Application form

Open Call for   
Vietnam Digital Learning Innovation Fund Pilot

Application form

Please read the accompanying **Call for Proposals** before completing this application form. If you have any queries on this call, please get in touch with [digitalinnovation@britishcouncil.org.vn](mailto:digitalinnovation@britishcouncil.org.vn) at least five working days before the deadline submission date of **Monday 1 March 2021**.

Data protection and consent

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

|  |  |
| --- | --- |
| I agree (please ensure all applicants listed below have agreed to this) |  |

Section 1: Applicant Details

|  |  |
| --- | --- |
| UK – Lead Applicant | |
| Full name: |  |
| Job role: |  |
| Organisation: |  |
| Address: |  |
| Email: |  |
| Mobile number: |  |

|  |  |
| --- | --- |
| Vietnam Applicant | |
| Full name: |  |
| Job role: |  |
| Organisation: |  |
| Address: |  |
| Email: |  |
| Mobile number: Including area code |  |

|  |  |
| --- | --- |
| Applicant 3 (if applicable) | |
| Full name: |  |
| Job role: |  |
| Organisation: |  |
| Address (please include the country): |  |
| Email: |  |
| Mobile number: |  |
| Have all these partners confirmed their support for this project? | YES □ NO □ |
| Please provide a brief introduction of the lead organisation and any partner organisations.  No more than 200 words. |  |
| Profile of key staff who will implement the project (CVs of the key personnel can be attached as appendix to the application)  No more than 200 words. |  |

Please add additional applicant details here should your project include more than 3 partners.

|  |
| --- |
| Question 1: Please give a short summary in plain English of the Digital learning innovation initiative; how this responds to needs of each institution and country; and how it will develop sustainable impact.  This should be a statement for a non-specialist audience, giving the rationale of the collaboration and briefly summarising its potential impact on ELT digital development in Vietnam - please refer to the enclosed Call for Proposals document.  Please keep your response to no more than 500 words. |
|  |
| Question 2: Objectives of the project  (Please list a maximum of 5 objectives; they must be both specific and achievable). |
|  |
| Question 3: Tell us about your idea for this digital learning research, insight or innovation – including details of any outputs you will work towards, platforms you want to use and audiences you aim to reach.  Please keep your response to no more than 750 words. |
|  |

|  |
| --- |
| Question 4: Who are the partners involved in your project? Tell us why you have chosen to work together and the role/contributions of each partner.  Please keep your response to no more than 500 words. |
|  |

|  |
| --- |
| Question 5: Tell us about the impact your idea could have on the partners and audiences involved. Please include audience figures and estimated reach. We encourage greater participation by or benefits for disadvantaged and underrepresented groups.  Please keep your response to no more than 500 words. |
|  |

|  |
| --- |
| Question 6: Tell us about the track record of partners involved in the project – including similar projects you have delivered in the past and your commitment to ELT digital innovation. If your idea engages with children or vulnerable adults, please tell us about your experience of working with those groups. Please keep your response to no more than 250 words for each partner |
|  |

Section 2: Risk Management, Monitoring and Evaluation

|  |  |  |
| --- | --- | --- |
| **Risks**  *What are the key risks in implementing this project and how are you going to manage them?*  *(Add more lines if needed)* | **Risk** | **Management** |
|  |  |
|  |  |
|  |  |
| **Monitoring and evaluation**  *What are your key performance indicators (KPIs) and project milestones? How will the project be monitored and evaluated against those KPIs and milestones?* |  | |

Section 3: Budget

|  |
| --- |
| Question 1: How much are you requesting from this Open Call? Please indicate amount in numerical figures and GBP (£). The minimum budget is £25,000 and the maximum budget is £30,000. Please note this is a grant and therefore does not include VAT. |
|  |

|  |
| --- |
| Question 2: Please complete the implementation plan and budget template below  Please ensure your budget clearly shows:   * Breakdown of each item, with a description of cost per units and total units required. * Notes or rationale, including where costs relate to providing greater accessibility and inclusion, or are above market value but are low carbon alternatives. * Matched and in-kind support (if applicable). * International bank transfer fees within budget lines. |

**Implementation Plan and Budget Template**

**Implementation Plan**

Please fill in the below form with information regarding the planned project activities.

