

# CONNECTING CLASSROOMS

## Connecting Classrooms through Global Learning

### Application Guidance - Grant Mobility Tool (GMT)

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#### Recommendations

When using the Grant Mobility Portal (GMT) it is essential that you do not use your internet browser 'back button'. GMT is not designed to work with the browser back button and you should use the commands displayed only within the screen.

For optimal performance, we would recommend that the Grant Mobility Portal (GMT) is accessed using FireFox or Chrome.

Should you encounter any problems with the Grant Mobility Tool (GMT) or have any queries relating to your application, please email: [schools@britishcouncil.org](mailto:schools@britishcouncil.org)

#### Important information – when saving an application

An application form can be saved at any time before completing or submitting it. In order to save the form and complete it later, click on the 'Save' button at the top or bottom of the page. The form is also automatically saved as you navigate through the pages. **Please note** It is not possible to re-start an unsubmitted application beyond the application deadline of the round it was initiated in. Please ensure that you keep an offline copy (for example by downloading a pdf of the unsubmitted application) if you wish to use this information in a subsequent round

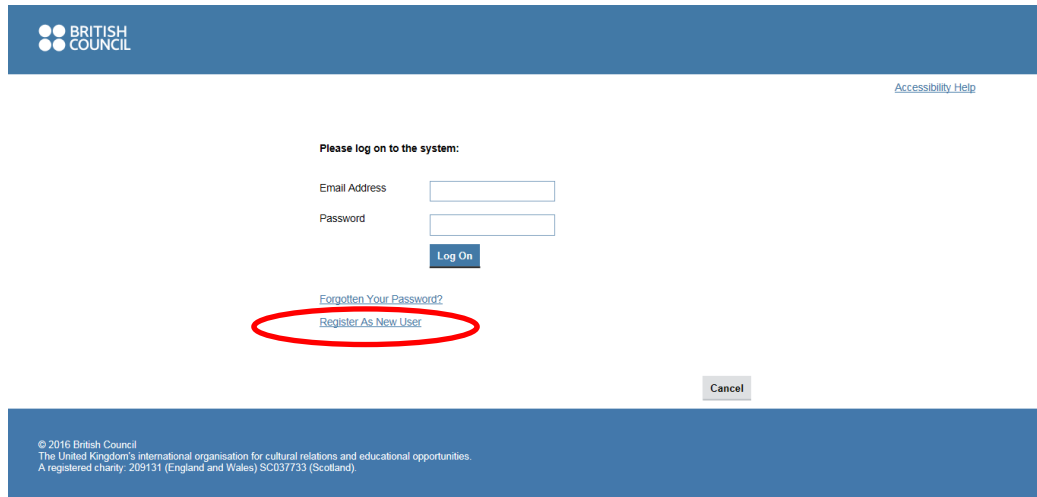
## 1. Account Registration

In order to access the Connecting Classrooms through Global Learning application, you must first register as a user on our Grant Mobility Tool (GMT).

The GMT applications portal can be accessed here:

<https://apply.gmt.britishcouncil.org/outreach/workbench.ofml>

### a) Select 'Register as a new user'



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Accessibility Help

Please log on to the system:

Email Address

Password

Log On

Forgotten Your Password?

