations, hosting organisations and participants for each sector.

2. Title

Enter your project title.

Give your project a name. Please ensure it is relevant to your project's activities or organisation. This will not be assessed.

3. Dates

All projects will start on **1 September 2021** and end on **31 August 2022**. The Turing Scheme will fund activity which takes place between 1 September 2021 and 31 August 2022. For more information on the eligible periods for activity please refer to the programme guide.

4. Project summary

Please provide a clear summary of your project. Project summaries should be written in plain English and include information on all key elements of the project, including its context, objectives,

participant profile, activities and the potential longer-term benefits for your students/learners/pupils and your organisation. You should also explain how you will choose your destination countries and receiving organisations.

There is a 500-word limit for this section.

Organisation details

In this section, you will provide further detail on your organisation and project contact persons.

5. Organisation type

Review the list of organisation types in the presented list and select which category your organisation falls under.

6. Applicant organisation details

Enter your organisation name and address in the relevant fields.

Guidance on registration numbers:

- Registration number (if VET stream): If applicable, please include your company registration number
- Registration number (if schools stream): Please provide your Company Registration Number/DfE number (England and Wales); SEED number (Scotland) and Institutional Reference number (Northern Ireland)
- Registration number not needed for HE

7. Contact person details

Enter your contact details in the relevant fields. These details will be used by us as first point of contact for your application.

8. Legal representative

Enter your legal representative's details in the relevant fields. A legal representative should be the person who is authorised to enter into a legally binding commitment on behalf of your organisation. We strongly recommend that the person acting as the legal representative is different from the contact person for the applicant organisation. Please ensure that the legal representative's details are consistent throughout the application form.

There is a 500-word limit for this section.

9. (Schools and FE/VET only) Are you submitting this application on behalf of a national mobility consortium?

Select Yes or No. For more guidance on national mobility consortia, please check the eligibility criteria of the programme guide.

10. (Schools and FE/VET only) Does your project have a partner organisation(s)?

A project partner is an organisation you are visiting as a part of the mobility placement. No funding will be allocated to the partner.

If 'Yes,' please select the 'add partner organisation' button, and then enter their details in the fields of the pop-up box. You will also need to indicate whether this is a new partnership and whether it is a continuation of a previous international mobility project.

Positive impact

This section will cover driving positive impact and value for money. You should address these themes as part of your answers.

There is a 500-word limit for each narrative answer in this section.

11. What are the aims and objectives of your project and how do they link to your institution's/organisation's current priorities?

You will be asked to describe your project's aims and objectives and how your planned activities will achieve these. Your response should clearly explain how these activities relate to your organisation's current priorities.

This section requires specific information about your organisation's needs, plans for international engagement activities, and the strategic development goals of your organisation. These need to be directly linked to the content of your project's objectives.

The planned activities must be relevant for individual participants and for the organisation.

The application should be clearly relevant to the Turing Scheme policy priorities and clearly fall within the scope of the educational sector as well as address appropriate target groups.

12. Please describe how your project will further impact/benefit learners?

You will be required to describe how your project will impact participants.

Examples could include improved knowledge, newly acquired or developed skills and changes in attitude or behaviour. These outcomes may have a further impact on their employment status, role delivery, ability to access further education, wellbeing or lifestyle.

This should include the likely impact on participants in areas such as educational attainment, social mobility, soft power, exposure to new ideas, research and innovation, that will be developed with a view to improving their personal development and employability. Also explain how the projects outputs in these areas link to the identified needs of the participants.

You should also explain how you plan to verify and measure this impact. To do this you can use systems such as SMART objectives, where your project objectives are specific, measurable, achievable, realistic, and timebound.

13. What kind of learning outcomes do you expect participants to acquire?

You should explain the expected outcomes for learners as a result of the proposed activity. This should include a clear description of the learners' needs the project is designed to address, how the activities will address them and how outcomes will be verified and measured.

You should consider carefully how the learning outcomes for learners meet their needs and are consistent with the project's overall aims and objectives.

For longer term activities, you should address how the extra duration represents value for money, and how the learners would achieve higher level or different competences compared to a short term placement.

14. Describe how you will review mobility placements with a view to continuous improvement?

Please include details on the process you will follow to review whether an activity has met the required aims. You should outline your methods for evaluating the outcomes of the project and how you will ensure its lasting impact.

You need to detail the evaluation activities that you will undertake to ascertain if the project has achieved its objectives. Evaluation should be an ongoing process and should be incorporated into the management processes to help establish baselines and highlight areas for quality management. For example, evaluation may take place after the first international activities to see if any improvements can be made for the next activities.

