UK/Viet Nam Season 2023

Application Form Guidance

# UK/Viet Nam Season 2023

# Collaboration Grants Round 2

The British Council is inviting collaborative proposals by UK and Vietnamese partners to join us celebrating UK/Viet Nam Season 2023. The Season will showcase the best of UK and Vietnamese culture, support professional development across sectors, and build strong networks between the UK and Viet Nam.

The deadline for submission of applications is **23:59 UK Sunday, 5 February 2023**.

Please refer to details of the [UK/Viet Nam Season 2023 Collaboration Grants Round 2 Open Call](https://www.britishcouncil.vn/en/programmes/uk-vietnam-season-2023/collaboration-grants-round-2) as you fill out your application.

***Please see guidance notes on how to fill out the application form highlighted in blue. This is not the application form.***

*All applications must be submitted via the* [***online application form***](https://britishcouncil.submittable.com/submit/244911/uk-viet-nam-season-2023-collaboration-grants/eligibility) *by 5 February 2023 (23:59 UK time). We cannot accept any email applications.*

*We advise you not to wait until too close to the deadline to submit your applications to avoid unwanted technical issues.*

*Please read our* [*Frequently Asked Questions*](https://www.britishcouncil.vn/en/programmes/uk-vietnam-season-2023/collaboration-grants/faqs) *for more useful information in preparing your application.*

**Eligibility**

1. You are applying:

[ ]  as an individual

[ ]  on behalf of one or more organisations

2. Does the application specify a UK organisation in the Arts and Creative Industries?

[ ]  Yes

[ ]  No

3. Does the application specify a Vietnamese organisation in the Arts and Creative Industries?

[ ]  Yes

[ ]  No

*Please provide accurate information for eligibility assessment, noting that:*

*Project proposals should be collaboratively developed and delivered by at least one UK-based organisation and at least one organisation based in Viet Nam.*

*All the grants are open to arts and cultural organisations, as well as higher education and research organisations with arts and cultural focus.*

*An ‘organisation’ is defined as a legally registered entity with a registered bank account, and can include collectives, consortia, and community, charity, private and public organisations.*

*Proposals by unregistered entities such as artist collectives or non-formal professional networks might be considered if accompanied with evidence of a strong track record in developing and delivering projects and programmes of similar scale and nature.*

*You will not be directed to the main part of the application if you are not eligible to apply.*

**Data Protection and Consent**

The British Council is the data controller of the information that you provide as part of your participation in the UK/Viet Nam Season 2023 Collaboration Grants. This means that the British Council is responsible for determining how your information is collected and used. The legal basis for collecting your data is that the processing is necessary for the evaluation of your application and any consequential decision and award, as well as for the award payment, programme monitoring, evaluation, review and communication in the UK/Viet Nam Season 2023.

British 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](http://www.britishcouncil.org/privacy) or contact your local [British Council office](https://www.britishcouncil.vn/en). We will keep your information for a period of ten years from the time of collection.

**Data Protection and Consent:**

[ ]  Yes, I agree

[ ]  No

*Please note the Data Protection and Consent information and provide your consent before proceeding.*

### Application questions

### Below are the application questions as they will appear on the online application form. Please take the time to read through all the questions to understand what is required and take note to provide all the supporting documents.

### SECTION A: UK lead partner

*Please provide information about the UK lead partner*

1. Organisation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Where is the organisation based?

[ ]  London

[ ]  England (out of London)

[ ]  Scotland

[ ]  Wales

[ ]  Northern Ireland

3. Contact person name and title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Registered address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Email address for communication

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Brief introduction about the UK partner organisation (web links welcome)

|  |
| --- |
| [150-word limit] |

7. Please provide names of key people from UK partner, and their roles in the project. Please include CVs highlighting their relevant experiences in one supporting document below.

|  |
| --- |
| [150-word limit] |

*There is an option at the end of the online application form to upload supporting documents. All relevant CVs can be put in one file for the upload.*

**SECTION B: Vietnamese lead partner**

*Please provide information about the Vietnamese lead partner*

8. Organisation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Where is the organisation based?

[ ]  Hà Nội

[ ]  Hồ Chí Minh City

[ ]  Elsewhere in Viet Nam

10. Contact person name and title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Registered address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Email address for communication

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. Brief introduction about Vietnamese partner organisation (web links welcome)

|  |
| --- |
| [set at 150-word limit] |

14. Please provide names of key people from Vietnamese partner, and their roles in the project. Please include CVs highlighting their relevant experiences in one supporting document below.

|  |
| --- |
| [150-word limit] |

*There is an option at the end of the online application form to upload supporting documents. All relevant CVs can be put in one file for the upload.*

**SECTION C: Lead applicant and other collaborators**

*Please provide information about the lead applicant and other collaborators. If selected for grant award, a grant agreement will be offered to the lead applicant.*

Applications must be submitted by one lead applicant organisation. Lead applicant can be either the UK partner or the Vietnamese partner.

