

## UK/Viet Nam Season 2023

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# UK/Viet Nam Collaboration Grants FAQs

**Version updated on 04.11.2022**

Please refer to the [UK/Viet Nam Season 2023 Collaboration Grants](#) information page if you have questions regarding the aim and themes of the programme, the process of applying for grant funding, eligibility, project types, grant sizes, timeline, or how the assessment and selection will be done. These questions will not be addressed here.

The UK/Viet Nam Season 2023 Collaboration Grants present an equal opportunity to all. We are unable to respond to questions that are too specific for the development of any individual application.

If you have sent your enquiries to [Season2023@britishcouncil.org.vn](mailto:Season2023@britishcouncil.org.vn) and you do not think that your enquiries have been adequately addressed, please contact us again. We are open for enquiries until 3 November 2022.

This FAQs file will be updated on a regular basis so please check the version date for reference. Newer questions are added on top. We advise you to check the [FAQs page](#) regularly for more up to date versions.

**Q.** Document upload (max 4) - is this including the CVs of the key people from both partners? How many CVs should we include in total? Should the CVs be more than one page?

**A.** Yes – CVs of key people from both partners should be provided as file upload to support your application.

How many - it depends how many people you see as 'key people' from both partners that would directly contribute to the development and delivery of the proposed project.

CVs can be more than one page.

**Q.** We see from FAQs that the max 4 docs also include the letters of intent, and each doc should be one page max. Therefore, if we understand correctly, 1 x letter of intent UK, 1 x letter of intent Viet Nam, 1 x single page of one staff member from UK and 1 x single page of one staff member from Viet Nam? Full clarification on this would be really appreciated not to be discounted from the bid on the basis of too many / not enough docs.

**A.** Any files you choose to upload can be more than page as long as the file size is less than 1MB. The Letter of Intent should formally state the intention of the key partners to collaborate on the development and delivery of the proposed project. One letter of intent jointly signed by both partners should suffice. To be considered for the grant, please kindly provide the Letter of Intent as well as completing all parts of the applications. The number of CVs you choose to provide is up to you. It is also possible to put all CVs into one file for upload, as long as the file size is less than 1MB.

**Q.** On the UK side we are planning to work with two external consultants, and we believe greatly strengthen our offering with their expertise, in a small consortium. Should we name these people in this section [Section 7 of the application]? Should we include their CVs in the application (see query above regarding docs)?

**A.** It is up to you regarding key people to include in *Section 7: Please provide names of key people from UK partner, and their roles in the project. Please include CVs highlighting their relevant experiences as a supporting document*, as long as you see that they would directly contribute to the development and delivery of your proposed project.

How many CVs and whose CVs you should include in the application is up to you and how you see it would help us assessing your application.

**Q.** Should we be chosen, we would intend to run the public facing activities between September and December 2023. However, can final M+E be timetabled to run into January 2024, or will all final reports / data be required within the year 2023?

**A.** We encourage all public-facing activities for projects to take place between June and December 2023. We expect M&E data and final reports of all grant contracts to be available no later than end of January 2024.

**Q.** Is it possible to explain if the second round opening in December will have a different focus, as we are keen to establish if we would be better to apply to that round when we will have slightly longer to prepare an application?

**A.** The second round opening in December will have the same focus of the first round (closes on 13 November). Round 1 is open for all three sectors Arts and Creative Industries, Education, and English Programmes. Round 2 will be open for Arts and Creative Industries.

We also welcome proposals for cross-sectoral projects (i.e., Education and/or English Programme crossing with Arts and Creative Industries) which have Arts and Creative Industries as the lead sector for Round 2.

Please refer to the UK/Viet Nam Season 2023 grants open call information document at the bottom of [this page](#) for more information.

**Q.** We are very keen to pursue an application if possible and would be grateful if you can send a link to the application form as I am having trouble accessing it?

**A.** You can access the link to the online application form on Submittable by click on the ‘Apply now’ button on the [UK/Viet Nam Season 2023 Collaboration Grants web page](#). If you have trouble accessing and/or working with the online application form, please contact Technical help at Submittable. We advise you not to wait to close to the deadline to start working on your application, and not to wait until last minute to submit your application to avoid technical issues due to system overload.

**Q.** Under the eligible cost of the Collaboration Grants information document it is noted: “The grant recipient is responsible for paying any taxes and bank fees in relation to their grant. These costs should be included in the project budget at the time of applying.” Can you please elaborate more on this?