15. How does the project present value for money for the taxpayer?

What will the impact of Turing funding be on the participants and provider, and the opportunities you can make available? You should include information on why the proposed activity would not be possible without this funding.

You should provide detail of any economic benefit the project will provide to your organisation and participants in the short, medium and long-term. It is also a chance to demonstrate how the funding from the Turing Scheme will offer new or additional opportunities that the organisation has not previously been able to access.

International engagement

This section will cover the international scope of your project. You should demonstrate the quality or potential of your partnership, and its commitment to strengthening UK-international relations.

There is a 500-word limit for each narrative answer in this section.

16. How will the project increase the international scope of your organisation?

Please provide details of your organisation's international strategy/policy, and how the planned outcomes of the project will help you to achieve/address specific elements within it.

Additionally, and where appropriate, include how the project's participants will share the best practice and the knowledge and skills acquired during and after the international activities. Be clear on how the knowledge/skills/project outputs, for example new methodologies, improvements or training, will be integrated into everyday activities in your organisation, community, region or sector.

17. How will the project enhance existing partnerships and encourage new relationships across the world?

Please explain how the project will benefit current partnerships if you have existing international relationships with overseas partners. Please explain how your project will help to forge new links globally, providing details of existing or potential partner organisations, and what benefit they bring to your organisation, your learners, and your wider sector.

18. Explain why you have chosen the destination countries and what partnerships you will have in place?

You should provide clear reasoning on why you have chosen these specific partnerships and locations. Explain how your planned activities will address both the learners' and organisation's needs and achieve your project objectives.

The proposed activities should have greater potential value than similar training offered in the UK and should contribute to increasing the international dimension of the applicant organisation.

Please explain why you have chosen these partner organisations. If you have previously worked with an organisation, please provide the history behind the partnership. There should be a coherent link between the Turing Scheme objectives, the project objectives and the composition of the partnership.

19. What will be the responsibility of the partners and how will you successfully engage with them to ensure the project's outcomes are met?

For FE/VET & Schools: Please explain the role of each partner in the project and how duties will be assigned amongst the partner organisations. A focus on how the responsibilities have been distributed is important and there should be a balance based on organisational capacity and expertise, which should focus on quality project delivery.

You should include details of how and when you plan to communicate with your partner organisations and how the performance of the project will be assessed. Good cooperation between partners is essential for a successful international project, so it is vital that you demonstrate the plans you have in place for project delivery and how these methods will work in practise.

You will need to include information regarding what each of the partners will bring to the project in terms of their expertise, skills and experience of working with the identified target group.

For HE: Please provide information on the agreements you have (or will have) with partners and what roles and responsibilities they will have. If agreements are still to be decided, please provide detail on how this will be agreed. Also explain how the partnerships will be monitored during the project, how you will communicate with your partners, and how you will evaluate the success of the partnerships.

You should include details of how and when you plan to communicate with your partner organisations and how the performance of the project will be assessed. Good cooperation between partners is essential for a successful international project, so it is vital that you demonstrate the plans you have in place for project delivery and how these methods will work in practise.

You will need to include information regarding what each of the partners will bring to the project in terms of their expertise, skills and experience of working with the identified target group.

20. Are any of your activities with a reciprocal international mobility partner?

Select Yes or No.

Reciprocal partnerships can include simple activities such as overseas individuals travelling to the UK as part of the partnership. Reciprocal activities don't need to be of similar scale and it is recognised that you may not have final details at this stage.

Please select 'Yes' if you will have, or expect to have, a reciprocal partnership. Selecting 'Yes' will lead to the question "How many reciprocal participants do you expect to receive?" appearing. Please enter the confirmed or estimated number of participants.

21. Are you looking to have continued and sustained partnerships with the international partner(s)?

Select Yes or No. Your answer will not be assessed.

Design of project plan

This section will cover the design of your project plan and the implementation and monitoring of activities. You should provide a justification for any decisions made as part of your project plan. Activities should be clearly defined, comprehensive and realistic.

There is a 500-word limit for each narrative answer in this section.

22. How will you manage the practical arrangements for mobility including the management and support of mobility participants?

Please describe how practical and logistical arrangements will be managed as part of your project, for example plans for travel and accommodation. You should include justification for any information included. This should also include any risks you have identified as part of these plans and how you will mitigate them.