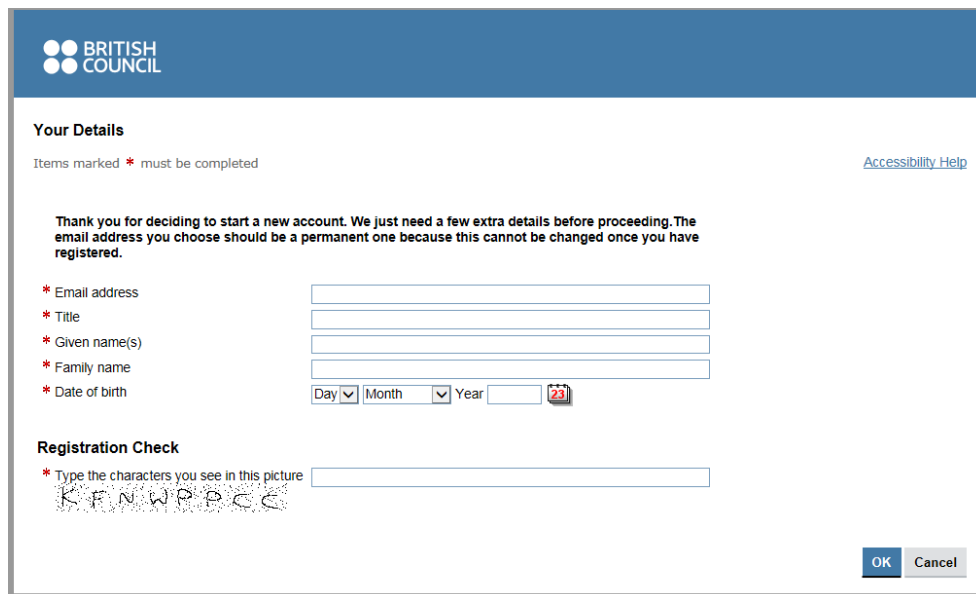
Register As New User

Cancel

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A registered charity. 209131 (England and Wales) SC037733 (Scotland)

### b) Complete the 'Your Details' section then select OK.

**Please Note:** once registered, your email address will form your username login and cannot be change.



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Accessibility Help

**Your Details**

Items marked \* must be completed


Thank you for deciding to start a new account. We just need a few extra details before proceeding. The email address you choose should be a permanent one because this cannot be changed once you have registered.

\* Email address

\* Title

\* Given name(s)

\* Family name

\* Date of birth Day  Month  Year  

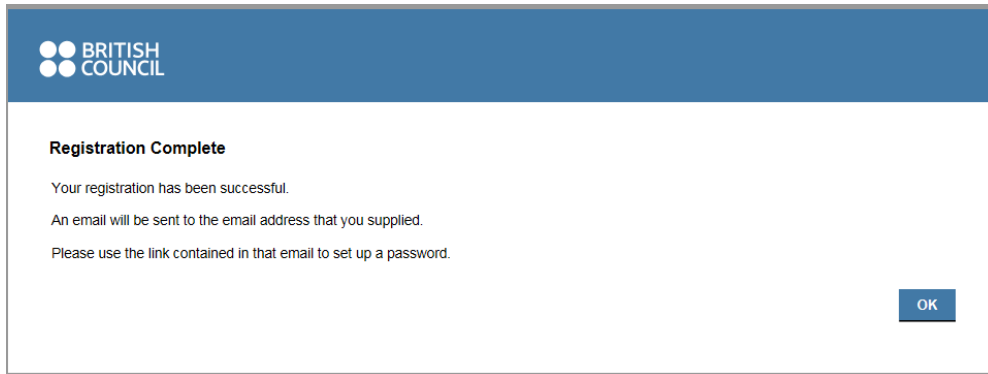
**Registration Check**

\* Type the characters you see in this picture

KFNWPBCC

OK Cancel

### c) On the 'Registration Complete' screen, select OK. An automated email will be generated to the email address you provided in the 'Your Details' screen.

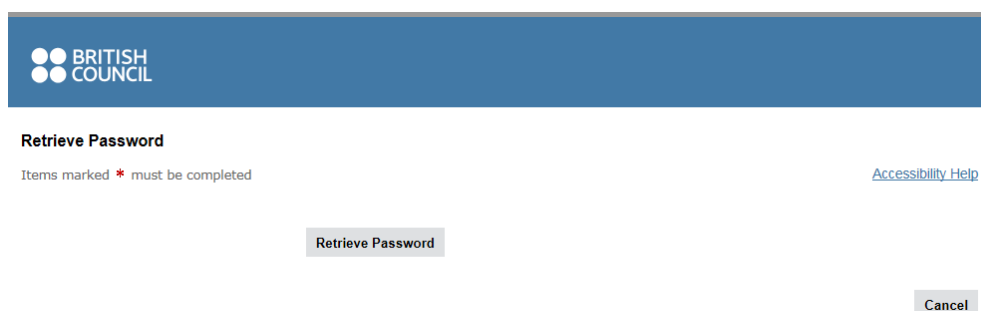


d) Check your email inbox. Click on the link provided in the body of the email.