**A.** We are inviting applications from UK and Vietnamese organisations. As an organisation, you should know what tax regime applies to you. You will need to include all applicable taxes in your budget plan as the total amount grant offers are inclusive of taxes. For any grant amount paid from Viet Nam, we will withhold all applicable taxes to pay to the Vietnamese Government in accordance with relevant Vietnamese laws and regulations. Our experience is that for most UK and Vietnamese organisations, withholding amount for grant funding is usually at 10%, unless the organisation is tax-exempted and can provide evidence accepted by the Vietnamese tax bureau. Similarly, you will need to anticipate bank transfer fees and include them in your budget plan. We will not be able to compensate for any additional costs incurred during project implementation that are not included in the budget plan.

**Q.** We are not sure what this should look like and what exactly you are expecting. Would this be between e.g. university faculties or between the researchers from the UK/VN universities? Is this an official letter? If there is an example we could refer to, that would be really useful.

**A.** If you are referring to the Letter of Intent that is required as supporting document to the application: the Letter of Intent should formally state the intention of the key partners to collaborate on the development and delivery of the proposed project. As we are inviting applications from UK and Vietnamese organisations, the Letter of Intent should be between the lead UK organisation and the lead Vietnamese organisation. We do not have any specific requirements for the Letter of Intent as long as it formally states the intention of the key partners to collaborate on the development and delivery of the proposed project. There are samples/templates for a Letter of Intent available via Google search.

**Q.** Can you provide a Word version of the application form?

**A.** You can produce a Word version of the application by copying and pasting information from the Submittable online application form. You can also work on your online Submittable application form, save a draft, and come back to it later. Please be advised that we will only accept applications submitted via the Submittable platform.

**Q.** When is the deadline for the UK/Viet Nam Season 2023 Collaboration Grants Round 1?

**A.** Deadline for applications for the UK/Viet Nam Season 2023 Collaboration Grants Round 1 is 13 November 2022. We will not be able to accept application received after this deadline. We advise you not to leave it until last minute to submit your application to avoid technical issues due to system overload.

**Q.** May I ask if we can submit more than 1 proposal for the UK/Viet Nam Season 2023 Collaboration Grants Round 1? This is because we have contacted several UK partners and each of them suggests a different project.

**A.** We don't apply any restriction on the number of applications one organisation can submit; neither do we place any restriction on the number of UK or Vietnamese organisations participating in one project, as long as there is at least one lead UK organisation and one lead Vietnamese organisation. It is your decision how many applications you would like to submit. However, we do advise you to consider the time and effort needed to prepare a quality application to increase our chance of success as we anticipate that the UK/Viet Nam Season 2023 Collaboration Grants will be highly competitive.

**Q.** If I am the lead Vietnamese applicant, I am not awarded with the UK to Viet Nam scoping visit grant, can I apply for Round 1 for a collaboration with an UK partner who is awarded with the scoping grant?

**A.** Yes you can – if you identify as the lead applicant and you satisfy other eligibility conditions.

**Q.** Could you please share what is the difference between Rounds 1 and 2? Is Round 2 an extension of Round 1 or is it a completely new cycle?

**A.** Round 2 is an extension of Round 1 in that the aim and objectives of the call remain the same. The purpose of Round 2 is also the same as Round 1 for Arts and Creative Industries, as to support the UK-VN creative collaboration presented during the Season period. It is a new cycle as all key dates are renewed – for an example: we had an Information Session for Round 1 on 18.10.2022, we will have another Information Session for Round 2 tentatively on 12.01.2023.

The key difference between Round 1 and Round 2 is that while Round 1 is open for all three sectors Arts and Creative Industries, Education, and English Programmes, Round 2 is open for Arts and Creative Industries. We also welcome proposals for cross-sectoral projects (i.e., Education and/or English Programme crossing with Arts and Creative Industries) which have Arts and Creative Industries as the lead sector for Round 2.

Please refer to the UK/Viet Nam Season 2023 grants open call information document at the bottom of [this page](#) for more information.

**Q.** Could you tell me about the expected success rate for UK-VN season 2023?

**A.** We expect to see the success of the UK/Viet Nam Season 2023 through new collaborations that celebrate the best of UK – Viet Nam partnership, and better connections between the people of Viet Nam and UK. We hope that UK and Vietnamese organisations across the Arts, Creative Industries, Education, and English Programmes will join us in making this happen.

**Q.** I can't find any information to help me understand what costs can be included in the grant. For example, can staff time within the institutions be part of the grant?