You will need to demonstrate how your organisation will put in place effective processes to manage the project funding in a transparent and accountable manner. It is very important to demonstrate the capacity of your organisation to manage the project. It is strongly recommended that you, as the applicant organisation, describe the administrative and financial structures across the partnership.

Please describe the process you have established for agreeing roles and responsibilities with partners in order to ensure quality learning outcomes, as well as good administration and delivery of the project.

23. How will you monitor performance against your plan during the project lifecycle: preparation, implementation and follow up?

Describe your strategy for monitoring performance. This could include how you will measure progress, what monitoring activities will take place and how often.

You should aim to cover the following areas: What are your measures for progress? How will you record progress? Who is responsible for monitoring performance? How often will you measure progress? How will you deal with any issues identified?

24. What kind of preparation will you offer participants in mobility activities?

Outline how you will help your participants to prepare for their mobilities so that their participation meets their own individual needs (for example, linguistic support, technical preparation) and helps the project meet its objectives.

You will need to describe the practical and logistical support that participants will receive in advance of their placement, providing as much detail as possible with regards to who will arrange the participants' travel, insurance, visas (if applicable), and accommodation.

You will be responsible for ensuring that your participants are fully prepared before they go on their placement abroad. Within your application, you will need to describe the pedagogical, cultural and linguistic preparation that learners will receive to ensure that they will be ready to live and work in a different environment and in a different country. You should ensure any linguistic or cultural preparation is relevant and appropriate to the learner's course as well as proportional to the length of placement.

It is important that preparation is relevant to the target group and that it takes place in the UK, prior to the participant's departure.

25. How will you use learners' feedback in future placements and/or projects?

Describe your plans for how any post-activity feedback received from learners will be captured and how it will be used.

Participant feedback should be incorporated into your evaluation strategy, which should be an ongoing process.

You should outline your feedback methods, providing a methodology as to how you will collate this data. Importantly, you should describe how you will maintain contact with participants after they have completed their international activity.

Widening participation

This section is about how your project supports social mobility. You should aim to explain how you will ensure that learners from all backgrounds can participate and benefit from the scheme.

There is a 500-word limit for each narrative answer in this section.

26. Describe how this project is reaching those with fewer opportunities or additional educational needs?

Here you will outline your plans on how you will ensure opportunities are available for groups of learners who are currently underrepresented in mobility programmes.

You should clearly define any target groups you have identified and explain why this target group is relevant to the goals of your project. You should also describe how you intend to work with and support learners from disadvantaged backgrounds. You should also indicate any related challenges for your organisation and how you will address these.

Widening access to disadvantaged groups is a focus of the Turing Scheme. For the precise definition of the term under the Turing Scheme please refer to the programme guide.

27. Describe how you will promote and advertise the opportunities available to learners through this project. How will you ensure your project's selection process is fair and offers equal access to mobility placements for all learners?

You should include any relevant details of how you are identifying participants to take part and the methods used to recruit them.

This could include information about any promotional campaigns, including specific forms of communication, target areas and timescales.

Please describe the arrangements you will make to ensure a fair and transparent selection process, and how individuals will be selected to take part.

It is important to decide what criteria will be used during the selection stage so that the individuals who may benefit the most are selected. For example, the applicant organisation may want to ask potential participants to write a motivation letter expressing their interest and showing commitment to the programme. The applicant organisation may also decide to have an application form and/or an interview process. A thorough selection process may also reduce participant withdrawals at a later stage.

If the participants have already been selected, you will need to describe the selection criteria used in the application form.

You should also address here how you will ensure participants are eligible under the requirements of the Turing Scheme set out in the programme guide.

If your project is working with participants from disadvantaged backgrounds, you should explain how your selection process will include provisions for these participants to mitigate the obstacles they face.

28. How will you support disadvantaged participants, participants from underrepresented groups or those with additional educational needs while on their international mobility placement?

Please describe how you will ensure that these participants' needs are met and what measures you will take, for example, arranging suitable accommodation. Additional support can be critical to ensuring that people from disadvantaged backgrounds get the full benefit from their international activities. It is therefore imperative that organisations working with people from these backgrounds use extra resources to support them fully.

Project activities

This section gives you the opportunity to provide a detailed description of your project activities. The information you include in this section will automatically generate your **Project Plan**. This will provide you with a schedule for your project, including points for requesting payments from the Delivery Partner and your activity start and end dates.

29. Select the number of months that you will have mobilities starting in. This will then be your number of activities.

Within each activity you will then be able to provide details on the mobilities that will start that month, where the learners will go, how long they will be abroad for, and any additional costs that you would like to apply for to support the mobilities.