15. Who is the lead applicant?

[ ]  UK partner

[ ]  Vietnamese partner

16. Are you planning to collaborate with other organisations in this proposal?

[ ]  No

[ ]  Yes

Please give details:

|  |
| --- |
| [150-word limit] |

*Collaborations with other organisations, as well as individual artists and creatives in the UK and Viet Nam are encouraged. Please provide information to support the assessment of your proposal.*

**SECTION D: Grant type and size**

We welcome applications for projects in the arts and creative industries. We also encourage projects in the arts and creative industries crossing with other sectors (i.e., education).

17. What grant type are you applying for?

[ ]  Music

[ ]  Film

[ ]  Literature, including publishing

[ ]  Theatre and Dance

[ ]  Architecture, Design, Fashion, including craft

[ ]  Visual Arts

[ ]  Themes relevant to the Creative Economy

[ ]  Festival

[ ]  Cross art form

[ ]  Cross-sectoral (Arts and Creative Industries crossing with other sectors)

*Please select the most relevant option. You will have the opportunity to elaborate on this in your project description in Section F.*

18. What grant size are you applying for?

[ ]  £10,000

[ ]  £30,000

[ ]  £50,000

*Please select the most relevant option. Your total project budget including all applicable taxes should not exceed the selected grant size.*

**SECTION E: Project information**

*Please provide key information about your project.*

19. Project title:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

20. Project duration:

dd/mm/yyyy – dd/mm/yyyy

*Please specify the project duration in the format provided, noting that project implementation duration can be between March 2023 and December 2023, with public-facing activities and events between June 2023 and December 2023.*

21. Which of the following themes does your project focus on? (Tick all that apply)

[ ]  **Climate and the** **Environment:** Tackling the threats of climate change is a shared priority for the citizens and governments of the UK and Viet Nam. We invite responses from the arts and creative industries to find innovative and creative solutions that deepens knowledge and raises awareness about protecting and sustaining our planet towards shaping a better, more liveable environment for communities.

[ ]  **Shared** **Heritage:** The UK and Viet Nam has a rich and deep historic relationship built on trade and diplomatic engagement. We invite responses from the arts and creative industries that share, reflect, and explore the UK and Viet Nam’s ties through cultural heritage in all forms (tangible and intangible) seeking to create contemporary dialogues, stimulate new narratives, and spark the creation of new initiatives and works inspired by the past.

[ ]  Other

Please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

22. Which of the following best describe your project? (Tick all that apply)

[ ]  Showcasing

☐ Symposium/ policy dialogue

[ ]  Professional development

[ ]  Network building

[ ]  Other

Please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

23. Where will your project take place? (Tick all that apply)

[ ]  Hà Nội

[ ]  Hồ Chí Minh City

[ ]  Elsewhere in Viet Nam

[ ]  England

[ ]  Scotland

[ ]  Wales

[ ]  Northern Ireland

[ ]  Cyber space

 24. Does your project include one or more public-facing events?

[ ]  No

[ ]  Yes

 If yes, how many? \_\_\_\_\_\_\_

**SECTION F: Project description**

*Please provide detailed information about your project.*

Please provide all details that you think would be useful for us in assessing your application following the selection criteria.

**Aim, theme, and viability: 40%**

25. Describe your project and explain how it supports the aim of the Season in elevating UK – Viet Nam bilateral relationship and strengthening the connections between the people of the UK and Viet Nam:

|  |
| --- |
| [250-word limit] |

26. Describe how your project has a clear focus on one or both of the thematic areas of the Season, namely ‘Climate and the Environment’ and ‘Shared Heritage’?

