UK-Viet Nam Partnerships for Quality and Internationalisation

Annex 1: Proposal application form

Please submit only one (01) application per partnership. The application form must be submitted by the UK lead applicant to [ggp.vietnam@britishcouncil.org.vn](mailto:ggp.vietnam@britishcouncil.org.vn) by **close of 31 October 2022 (23:59GMT)**

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| section 1: project name and contact details | |
| Project Name |  |
| **Lead Applicant (Vietnamese university)** | |
| Contact Person (name and email address) |  |
| Institution |  |
| **Lead Applicant (UK University)** | |
| Contact Person (name and 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 highlight their relevant experiences must be submitted as part of the proposal. |  |
| **Associate partners involved in your project – up to 3 partners (***Add more lines if needed)* | |
| Contact Person (name and 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 |  |
| What is the total funding requested from British Council? | £  Full Activity Based Budget must be completed. Your proposal will not be considered without this. |

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| section 3: proposal description | | |
| **Project start date**  *Must be between Dec 22 – Mar 25* |  |
| **Project completion date** (including complete end-of-project report) |  |
| **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 consortium’s overall Impacts and Outcomes as outlined in the call guidelines. |  |
| **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:  Community leaders UK: Viet Nam:  Researcher/Lecturers UK: Viet Nam:  Learners: UK: Viet Nam:  Government leaders: UK: Viet Nam:  Employer: UK: Viet Nam:  Number of organisations engaged: UK: Viet Nam:  Others (please specify): UK: Viet Nam:  (Please specify): |
| **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 | |
| Please indicate how you would ensure and measure diversity and equality in all project deliverables (Max 300 words) |  |
| Please include the Gender Equality Statement here (please refer to section 11 in the Guideline) (max 300 words) |  |

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| section 7: ETHICS | |
| Please articulate how any potential ethical and health and safety issues have been considered and how they will be addressed, ensuring that all necessary ethical approval is in place before the project commences and all risks are minimised (Max 300 words) |  |

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| section 8: IMPACT ON THE ENVIRONMENT | |
| What is the expected impact of the proposed project on the climate and environment (both throughout the project and beyond)? Ho can any negative impact be reduced  Have your considered possible alternatives to national and/or international travel such as virtual delivery? If alternatives are not possible, please provide justification why travel is essential to ensure project outcomes and impact and what measures you will take to limit the carbon footprint of any travel used to deliver the project. |  |

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| SECTION 9: Additional information | |
| Please 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 8: IMPLEMENTATION PLAN  Please 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** |
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| section 9: Supporting Documents | |
| Supporting letters, one from each of the Lead Institutions and consortium members, on headed paper, signed by the Head of Department or other person with appropriate delegated authority, giving specific commitment to the project. Supporting letters must be in English, and not be signed by Principal Applicants. | Y/N |
| CVs of Lead applicants and consortium members | Y/N |
| Detailed budget request (Annex 2: Activity Based Budget template) | Y/N |
| Review the Grant Agreement template and submit any enquiries by 31 October 2022 (Annex 3) | Y/N |