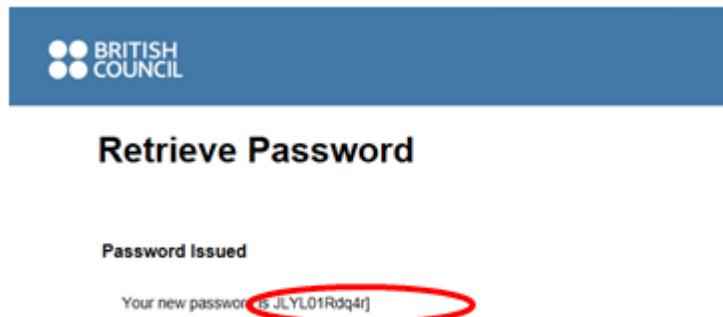
**Please note:** Do also check your spam/junk folder in case the email has filtered into those categories.



e) Once you have opened the link, please select 'Retrieve Password'

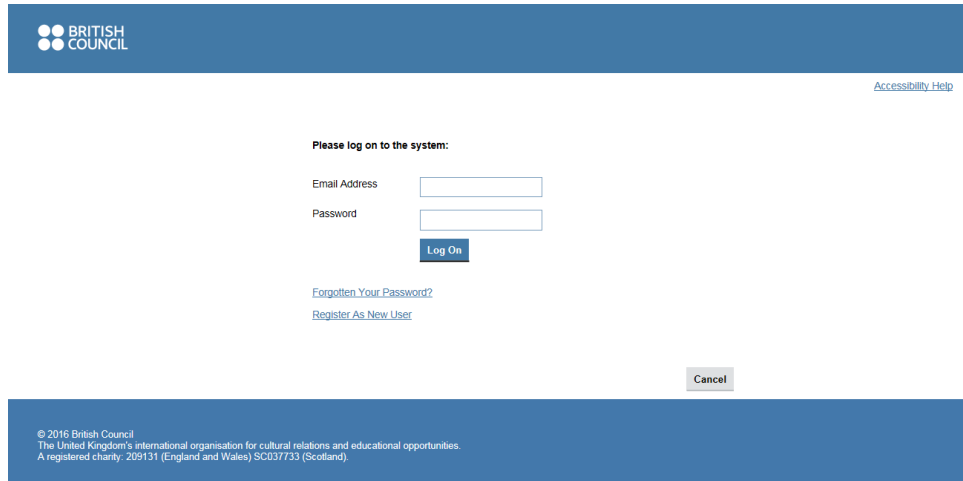


- f) You will be issued with a temporary password. Please copy the text or make a note of the characters.



- g) Open a new tab, or return to the applications portal:  
<https://apply.gmt.britishcouncil.org/outreach/workbench.ofm/>

- Email address – insert the email address you provided in ‘Your Details’
- Password – paste/type in the temporary password that has been provided to you.
- Select ‘**Log on**’



- h) You will be prompted to change your temporary password to a preferred password of your choice.

- Paste/type in the temporary password provided into the ‘**Current Password**’ field.
- Type a new password into the ‘**New Password**’ field and repeat in the ‘**Repeat New Password**’ field.
- Select ‘**Log on**’

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Outreach Workbench

Accessibility Help

Cancel

**Password Change Required**

Please supply a new password before proceeding

Please choose a password that is at least 8 characters long and contains a mix of upper and lower case letters, numbers and at least one symbol

Current Password

New Password

Repeat New Password

Log On

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A registered charity, 209131 (England and Wales) SC037733 (Scotland).

- i) You now have access the British Council Grant Mobility Portal (GMT) and can start your Connecting Classrooms through Global Learning application.

## 2. Applicant Dashboard

Once you have logged into the GMT applications portal, you will be presented with a 'Dashboard' area consisting of 5 tabs.

- **New Tab** – All British Council programmes which are currently accepting applications via the Grant Mobility Portal (GMT) will be displayed here.
- **Saved Tab** – Once you have started an application, you can save this at any time before submitting. Your saved applications can be accessed here.
- **My Projects Tab** – If you are named in an application and the lead applicant has given you access to view/contribute towards the application, here you can enter the 'project code' provided by the lead applicant in order to gain access to the application.
- **In-tray** – if you have been given access to the application to make a contribution, you can access the application here.
- **Search Tab** – A search history of all of your submitted applications.

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Chamali Sam Details | Accessibility Help

**British Council Applications Portal**

New Saved My Projects In Tray Search Logout

Apply for an International Skills Partnership Grant	International Skills Partnership Grant Application 2016. If you wish to apply for an ISP Grant application, please complete and submit this application by 10th June 2016.
Apply for a SPHEIR programme partnership	SPHEIR programme partnership Grant application 2016. If you wish to apply for a SPHEIR Grant application, please complete and submit this form by 26 July. <NOTE - this text can be updated and set on the LIVE server to any text of your choice>
Inform us of a name change	If your name or title has changed please use this link to update your details. NOTE: This will update your details with British Council, however will not update any applications in progress. If your application is successful, British Council will use your updated details moving forwards.
Apply to be an English Language Assistant	"Expired - for testing only" Language Assistants Application 2016 / 2017. If you wish to apply for the Language Assistants programme for placements in 2016/17, please complete and submit this application by 17 January 2016.

