Cultural and Creative Hubs Vietnam

A project co-funded by the European Union and the British Council, implemented by the British Council in partnership with the Vietnam Institute for Culture and Arts Studies

Response Form

Call for Partnership: Vietnam Creative Hubs Initiative Resource Site Management and Promotion

Instructions

1. Please complete the response form by ensuring all questions/ sections are answered
2. Kindly ensure responses are as detailed as possible. All responses will be taken into account for the evaluation.
3. Submit the completed form and all mandatory documentation to vnarts@britishcouncil.org.vn by **16 April 2021** (at 23:59 Vietnam time)

Section 1 – Contact Details

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(To be used for the Contract)

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If applicable, to be used on the Contract)

Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact telephone number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Section 2 – Relevant Expertise and Experience

*(in 300 words or less)*

Please briefly outline your experience and expertise that support you / your organisation for this partnership.

Section 3 – Proposal Details

*(in 500 words or less)*

Please briefly express why you are suitable for this partnership and outline your proposed approach, addressing all the criteria we specified in the call for partnership.

Section 4 – Proposed Budget and Timeline

Please detail out the proposed budget and timeline:

* How would you propose to use the grant award amount for this partnership? Please provide a simple breakdown budget in VND in the format of ‘description of item x unit cost x number of item = total amount’ (i.e. monthly fee for comms person x VND 2,000,000 x 36 months = VND 72,000,000)
* Indication of the time period that you propose manage and promote this resource site for, i.e. between MM/DD/YYYY and MM/DD/YYYY

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Data Protection and Consent

The British Council is the data controller of the information that you provide as part of your participation in the Call for Partnership: Vietnam Creative Hubs Initiative Resource Site Management and Promotion. 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 performance of a contract – our partnership agreement as outlined in the Call for Partnership: Vietnam Creative Hubs Initiative Resource Site Management and Promotion.

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/). We will keep your information for ten years from the time of collection.

Data Protection and Consent:

**[ ]** Yes, I agree.

**[ ]** No.

 Use of your contact details for other British Council activities.

British Council would like to use the information you provide to send details of activities, services and events (including social events) which we think are of interest. To choose your contact preferences, please check any of the boxes below.

You do not have to select any of the options and if you do, you may unsubscribe from any option at any time. We will process your personal information based on this consent. You may unsubscribe by sending an email to vnarts@britishcouncil.org.vn

**[ ]** Email address you use for the Call for Partnership: Vietnam Creative Hubs Initiative Resource Site Management and Promotion

**[ ]** Mobile number you use for the Call for Partnership: Vietnam Creative Hubs Initiative Resource Site Management and Promotion

**[ ]** Use of your contact details for other British Council activities

FOR MORE INFORMATION

Hong Pham

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