**A.** The grant can cover project costs including:

- Staff costs, including existing or new staff assigned on the project
- Professional fees
- Training costs
- Research costs
- Translations and interpretation fees
- Materials, new equipment, or rental of equipment specifically required for the purpose project
- Additional overheads, online subscriptions for apps or tools, utilities, etc. needed to accommodate project activities
- Communication and promotion costs
- Venue, catering and security costs
- Travel (including visa and insurance), accommodation, and subsistence costs
- Evaluation, data collection and report writing costs

Please refer to the UK/Viet Nam Season 2023 grants open call information document at the bottom of [this page](#) for more information.

**Q.** In the online application form, I can see that we can upload up to 4 documents. Can you please advise what kinds of documents we should provide to support our application (e.g. CVs of key people).

**A.** Documents you can upload include CVs of key people, the Letter of Intent between the key partners, any other document(s) you think might support your application.

**Q.** I also see a sentence saying: You must include a Letter of Intent from your partner(s). My understanding is that the Letter of Intent should be from the organisation showing the commitment when receiving the fund, please correct me if I'm wrong.

**A.** The Letter of Intent should formally state the intention of the key partners to collaborate on the development and delivery of the proposed project.

**Q.** Included in the list of eligible costs is Additional overheads, does this mean that you will cover the institutional overheads associated with the time commitment of the staff that will be included on the bid? So, in theory you will pay 100% of costs up to the £20k available?

**A.** Eligible costs are costs directly needed to realise the proposed project. All costs, including overheads associated with staff time that are needed to accommodate project activities, should be included in the budget plan.

**Q.** I was not able to attend this session today. Could you please email me a link to a recording of this session and any other materials that will help me to apply?

**A.** The recording of the Information Session on 18.10.2022 is now available on the [Frequently Asked Questions](#) page.

**Q.** Do you class higher education as Sixth Form college for ages between 16-18?

**A.** We consider Higher Education as those with [degree awarding powers](#). Please refer to more information here: [Annex 1: Additional Eligibility Information for Education](#).

**Q.** I have a link with a Vietnam school where my contact is from a Creative Industries background would this be a suitable link of working collaboratively on an arts project?

**A.** We invite responses from across - Arts, Education, and the English language - to find innovative and creative solutions that deepens knowledge and raises awareness about protecting our planet and shaping a better, more liveable environment for communities.

**Q.** I would like to ask about the definition of heritage of this project?

**A.** One of the main themes of the UK/Viet Nam Season 2023 is Shared Heritage, information provided here.

**Shared Heritage:** The UK and Viet Nam have a rich and deep historic relationship built on trade and diplomatic engagement. We invite responses from across - Arts, Education, and the English language - 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.

We do not have a definition of heritage in this programme. We invite UK and Vietnamese organisations to contribute their views and interpretations of any forms of cultural heritage that enrich people's lives in both the UK and Viet Nam, as well as playing a part in the two countries' diplomatic ties. For a broad reference, please see the definition from our [Cultural Heritage for Inclusive Growth](#) project: *"By 'cultural heritage' we mean any type of cultural object or activity that is connected to an individual's history and identity. This could be anything from the built environment to cultural traditions such as music and language."*

**Q.** Share more information about the projects of alumni to give us some clues on what we should do in our project?

**A.** We invite you to visit our [Alumni UK](#) information page to learn more about the work we do with UK alumni.

**Q.** How could I connect with a UK (or Viet Nam) partner? Can the British Council help? How can we find and connect potential partners in the arts and creative industries from the UK? Will there be any mechanism to help us (from Viet Nam) find relevant partners in the UK?

**A.** A main part of the British Council Viet Nam's mission is to connect and broker relationships between UK-based organisations/institutions and their Vietnamese counterparts. We do this across our work in the Arts, Education, and English Programmes on a regular and long-term basis. We invite you to sign-up for our [newsletter](#), visit our [website](#), and follow us on social media to get updates on our work and join opportunities where we build and nurture relationships between the UK and Viet Nam.

Joining our information sessions, which are often organised a couple weeks after we launch any open call, is also a good way of meeting with UK organisations.

English Programmes will organise a session on Tuesday 25 October 2022. Click [here](#) if you would like to join,



For the purpose of applying for the UK/Viet Nam Collaboration Grants, if you are looking to connect with a UK partner, we advise you to study the resources available on this [FAQs page](#), and research the UK organisations who were or are still part of our various programmes. We also suggest you research online for UK-based organisations. We appreciate that it takes time to connect and build relationships with any potential partner organisation.