## 3. Starting an application

- a) Login to the Grant Mobility Portal (GMT)

<https://apply.gmt.britishcouncil.org/outreach/workbench.ofml>

- b) Select the 'New' tab in the dashboard area.  
c) Scroll down the list until you locate 'Connecting Classrooms through Global Learning'

Interest in IAESTE Offers by 11:59pm on Thursday November 29, 2018.	
Language Assistants Application 2019 / 2020	Language Assistants Application 2019 / 2020. If you wish to apply for the Language Assistants programme complete and submit this application by 11th February 2019.
<b>Connecting Classrooms through Global Learning</b>	Connecting Classrooms through Global Learning one-to-one and cluster grant application
Language Teacher Training Scholarship 2019/20	Language Teacher Training Scholarship 2019/20. If you wish to apply for a Language Teacher Training Scholarship complete and submit this application by 11th February 2019.

- d) Click on the link to open the application and you will be directed to an 'introduction' page  
e) Read through the 'introduction' to familiarise yourself with the programme guidelines. Click 'Next' to move onto the next page of the application form  
f) You can 'save' your application at any point before submission. Please select the 'save' button

The screenshot shows the British Council logo at the top left. The page title is 'Connecting Classrooms through Global learning'. Below the title, there is a navigation bar with buttons: 'Print a copy', 'Spell Check', 'Save' (circled in red), 'Exit', '<< Back', and 'Next >>'. A sidebar on the left contains links for 'Introduction', 'Share Application Form', and 'Partnership type'. The main content area is titled 'CONNECTING CLASSROOMS THROUGH GLOBAL LEARNING GRANT APPLICATION' and includes sections for 'Guidance for applicants' and 'Instructions on how to fill out the form'.

## 4. Completing an application

### Sharing an application

- a) Applications should be completed as a joint endeavour in collaboration with your partner school(s) Follow the instructions on the 'Share Application Form' screen to share the application form them.

## Connecting Classrooms through Global learning

### Share Application Form

Print a copy Spell Check Save Exit << Back Next >>

Items marked \* must be completed

✓ Introduction

Share Application Form

Partnership type

Applications must be completed as a joint endeavour between UK and overseas participating schools. We expect to see strong evidence of collaboration and joint working.

An application must be initiated by a UK school. Other schools in the partnership are encouraged to contribute to the application form.

In order to share the application form with other schools in your partnership, you must first select 'Create Project' below 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 at a later date, simply login to the [Application portal](#) and open the application from the 'Saved' tab or the 'My Projects' tab.

To allow other schools 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 your partner schools.

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 below.

Create Project

Lock Application Form

Unlock Application Form

Print a copy Spell Check Save Exit << Back Next >>

- b) Select the 'Create Project'. You will be prompted to enter a name for your project (Partnership name) *for example* 'Liverpool/South Africa cluster'. Select OK.

The screenshot shows the 'Create Project' dialog box within the 'Share Application Form' section. The dialog box has a blue header with the British Council logo and the text 'BRITISH COUNCIL'. Below the header, the title 'Create Project' is displayed. There is a link for 'Accessibility Help'. A note states 'Items marked \* must be completed'. A text input field for 'Project Name' contains the placeholder text '[Type your project name here]'. Below the input field, there are two paragraphs of text: 'When you create a project it will be added to the My Projects tab. You will then be able to track the project's progress.' and 'You can generate a code to share your project with other people, which will let them edit and submit all project tasks.' At the bottom right of the dialog box, there are 'OK' and 'Cancel' buttons. The background shows the 'Share Application Form' page with the 'Create Project' button highlighted.

- c) You now have two options to choose from: -

- **Lock Application Form** – This will allow you to share your application with your partner school(s) in a ‘read only’ mode. They will not be able to make any amendments to the content of your application.
- **Unlock Application Form** – You should select this option if you would like to share your application with your partner school(s) and would like them to contribute to and/or amend the application form.
- Select **‘Next’** to move onto the next page of the application

**Please note:** The application form can be locked or unlocked at any time before submission

## Partnership Type

- d) You should select the partnership type which is applicable to you and funding you are applying for. Each selection will display a different application form and it is essential that you select the correct type.