This guidance uses the example of one selected activity only, therefore a section on 'Activity One' will be created for completion as explained below. If you select more than one mobility activity, the corresponding number of activity sections will be created for completion.

Activity one

30. Activity start month

Select the month and year your activity will start.

31. Point of expenditure

You must indicate how far in advance you will need to receive funding prior to each month in which you will have an activity starting, based on when you will start spending funding. This anticipated point of expenditure can be up to three months before each activity is due to begin. The number and frequency of payments related to activities will depend on the number of activities included in a project. These costs are paid at activity level with 80% of the funding for each activity paid at the anticipated point of expenditure.

Please see the Turing Scheme programme guide for full details on how payments are administered to beneficiaries. The information you provide here will be automatically populated in your **Project Plan**.

Please note: if an activity starts in September or October, August is the earliest point at which you can receive payment.

32. Activity one summary

The summary should outline one activity. The outline should provide details of:

- the mobilities that will start during the activity start month.
- what participants will do as part of the activity
- activity aims and objectives

- where the project activity will occur
- how many people are expected to attend the activity
- the duration that the activity will last

The summary will be assessed based on the likely impact the activity will provide for participants and value for money.

You need to outline the activities that will be organised for each target group of participants, ensuring that activities are relevant and realistic, and describe the role of each partner. Where applicable, you must outline how you intend to co-operate and communicate with partners and other stakeholders.

You will also need to detail the role of each of the partners, how participants' progress will be monitored during their placement (if applicable) and who will be responsible for monitoring their work. Below, we have provided you with a few questions to help you begin answering this question:

- What will learners do whilst they are abroad? What is the agenda for the activity?
- What is the rationale for including these activities? Why these activities in particular?
- How will this approach help your organisation achieve the overall project objective?
- Will learners engage in any extra-curricular activities in their spare time whilst on activity?

If you are applying for exceptional travel funding, please provide your justification and breakdown of the claim here. In the case of FE or VET activities, if applying for mobilities for five to 13 days for participants with special educational needs and/or disabilities, please provide the justification here.

There is a 500-word limit for this section.

33. Cost of living

Cost of living are expenses directly linked to the subsistence of participants during the activity for the duration of the stay per participant. This will be calculated automatically based on the information you provide regarding the number of learners/accompanying safeguarding staff, the duration of the activity and the receiving country.

Click on 'Guidance on the cost of living table' for further information.

Click on 'add cost of living'.

First, you must enter the type of activity you want to carry out. Note that the options that appear here vary depending on which sector you are applying for.

For HE you can select:

- Learner Mobility Traineeship
- Learner Mobility Study

For FE and VET you can select:

- Studies Mobility
- Traineeship Mobility
- Skills Competition

For Schools you can select:

- Pupil Short-term Mobility
- Pupil Long-term Mobility

For each sub-activity, please provide the details of the destination country and duration of mobility, the total number of learners (including those with special education needs and disabilities (SEND) and from disadvantaged backgrounds), and then, separately, how many of those learners are classified as SEND or disadvantaged.

If you are applying for funding for a schools, FE or VET mobility, please also include the number of accompanying safeguarding staff as relevant. If there are no accompanying staff taking part in your project, or they are not applicable to your sector, you must enter '0' rather than leave the field blank, otherwise you will receive an error message.

The application form will not allow you to enter a duration that extends beyond August 2022, as payments will not be made in relation to activity that extends beyond this date.

Please note: For HE, if you have an activity in one location with mobilities of different durations, please select the average duration for the activity, for example, if there are six mobilities taking place in France, three of which are three months and three of which are five months in duration, you should select four months. Any activities lasting eight weeks or under should be included in a different activity with its own average duration.

Once you have entered this information, this will populate the cost of living table. The 'group' and 'total requested' will populate automatically as below.

Learner participants	Accompanying participants	Duration (days)	Group	Country	Total requested (£)	
3	0	60	Group 1	Bahrain	532	Change Remove

34. Additional costs

Additional costs for your project can consist of the following:

Disadvantaged uplift

Participants from disadvantaged backgrounds on a higher education placement will receive a higher cost of living grant. For more information on how disadvantaged groups are defined within each sector, please refer to the programme guide.

Exceptional travel

The Turing Scheme will provide financial assistance towards expensive travel by exception.

Exceptional costs are calculated on an actual cost basis and are specifically for any additional costs incurred to support the participation of disadvantaged participants. Funding covers costs such as passports, visa, insurance, appropriate clothes, luggage, as necessary.

