UK-Viet Nam Partnerships for Teacher Activity Groups

Annex 1: Proposal application form

Please submit only one (01) application per partnership. The application form can be submitted by either the UK or the Vietnamese lead applicant to digitalinnovation@britishcouncil.org.vn by **close of 25 October 2021 (23:59 GMT)**

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| section 1: project name & contact details |
| Project Name |  |
| **UK** – **Lead Applicant**  |
| Contact Person (name & email address) |  |
| Institution  |  |
| **Viet Nam Applicant**  |
| Contact Person (name & email address) |  |
| Position and Title |  |
| Faculty |  |
| Institution and Institution address  |  |
| Please provide a brief introduction of the Lead Applicants and how this partnership came about (max 200 words) |  |
| Please provide name of key people from Lead Applicant’s and Partner’s institutions, and their role in the project. CVs highlighting their relevant experiences must be submitted as part of the proposal.  |  |
| **Associate partners involved in your project – up to 5 partners (***Add more lines if needed)* |
| Contact Person (name & email address) |  |
| Position and Title |  |
| Faculty |  |
| Institution and Institution address  |  |

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| section 2: Funding  |
| How do you plan to fund the activities in the proposal?  |  |
| What is the total co-funding and/or in-kind supports secured from other sources | Co-funder/Match funder Total matching fund: £In-kind supports: |
| What is the total funding requested from British Council?   | £Full Activity Based Budget must be completed. Your proposal will not be considered without this.  |
| If yes, what is the timing of this project proposal *(must be between November 2021 and March 2023)*  | Project start date:Project completion date (including completed end-of-project report):  |

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| section 3: proposal description |
| **Project summary**Please give a short summary, what your project will achieve and the rationale of your proposed project. (Max 300 words)  |  |
| **Background and justification**Please explain the issue this proposal will address and how it will address the strategic objectives of the participating partners (Max 300 words) |  |
| **Partnerships** Please explain how this project will engage with partner organisations and provide a brief introduction of those partnerships (if any). |  |
| **Deliverables and Outputs**What are the key deliverables of this proposal?What outputs will the project generate, e.g. number of trained individuals, framework/tools created, etc.*The outputs should link closely to the objectives of the project* |  |
| **Impact**Please describe what impacts your project will achieve in short, medium and long term.These individual project impacts must contribute in delivering the partnerships’/consortium’s overall Impacts and Outcomes as outlined in the call guidelines.  |  |
| **Track record** Tell us about the track record of partners involved in the project – including similar projects you have delivered in the past and your commitment to teacher development. If your idea engages with children or vulnerable adults, please tell us about your experience of working with those groups. (Max 300 words for each partner)  |  |
| **Beneficiary Groups**Beneficiaries are any organisations, groups or individuals who will benefit from the project (*anticipated numbers of people in each category that directly be engaged or impacted in both countries)* | Tertiary leaders UK: Viet Nam:Lecturers UK: Viet NamResearchers UK: Viet Nam:DOET ELT specialists: Viet Nam Participating Teachers Viet NamLearners of participating teachers Viet Nam:Others (please specify): UK: Viet Nam: |
| **Value for Money** How will you achieve the best possible outcomes with the funding and resources available |  |

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| section 4: risk management |
| What are the key risks in implementing this project and how are you going to manage them? | Risk 1: Management:  |
| Risk 2: Management: |
| Risk 3: Management |
| Add more lines if needed. |

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| section 5: monitoring and evaluation plan |
| What are your key performance indicators (KPIs) and project milestones? How will the project be monitored and evaluated against those KPIs and milestones? |  |

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| section 6: EDI and gender equality  |
| To comply with the International Development (Gender Equality) Act 2014, your application must outline how you have taken meaningful yet proportionate consideration as to how the project will contribute to reducing gender inequalities.  |
| Please indicate the impact your project will have on gender. This should be about the project specifically – the outputs and outcomes; the make-up of the project team; participants, stakeholders and beneficiaries of the project; and the processes followed. Address the criteria in the **Diversity and Gender Statement**of the Call guidelines, with an understanding that, depending on the project, not all questions will be applicable. If a question is not applicable, articulate the reasons why. (Max 600 words) |  |

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| section 7: Safeguarding   |
| We have a duty of care to safeguard the children and adults at risk we work with. Covid-19 has heightened the level of risk to children and adults at risk in everyday life. This is particularly important in Viet Nam where there is high mobile device penetration rates and where research indicates Covid-19 has increased known risks related to online exploitation.  There is also growing awareness about the impacts of cyberbullying on young people, which is being increasingly addressed in schools and the wider community. Where proposals involve any contact with these groups, you must clearly demonstrate how this has been taken into consideration. |
| Tell us how your proposal will ensure positive engagement with online teacher development for your intended audience. Please articulate clearly how your proposal addresses safe participation with reference made to Viet Nam-specific challenges. This may include aspects of project design, audience awareness raising, and monitoring and reporting processes that ensure a positive digital experience.(Max 500 words) |  |

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| .section 9: Additional information  |
| Please use the space below to include any additional information that you feel is relevant to your proposal but not covered elsewhere in the application form.(Max 300 words)  |  |

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| section 9: IMPLEMENTATION PLANPlease fill in the below form with information regarding the planned project activities.(Add more lines if needed) |
| **Activity description** | **Target audience** | **Benefits** | **Outcome** | **Resources** | **Budget** | **Timetable** | **Targets and measures of success** | **Method(s) of evaluation** |
| 1. |  |  |  |  |  |  |  |  |
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| section 10: Supporting Documents  |
| Signed letter of support and contribution of matching fund (if any) from the senior leader of the UK Lead Institution e.g., Vice Chancellor, College Principals, President  | Y/N |
| Signed letter of support and contribution of matching fund (if any) from the senior leader of the Vietnamese Lead Institution e.g., Vice-President, President  | Y/N |
| Signed letter of support and contribution of matching fund (if any) from the senior leader of the Associate Partners institution/organisation  | Y/N |

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| section 11: Additional Supporting documents and requirements |
| Detailed budget request (Annex 2: Activity Based Budget template) | Y/N |
| Please review the Grant Agreement template and submit any request for amendments by 29 October 2021 (Annex 3) | Y/N |

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| Privacy Notice (*please read and tick the appropriate box*)The British Council will use the information that you provide for the purposes of processing your application, making any awards, monitoring and review of any grants. The legal basis for processing your information is agreement with our terms and conditions of application (contract).We may share all application data with Ministry of Education and Training in order to assist with management of the application process. We may share data with agencies responsible for monitoring and evaluation of the UK-Viet Nam Going Global Partnerships.We would like to use the information you provide to process this application and to send details of activities, services and events (including social events) which we think are of interest by email and newsletters. We will process your personal information based on this consent. You may unsubscribe at anytime by contacting VN\_education.society@britishcouncil.org.vn.🞏 Agree 🞏 DisagreeBritish Council would like to use the information that you provide for the purposes of market research. We will use your contact details to send you research materials such as questionnaires or surveys. We carry this out for legitimate purposes. However, you can choose not to participate by contacting VN\_education.society@britishcouncil.org.vnBritish Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.For detailed information, please refer to the privacy section of our website, www.britishcouncil.org/privacy or contact your local British Council office. We will keep your information in line with our retention policies from the time of collection. |