[Hayley Coyne Details](#) | [Accessibility Help](#)

### Connecting Classrooms through Global learning

**Partnership type** Print a copy Spell Check Save Exit << Back Next >>

Items marked \* must be completed

- ✓ Introduction
- ✓ Share Application Form
- Partnership type

There are two options for partnership composition that can be considered for grant funding:

- **Cluster** (a group of 4 or more institutions of which at least 2 must be in the UK and 2 in another participating country (or countries): Applicants can apply for grant funding to support global learning, training and reciprocal visits.
- **One to one** (one UK institution linked with one overseas institution in a participating country):

\* Please select the partnership type applicable to you.

Cluster

One to one

- e) Once you have made your partnership type selection, select **‘next’** to navigate to next page of the application form.

## One-to-one application form

- f) On the left hand-side of the one-to-one application screen, you will see list of options. Each title in the menu relates to a specific section of the application form. You can select any title and it will navigate to that section of the application form. Once each section of application has been fully complete, a tick will appear at the side of the menu titles.



## Connecting Classrooms through Global Learning

### About your UK School

Print a copy Spell Check **Save** Exit << Back Next >>

Items marked \* must be completed

✓ Introduction	<b>About your UK School</b>	
✓ Share Application Form	One UK school linked with one overseas school in a participating country	
✓ Partnership type	<b>Organisation details</b>	
○ One-to-one partnership	* School	<input type="text"/>
○ UK School	* School type (e.g., community school, academy, special school etc.)	<input type="text"/>
○ Overseas school	* School international co-ordinator name	<input type="text"/>
○ Collaborative Project	* Job title	<input type="text"/>
○ Teacher development	Non-UK address	<input type="checkbox"/>
○ Action plan	* Address line 1	<input type="text"/>
○ Funding	Address line 2	<input type="text"/>
○ Communication plan	* Town/city	<input type="text"/>
○ Security plan		
○ Child Protection		
○ Declaration		
○ Submission		

**Please remember:** You can 'save' your application at any point before submission. Please select the 'save' button

## Cluster application form

- g) On the left hand-side of the one-to-one application screen, you will see list of options. Each title in the menu relates to a specific section of the application form. You can select any title and it will navigate to that section of the application form. Once each section of application has been fully complete, a tick will appear at the side of the menu titles.

### UK Cluster Co-ordinator

Print a copy Spell Check **Save** Exit << Back

Items marked \* must be completed

✓ Introduction	<b>About your UK Cluster Co-ordinator</b>	
✓ Share Application Form	* UK Organisation / school	<input type="text"/>
✓ Partnership type	* UK Cluster Coordinator name	<input type="text"/>
<b>Cluster Details</b>	* Job title	<input type="text"/>
UK Co-ordinator	(The cluster lead/coordinator has to be based in the UK. Please select the "Non-UK address" tick box for non UK schools only)	
About your cluster	Non-UK address	<input type="checkbox"/>
Partner Schools	* Address line 1	<input type="text"/>
Collaborative Project	Address line 2	<input type="text"/>
Teacher development	* Town/city	<input type="text"/>
Cluster action plan	Region	<input type="text"/>
Activities & funding	* Postcode	<input type="text"/>
Communication plan	* Telephone	<input type="text"/>
Security plan	* Mobile	<input type="text"/>
Child Protection		
Declaration		
Submission		

**Please remember:** You can **'save'** your application at any point before submission. Please select the **'save'** button

### Completing the application form continued

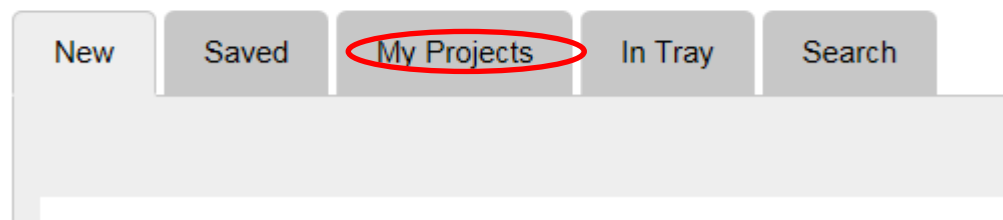
- h) You should continue through the application form completing the necessary fields clicking the **'next'** or selecting the relevant title from the menu on the left hand side.
- i) Once each of the menu titles to the left hand side contains a tick, you have two options:

Option one:

- j) If you wish to share the application with your partner school(s), you will need to **'save'** the application and select **'exit'** you will be taken back to the applications dashboard
- k) Select the **'my projects'** tab



## British Council Applications Portal



- l) Locate the project (partnership name) in the list that you wish to share. Select **'share this project'**

### British Council Applications Portal



- m) A screen will display containing a **'project code'** Please copy the text or make a note of the characters. You should share this code with your partner school(s).

