UK-Viet Nam Partnerships for Quality and Internationalisation

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 [GGP.Vietnam@britishcouncil.org.vn](mailto:GGP.Vietnam@britishcouncil.org.vn) by **close of 29 October 2021 (23:59GMT)**

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| section 1: project name & contact details | |
| Strand applied for | o HE Leadership for Social Inclusion and Gender Equality  o Preparing Viet Nam HE Qualifications for Future Development of TNE and International Recognition  o Towards the excellence in teaching, learning, research and innovation, and knowledge transfer |
| Project Name |  |
| **Lead Applicant (Vietnamese university)** | |
| Contact Person (name & email address) |  |
| Institution |  |
| **Lead Applicant (UK University)** | |
| 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 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 & 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 December 2021 and March 2024)* | 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 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:  Lecturers UK: Viet Nam  Researcher UK: Viet Nam:  Learners: UK: Viet Nam:  Government: UK: Viet Nam:  Employer: 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? |  |
| How will you ensure Equality, Diversity and Inclusion in your application? How will you ensure equal  and meaningful opportunities for people of different  genders to be involved throughout the project? |  |

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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) |  |

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| section 7: 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 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 | |
| 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 10: 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 |