|  |
| --- |
| [250-word limit] |

27. Explain the discussions and any other preparatory work you and your partner organisation have had in developing this proposal:

|  |
| --- |
| [250-word limit] |

28. State the main objective(s) of your project and why you think this is needed and can be achieved:

|  |
| --- |
| [250-word limit] |

29. Outline all project activities that you plan to deliver and when, and what would be the key results of these activities, how you plan to engage with the audience:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date/Month** | **Activity/Event** | **Output/ Outcome** | **Target audience** | **Engagement plan with target audience** |
| What date(s) or month(s) will the activity take place? | Briefly describe the activity or event, what will happen and how?  | What result(s) will the activity produce?  | Who will the activity engage with or reach and how many? | How will the activity engage with or reach the target audience? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

30. Outline how the proposed project and all activities are in line with the work that each of the partners has pursued in the past? If you have been awarded with grant funding from the UK/Viet Nam Season 2023 Collaboration Grants Round 1, please describe the linkages between this proposal and the Round 1 project.

|  |
| --- |
| [250-word limit] |

31. Demonstrate your ability to deliver the proposed project (internet links to previous similar projects and programmes would be useful):

|  |
| --- |
| [250-word limit] |

32. Provide financial information for your project in £:

|  |  |
| --- | --- |
| Total project value (£): |  |
| **Amount requesting from the British Council (£):** |  |
| Other contribution amount (£): |  |
| Source of other contribution (£): |  |
| Status of other contribution (state confirmed or pending):  |  |
| *Please use the exchange rate of £ 1 = VND 29,900* |

*Kindly complete the project budget plan template and attach as a supporting document below.*

*Click here to download the project budget plan template*

*Please download the project budget plan template, complete it with your project budget plan figures, and upload the file as a supporting document at the end of the online application form.*

**Partnership, contribution, and legacy: 30%**

33. Describe your partnership for this collaboration (i.e., how did you meet or if have you collaborated in the past? why do you choose to collaborate for this opportunity? the role and contribution of each partner? how will both partners benefit from the collaboration?):

|  |
| --- |
| [250-word limit] |

*Kindly provide a Letter of Intent between the key partners as an attachment below.*

*Please include a Letter of Intent between the two key partners clearly stating the partners’ intention to collaborate in the development of the project proposal and the delivery of the project if selected for a grant award.*

34. State how the project will deliver benefit to individual artists, creatives, heritage practitioners, academics, and researchers from the UK and in Viet Nam (i.e., what benefit? to how many people and who are they?):

UK

|  |
| --- |
| [250-word limit]  |

Viet Nam

|  |
| --- |
| [250-word limit]  |

35. Outline how this project will help strengthen and further develop your partnership (i.e., what is your vision and plan for your partnership over the next three years?):

|  |
| --- |
| [250-word limit] |

**Innovation, equality, diversity and inclusion (EDI), sustainability, safeguarding, and monitoring and evaluation: 30%**

36. Explain how your proposed project will produce or create innovative content:

|  |
| --- |
| [250-word limit] |

37. Explain how you plan to deliver the project in new and creative ways?

|  |
| --- |
| [250-word limit] |

38. Detail how you have considered equality, diversity, and inclusion issues as well as measures and standards to address these issues in the project?

*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. See the British Council’s Equality Policy:* [*https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion*](https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion)

|  |
| --- |
| [250-word limit] |

39. Detail how you have considered environmental issues as well as measures and standards to address the impact of these issues in the project.

|  |
| --- |
| [250-word limit] |

40. Safeguarding: Tell us how your proposal will ensure positive engagement with 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.

*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.*

|  |
| --- |
| [250-word limit] |

41. Monitoring & Evaluation: What are your key performance indicators (KPIs) and project milestones? How will the project be monitored and evaluated against those KPIs and milestones?

|  |
| --- |
| [250-word limit] |

**File upload**

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

We can only accept up to five (5) documents in total which you think will help us to assess your application. The maximum individual file size you can upload is 2MB.

You must include the project Budget Plan and Letter of Intent between the two partners.

*Please make sure you include relevant CVs, Budget Plan, and Letter of Intent to support the assessment of your application.*

**Save draft**

*You can save your application midway through the process.*

**Submit**

Thank you for your submission.

*If you have any enquiry about the UK/Viet Nam Season 2023 Collaboration Grants, please send an email to* *season2023@britishcouncil.org.vn**. We will not answer by direct reply to your email. We will compile and publish all answers to the* [*Frequently Asked Questions*](https://www.britishcouncil.vn/en/programmes/uk-vietnam-season-2023/collaboration-grants/faqs)*, which are regularly updated.*

*If you have any technical issue with drafting or submitting your application online, please contact Technical Help on the Submittable platform for support.*