*(Add more items if needed.)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity description** | **Target audience** | **Benefits** | **Outcome** | **Resources** | **Budget** | **Timetable** | **Targets and measures of success** | **Method(s) of evaluation** |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |

**Activity-based Budget Plan**

The budget plan\* must include:

* a list of all activities to be carried out;
* the full cost of each activity;
* the date of each activity.

**Your bid will not be considered without this.**

**Please use the attached Budget Form.**

\**The British Council funding can cover: experts for consultancy, international and domestic flights (economy class only), accommodation and subsistence, event venue costs and other event costs, translation, etc. The funding does* ***NOT*** *support desktops, laptops, printers, scanners, cameras, office rental, salaries, overhead costs, indirect costs, officials to attend meetings/seminars, business class and premium economy, entertainment such as alcohol/spirits, etc.*

Section 5: ODA compliance

In order to be considered for funding, your proposal must clearly demonstrate how it is ODA relevant, making a case for its importance, in particular its relevance to the economic development and/or social welfare of Vietnam, benefitting low income and/or vulnerable populations where possible.

|  |
| --- |
| Tell us how your proposal demonstrates ODA relevance. You are advised to include reference to any local or national consultation, links to government policies, and existing links with government institutions. Articulate clearly how the proposed activities will address relevant challenges in Vietnam leading to positive impact.  Please keep your response to no more than 750 words. |

Section 6: Gender Equality Statement

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.

|  |
| --- |
| Tell us the impact your project will have on gender. This should be about the project specifically – the outputs and outcomes; the make-up of the project team; participants, stakeholders and beneficiaries of the project; and the processes followed. Address the criteria in section 6 of the Briefing document, with an understanding that, depending on the project, not all questions will be applicable. If a question is not applicable, articulate the reasons why.  Please keep your response to no more than 750 words. |

Section 7: Safeguarding

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 Vietnam where there are 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.

|  |
| --- |
| Tell us how your proposal will ensure positive engagement with digital innovation for your intended audience. Please articulate clearly how your proposal addresses safe participation with reference made to Vietnam-specific challenges. This may include aspects of project design, audience awareness raising, and monitoring and reporting processes that ensure a positive digital experience.  Please keep your response to no more than 500 words. |

Section 8: Checklist and partner declarations

It is essential that all named applicants sign the declaration below, acknowledging their agreement to delivering the digital research, insight or innovation as outlined in the application.

|  |  |
| --- | --- |
| UK – Lead Applicant | |
| Full name: |  |
| Signature: |  |

|  |  |
| --- | --- |
| Vietnam Applicant | |
| Full name: |  |
| Signature: |  |

|  |  |
| --- | --- |
| Applicant 3 (if applicable): | |
| Full name: |  |
| Signature: |  |

Please add additional applicant details here should your project include more than 3 partners.

Once the application form is complete and reviewed by all named applicants, please submit this form via our mail box: [digitalinnovation@britishcouncil.org.vn](mailto:digitalinnovation@britishcouncil.org.vn) by Monday 1 March 2021 at 23.00 hours (GMT).

Please ensure you cover the following:

|  |  |
| --- | --- |
| Checklist | Indicate ‘Y’ once complete |
| Complete each section of the application form in line with the advised word count |  |
| Include budget attachment (if applicable) |  |
| Ensure all named applicants have signed the partner declaration |  |
| Complete online [equalities form](https://gradcore.formstack.com/forms/equality_and_diversity_monitoring_form_organisations) (optional for UK based applicants applying from an organisation) |  |