## Liverpool/South Africa cluster

[Accessibility Help](#)

To invite people to work with you on your project, send them this code:

**IUX TKA U73**

They will need to register, click the 'Join a project' button and enter this code. They will then be able to assist with completing the project.

Please note that people you share your project with, may be able to edit details if you have not also locked your application with the Lock Application button. Others are not able to submit your application on your behalf.

[Please click here to replace the code with a new one.](#)

This will stop new people accessing your project with the old code. This will not affect people who already have access.

OK

n) Please refer you partner school(s) to section **5. Joining an application**

Option two:

o) Submit application. Once all sections are complete, you should select the 'Submit Application' button.

**Submission**

Print a copy

Spell Check

Save

Exit

<< Back

Next >>

Items marked \* must be completed

Your application reference is shown below. Please use this reference in all correspondence with British Council.

Application reference

CC4-R1-10103

**After you submit your application you will not be able to edit your application in any way, and you will not be permitted to create a second application.**

Submit Application

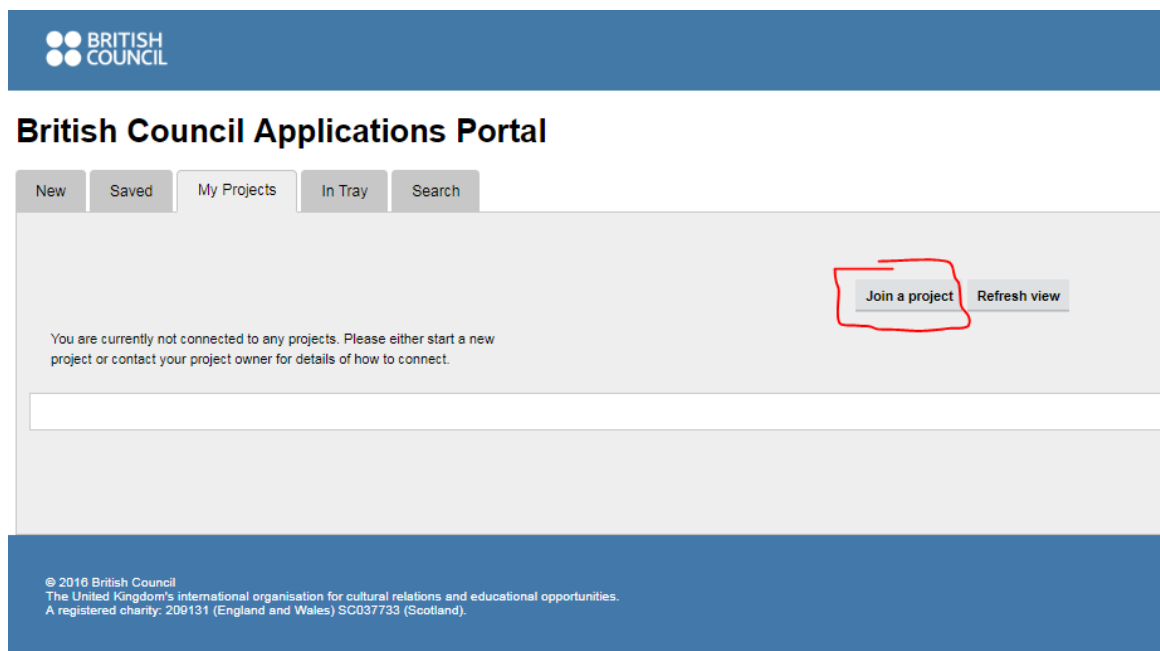
p) An automated email will be generated to the email address you provided on registration. This will contain a copy of the application form and application reference number.

