

**HIGHER EDUCATION PARTNERSHIP INITIATIVE**

**CONCEPT NOTE APPLICATION FORM**

|  |  |
| --- | --- |
| **UK partner***Organisation**Coordinator, Job title**Tel, email* |  |
| Confirmation to join the project: [ ] Yes/ [ ] No |
| **Vietnamese partner***Organisation**Coordinator, Job title**Tel, email* |  |
| Confirmation to join the project: [ ] Yes/ [ ] No |

*(Please insert more lines if you have more than one UK/Vietnam partner)*

|  |  |
| --- | --- |
| **Who is the lead partner?***Organisation**Coordinator, Job title**Tel, email* |  |

|  |  |
| --- | --- |
| **Title of the project:** |  |

|  |  |
| --- | --- |
| **Main objectives of the project***Clearly set out the ‘change’ to be delivered* |  |

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| --- | --- |
| **Project description** | *(Please provide a brief summary of max 200 words about the project: what it is about, why it is important, how it will contribute to Higher Education strategy of Vietnam and the UK, the values it brings to the partners, the sustainability of the project, and the changes/difference it will make on the ground)* |

|  |  |
| --- | --- |
| **Anticipated outputs and deliverables of the project** |  |

|  |  |
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| **Timing** | **Planned start date:** **Planned completion date:** |
| **Costing***What is the TOTAL cost of the project?**Of this total, please detail the cost to the British Council, and the cost to the co-funder(s)* | **Total cost: £***(Please provide a full activity-based budget as in the template in the Annex)* |
| **Cost to British Council: £****Cost to co-funder(s): £** |
| **Confirmation of match funding:** Yes/No |

*Please return the completed form to Phi Phan, Higher Education Manager (Partnerships),*

via *Phi.Phan@britishcouncil.org.vn*

*By* ***11 August 2017***

**Annex: Activity-based budget template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Cost per unit (£)** | **No. of units** | **Total (£)** | **Project cost by month** |
| **Jul 17** | **Aug 17** | **Sept 17** | **Oct 17** | **Nov 17** | **Dec 17** | **Jan 18** | **Feb****18** | **Mar 18** | **Total** |
| **e.g. Activity 1 – UK visit to Vietnam (Oct 17)** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Flight* | *800* | *2* | *1600* |  |  | *1600* |  |  |  |  |  |  |  |
| *Accommodation* | *500* | *2* | *1000* |  |  |  | *1000* |  |  |  |  |  |  |
| *Subsistence for UK visitors* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *….* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *….* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Total*** |  |  | ***2600*** |  |  |  |  |  |  |  |  |  |  |
| **e.g. Activity 2 – Workshop in Vietnam (Mar 18)** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Venue |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tea break |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **….** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **…..** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Grand total** |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Eligibility cost for HEP fund 2017:**

Eligible Costs are costs incurred for undertaking the following activities during the project time

1. participation in trade fairs, exhibitions or conferences;
2. economy class flight travel for project staff to/from the country where each organisation is based;
3. local travel in the UK and overseas;
4. reasonable accommodation and subsistence costs for each of the project staff for visits to their partner organisation in the UK or overseas;
5. reasonable hospitality costs; (but NOT self-entertaining cost)
6. reasonable production costs (e.g. for the development of materials but not including the staff time relating to such development of materials);
7. translation/interpretation costs (where procured externally by a recipient);
8. visa costs for project staff to/from the country where each organisation is based;
9. subject to written application and the British Council’s prior written consent, resources of a specific nature to the project which may include the purchase of software;
10. related cost to organise workshops or conferences as in the project plan, but NOT the fee to pay participants to attend the workshops and conferences