**Q.** It will be useful to know how many projects the British Council intends to fund?

**A.** As part of the UK/Viet Nam Season 2023 programme, we are looking to fund several projects across the Arts, Education, and English Programmes. The final number of projects that will receive grant funding depends on the quality of project proposals or applications we receive, and the amount of funding requested from the British Council by the applicants.

**Q.** Can we collaborate with two different organisations to get the grant for culture and education?

**A.** We welcome proposals from any artform or academic discipline and we are interested to receive joint projects which are interdisciplinary, multidisciplinary or cross-disciplinary projects (i.e. combining art, science, technology, education, English language). There is no limitation on the number of partners involved in one project. It is possible to collaborate with more than one organisation, as long as the project proposal is collaboratively developed and delivered by at least one UK-based organisation and at least one organisation based in Viet Nam.

**Q.** What is the expected outcome of participating projects?

**A.** We expect applicants to develop project activities, as well as outputs and outcomes from these activities as part of a project proposal. Our expectation is that proposed projects would reflect on our past, present, and future bilateral relationship through the Season's themes of 'Climate and the Environment' and 'Shared Heritage'. In assessing project proposals, we will look for evidence in the areas of **Aim, thematic, and viability (40%)**, **Partnership, contribution and legacy (30%)**, and **Innovation, equality, diversity and inclusion (EDI), and sustainability (30%)**. Please refer to more details in the **What are the assessment criteria?** section of the [UK/Viet Nam Season 2023 Collaboration Grants](#) information page.

**Q.** What kind of project/events are you looking for? What will make an application stand out?

**A.** We expect applicants to develop project activities/events that support the aim and reflect the themes of the Season as specified on the [UK/Viet Nam Season 2023 Collaboration Grants](#) information page. Please also refer to more details in the **What types of projects will be supported?** section of this page, as well as the [UK/Viet Nam Season 2023 grants open call information](#) document for the non-exhausted lists of sample activities across the Arts, Education and English Programmes.

**Q.** Can we have a Vietnamese and a UK partner and an advisor from another country where we will have completed another project? So sharing across borders in the region?

**A.** You can apply for UK/Viet Nam Season 2023 Collaboration Grants as long as your project proposal is collaboratively developed and delivered by at least one UK-based organisation and at least one organisation based in Viet Nam. It is entirely up to you to decide, and to articulate about your decision in the project proposal, whether having an advisor from another

country and/or sharing learnings or practices across borders in the region would add value to your project.

**Q. Can individuals apply, or do they have to be organisations?**

**A.** While we intend for the UK/Viet Nam Season 2023 Collaboration Grants to benefit individual artists, creative practitioners, educational professionals, academics, researchers, etc. both from the UK and Viet Nam, we cannot accept applications from individuals. Project proposals should be collaboratively developed and delivered by at least one UK-based organisation and at least one organisation based in Viet Nam. These can be arts and cultural organisations, as well as higher education and research organisations, including ELT and EdTech providers and education agents.

**Q. What needs to be included in the application?**

**A.** We use [Submittable](#) to accept and review your applications. The Submittable online application form clearly marks out areas of information to be provided by the applicants. Essentially, the form offers space for you to detail information about your project against the assessment criteria of the UK/Viet Nam Season 2023 Collaboration Grants. You will be asked to provide a budget plan, a letter of intent (for collaboration) from your partner, and other materials/documents you think would support your application.

**Q. If we apply and our project is accepted for the grant, what kind of report do we need to send to British Council and UK/Viet Nam Season 2023 after that?**

**A.** If your project proposal is awarded grant funding, you will be invited to a briefing session with the British Council grant management team, during which you will be provided with information about reporting requirements, alongside guidance and forms to use. Essentially, you will be asked to provide a brief progress report, a final technical report on the project activities and impact/results, including data on key performance indicators, benefits to target groups, audience reach, and a financial report on actual expenses. The purpose of reporting is to help us monitor and evaluate grant funded projects.

**Q. Does the UK lead partner need to have degree awarding powers - who can apply?**

**A.** Applications must be submitted by one lead applicant organisation. For Arts and Creative Industries, the lead applicant can be either of the partners. We expect the UK partners to submit the application for Education and English grants. For UK/Viet Nam Collaboration Grants for Education, please refer to [Annex 1: Additional Eligibility Information for Education](#).