Additional educational needs support

For those with special education needs and disabilities (SEND), the scheme will fund up to 100% of actual costs for support directly related to their additional needs. The term SEND refers to students with special educational needs (SEN), including those whose SEN arise because they have a long-term disability that has a substantial and long term effect on the ability to do normal everyday tasks or are in receipt of Disabled Student Allowance.

Please note: The criteria for additional costs can vary between different sectors of the programme, so please ensure you read up on the relevant budget section in the programme guide to ensure you do not enter any ineligible additional costs for your project.

Click on 'add additional cost'. Please select the individual cost type, and the total amount being requested. Once you have entered this information, this will populate the additional cost table. The 'total available' column will populate automatically (as below):

Additional costs

▸ Guidance additional costs

	Type of additional cost	Cost requested	Cost per participant	Total available (£)		
1	Additional educational needs support	100	100	100	Change	Remove

35. Travel

This section will calculate the cost of any travel as part of the activity.

Click on 'guidance on travel costs', located above the travel costs table toward the bottom of the page, for a breakdown of cost estimates for total distance travelled during the activity per participant.

On the cost of living table, click on 'add travel cost'. Select the number of learner participants and the distance estimate for the activity (please see programme guide for guidance on calculating distance). Once you have entered this information, this will populate the 'travel cost' table. The 'total requested' column will automatically populate as below:

Learner participants	Accompanying participants	Distance band	Total requested (£)		
22	0	500-1999km	5500	Change	Remove

Please note: Travel costs distance bands are a straight-line calculation. Funding is provided for an individual's round trip, so you should not enter travel funding requests twice for individual participants.

36. Organisational support

This section will calculate the organisational support funding total for your project. Funding is allocated at a fixed sum per participant, £315 is provided for a project's first 100 participants, and £180 from the 101st participant onwards.

From the drop-down box, you will need to enter your anticipated point of expenditure. You will need to request it based on the month in your project plan when you will first start incurring organisational support costs. This information will be used to trigger the payment of your organisational support budget.

Organisational Support funding will be paid following the signing of the grant agreement for your project and based on your anticipated point of expenditure. The information you provide here will be automatically populated in your **Project Plan**.

You will need to provide an overview of the types of expense organisation support will go to, this refers to any costs directly linked to the implementation of the project (excluding travel, cost of living for participants, and additional costs). It may be used to cover costs related to the selection and preparation (pedagogical, intercultural, and linguistic) of participants, the monitoring and supporting of participants during the activity and the validation of learning outcomes. You can, where relevant, share organisational support funds with partner organisations that incur costs.

To add the costs to your project, select the 'add organisational support' button, and then enter the number of participants in your project, this will then automatically generate the budget.

37. Check activity summary

This section will automatically populate based on the previous information you have provided on this activity. Please ensure that you have carefully reviewed this summary before moving on to the next section.

38. Check budget summary

This section will automatically populate based on the various costs you have outlined for this specific activity. Please ensure that you have carefully reviewed each budget summary before moving on to the next section.

Project plan

This section gives you the opportunity to provide a detailed description of your project activities. The information you include in this section will automatically generate your **Project Plan**. This will provide you with a schedule for your project, including points for requesting payments from the Delivery Partner and your activity start and end dates.

39. Check project plan

Your Project Plan is an automatically generated schedule for your project based on the information you have provided for each activity. It provides:

- key dates for your project
- start and end dates for activities
- organisational Support payment dates
- activity funding dates for requesting payment

2021	September	October	November	December
Project dates	Project start 01/09/2021			
Organisational support Grant request £1575	Applicant organisation to be paid in 09/2021			
Activity one Grant request (unit cost) £5900	Applicant organisation to be paid in 09/2021 Payment request to be made by 31/08/2021		Mobilities start 11/2021	

Organisational Support funding will be paid following the signing of the grant agreement for your project and based on your anticipated point of expenditure. The earliest point a payment can be made to you is August 2021.

Please note that **you need to request payments** related to activities from the Delivery Partner according to the schedule in your Project Plan.

For all other costs associated with your mobility activities, the earliest you can be paid is August 2021. This is because of assessment timeframes and the need for contracting to be completed, and your grant agreement to be signed, before first payments can be made. Therefore, if you have selected an anticipated point of expenditure before August 2021, it has been automatically adjusted in your project plan.

Please make sure you check your Project Plan thoroughly before continuing.