## 5. Joining an application

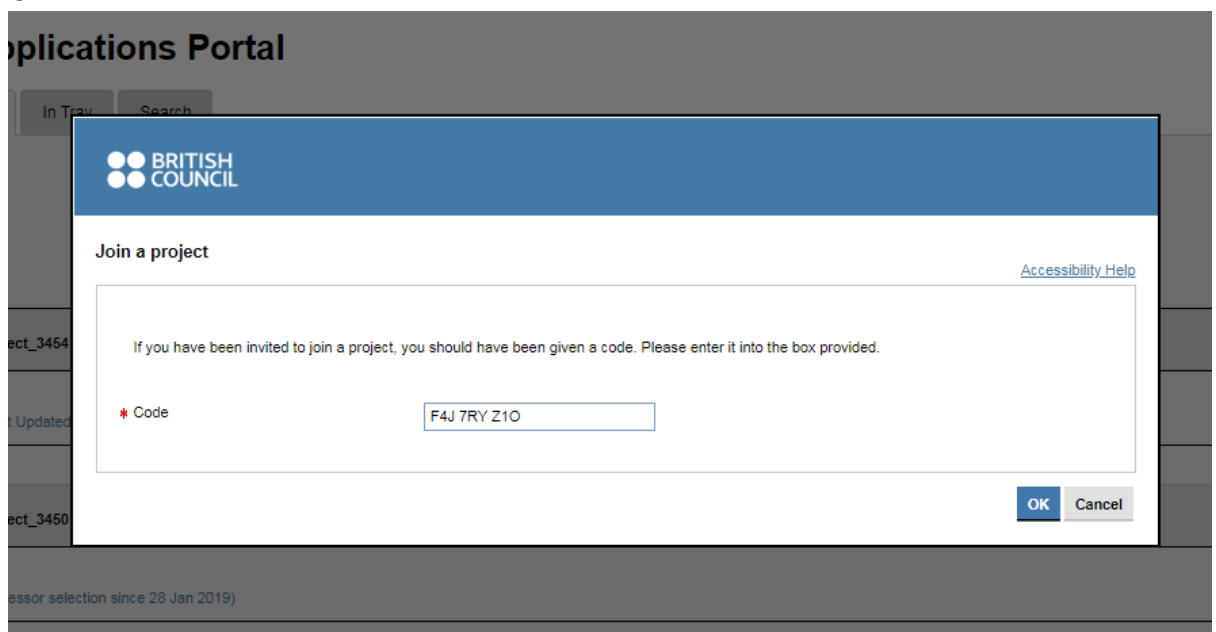
To join an application, the applicant who initiated the applicant will need to share the 'project code' with you.

To access the application please follow these steps:

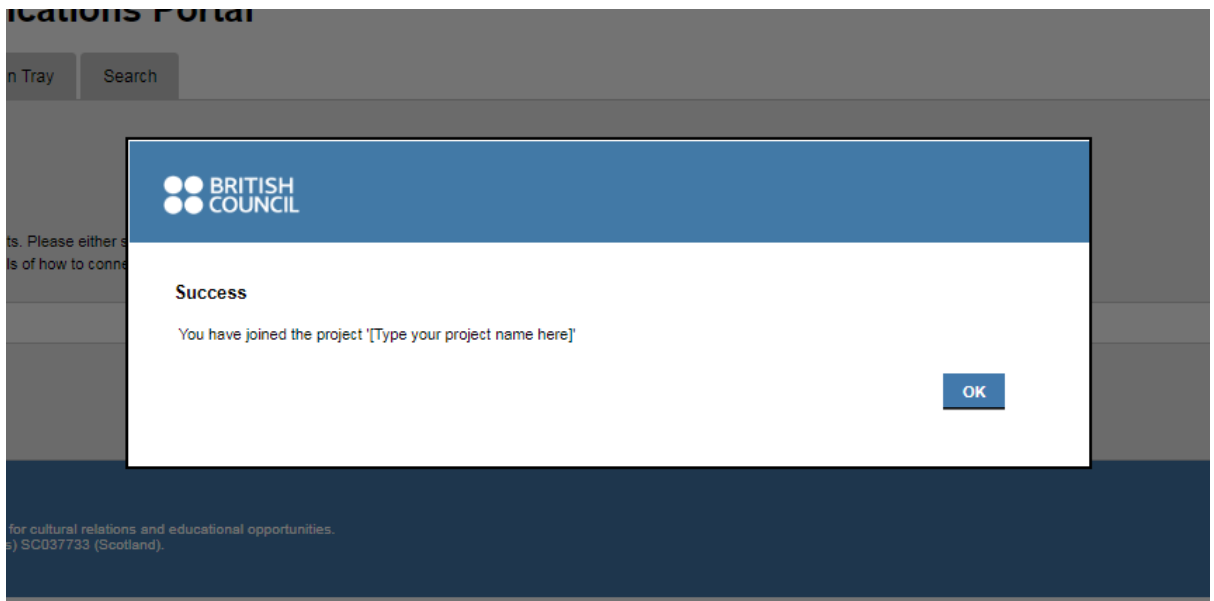
- a) Firstly, you will have to register as a **'new user'** on the Grant Mobility Tool. Please refer to **1. Account Registration**
- b) Login to the Grant Mobility portal:  
<https://apply.gmt.britishcouncil.org/outreach/workbench.ofm/>
- c) Select the **'My projects'** tab
- d) Click on **'Join a project'** button