Privacy notice

40. Privacy notice

Ensure you read the privacy policy in this section, which gives a detailed explanation of how we will use the information you have provided on the form.

Once you have read this section and if you agree with its content, please select the 'I confirm that I agree to this privacy policy' box.

Please note, you will need to complete this section before you can view either the Declaration or Summary pages,

Declaration

This section is for the legally authorised representative of the organisation to digitally sign a declaration of honour. The named undersigned individual that will provide signatures for this form must be the person legally authorised to sign on behalf of the applicant organisation.

If the legal representative, applicant organisation or project title shown in this section is incorrect, edit the information you have provided in the 'general information' section.

If total requested grant value shown in this section is incorrect, edit the information you have provided in the 'budget' section.

41. Declaration

Please read the declaration carefully. If the legal representative, applicant organisation or project title shown in this section is incorrect, edit the information you have provided in the 'general information' section.

If the total requested grant value shown in this section is incorrect, please edit the information you have provided in the 'budget' section.

42. Select the statement that applies to the organisation you represent

Please select whether the organisation you represent is a public body or a private body.

43. Signature

If you are satisfied with the information included in the declaration, please click the 'sign' button to digitally sign the form.

44. Verification

Once you have clicked to digitally sign the form, a new screen will automatically display for you to verify the digital signature. The information displayed is automatically populated from information you have previously provided on the form. If you are satisfied with the displayed information, click 'verify'.

Summary

This is your opportunity to check all aspects of your application before you submit. This is important as applications **may not be resubmitted** as we accept the first submission of an application as final.

45. Check summary

Please check the summary thoroughly.

46. Submit application

Only once you are satisfied with all aspects of your application should you submit your form. Please click the 'submit application' button to do this.

Post-submission

After submission

Once you have submitted your application you will receive an automated acknowledgement email. If you have not received this within four weeks of the deadline, then please get in touch to check it has been received successfully by e-mailing the Turing Scheme helpline at:

Turing.scheme@britishcouncil.org for Schools and HE; or

Turing-scheme@ecorys.com for FE/VET.

All applications are checked for eligibility against the criteria set out in the programme guide. A Project Assessment Board will determine the final list of projects to be funded.

Successful applications will be informed of the outcome by e-mail, after which the contracting process will commence.

Results notification

Application results will be issued to applicants from all sectors via email in July 2021.

If, once you have received the notification email from the Delivery Partner, you believe the Delivery Partner has not followed the correct procedures or has made an error, and you wish to appeal the decision made by the Delivery Partner in relation to your application, you should refer to the appeals and complaints information in the programme guide.

How will funding be received?

The Turing Scheme operates on a payment at the point of expenditure basis. These payment points will have been identified within your project plan.

All Turing Scheme grants are paid in pounds sterling (GBP). Therefore, it is recommended that you use GBP bank accounts. If accounts in other currencies are used, there is a risk of losing money from exchange rates.

Other bank account conditions include the following:

- Account holder and account name. These must be in the name of the organisation (not an individual).
- IBAN Number. It is mandatory that the IBAN number for your bank account starts with 'GB' for UK bank accounts or the account will not be able to receive payment.
- The branch address must be in the UK.

Further help and advice

The Turing Scheme website (online at <https://turing-scheme.org.uk>) provides a comprehensive overview of all aspects of the programme. The website has pages dedicated to each sector of the programme and each phase of a project lifecycle. Application and project related queries will be covered by the content of the website. All guidance documents will be accessible to view and download from the site.

Turing Scheme helpline e-mail: If you have a query that cannot be resolved by the guidance content on the website, you can get in touch with us by e-mail:

Turing.scheme@britishcouncil.org for Schools and HE; or

Turing-scheme@ecorys.com or FE/VET.

Support webinars: We will be delivering a series of sector-specific application support webinars prior to the application deadlines. Some of these will be recorded and available to view via the Turing Scheme website. We strongly recommend you watch any which are relevant to your organisation before submitting your application.

Online newsletter: Please sign up to our newsletter to be kept up to date with the latest funding deadline reminders, news items, printed and digital resources as well as case studies and much more.

IMPORTANT NOTE: Any information, advice and guidance regarding the Turing Scheme should be sought directly from the Delivery Partner. The Delivery Partner does not take any responsibility for incorrect information provided about the Scheme by other organisations. Additionally, the Delivery Partner will only communicate with the applicant organisation during the application process, and if the application is approved. Any organisations claiming to broker agreements between you and the Delivery Partner should be avoided, as we will not liaise with any third party organisation regarding any aspect of your project.