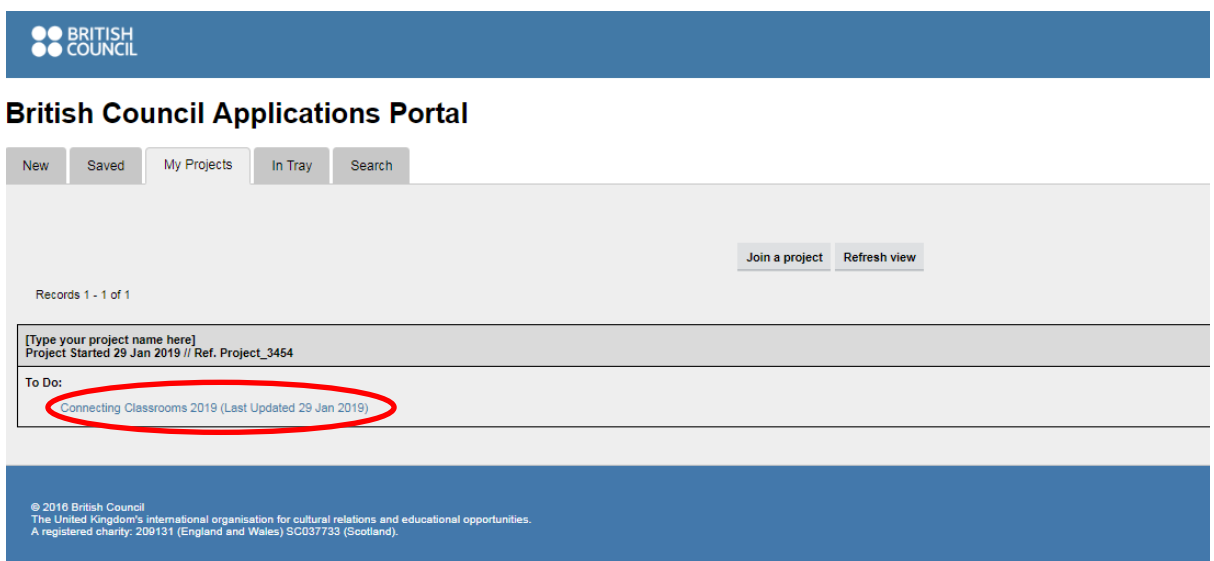
- e) Input the project code that you have received from your partner schools then select OK.



- f) A message will display to confirm that you have joined the project. Select OK.

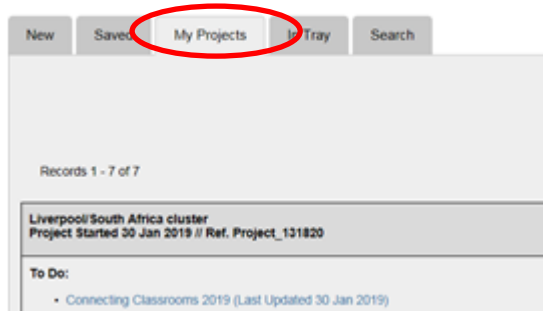


- g) The application will now appear in your list. To open the application, select the blue text below **To Do**.



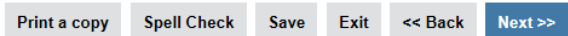
- h) You now have access to the application form and can make a contribution or amendments (providing your partner school has not set the application to '**locked**')  
i) Once you have reviewed the application and the application for is now complete, the application form must be submitted by the **UK school** that initiated the application.  
j) The lead applicant can access the application form via the dashboard under 'my projects' tab

## British Council Applications Portal



- q) Submit application. Once all sections are complete, you should select the 'Submit Application' button.

### Submission



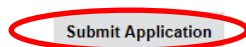
Items marked \* must be completed

Your application reference is shown below. Please use this reference in all correspondence with British Council.

Application reference

CC4-R1-10103

**After you submit your application you will not be able to edit your application in any way, and you will not be permitted to create a second application.**



- r) An automated email will be generated to the email address you provided on registration. This will contain a copy of the application form and application reference number.