Teacher Activity Groups Programme – Phase 2

Annex 1: Proposal application form

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| section 1: project name & contact details |
| **Project Name** |  |
| **UK** – **Lead Applicant**  |
| Name of UK ELT provider |  |
| Name of Contact Person  |  |
| Position and Title |  |
| Email Address |  |
| Address of the UK ELT provider  |  |
| **Vietnam Applicant**  |
| Name of Vietnam ELT provider |  |
| Name of Contact Person |  |
| Position and Title |  |
| Email Address |  |
| Address of the Vietnam ELT provider |  |
| Please provide a brief introduction of the Applicants, partners and how this partnership came about (max 500 words) | * UK – Lead Applicant:
* Vietnam Applicant:
* DoET(s) that your partnership project aims to work with
* Description about the partnership:
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| Please provide name of key people from UK Lead Applicant and Vietnam Applicant, and their role in the project. CVs highlighting their relevant experiences must be submitted as part of the proposal.  |  |

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| section 2: Funding  |
| Please use Annex 2 to detail your budget at this stage. N.B. If you are successful in your bid, you will have an opportunity to review this as part of the development of your Project Implementation Plan (Phase 1: April – July 2024). |
| 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 April 2024 and September 2025)*  | Project start date:Project completion date (including completed end-of-project report):  |

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| section 3: proposal description |
| **Project rationale: 20%** (Max 1000 words)* Please explain the rationale of your proposed project, including how your project will leverage the expertise, knowledge, and experience of UK and VN ELT providers, and the partnership model (UK ELT providers – Vietnam ELT providers – Vietnam provinces) developed through the TAG pilot phase (2022-2023) for this Phase 2. Please also indicate a preference order of Vietnam provinces/DOETs that your project aims to develop as TAG exemplar provinces in this Phase 2, and your rationale for selecting them.
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| **Potential to achieve the objective, target outcomes and KPIs: 20%** (Max 1000 words)* Please give a short summary of **WHAT** your project will achieve (objective, specific target outcomes and KPIs) that align with our objectives and expected outcomes, as included in the Call.
* Please also explain **HOW** you will achieve the objective, expected outcomes and Key Performance Indicators (KPIs) as mentioned, including a clear monitoring and evaluation plan, and a clear identification of risks and appropriate mitigation strategies.
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| **Innovation: 20%** (Max 1000 words)Please describe what innovative approaches you will apply to ensure impact, reach, inclusion, and value for money of your project. |  |
| **Track record and capacity to deliver the project successfully and within budget: 30%** (Max 1500 words)* **Track record (10%):** 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 teacher development. If your idea engages with children or vulnerable adults, please tell us about your experience of working with those groups.
* **Capacity (10%):** Please demonstrate the capacity - a team of individuals with the skills and experience necessary to make sure the project will be delivered successfully.
* **Value for money (10%):** Please explain how you will achieve the best possible outcomes with the funding and resources available. For example, if you plan to work with more than one DoET, please consider how this could result in economies of scale.
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| **EDI and Gender management: 10%** (Max 500 words)* Please give examples from your work that would demonstrate your commitment to the British Council's Equality, Diversity, and Inclusion policies, including the extent to which your project will be inclusive with regard to gender participation at all stages and activities as stated in the Gender Equality requirement section (make sure you have addressed all the points in 12.3)
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| section 4: Safeguarding   |
| We have a duty of care to safeguard the children and vulnerable adults we work with. Please refer to the Safeguarding policy here: <https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding>. If your project involves working with these groups of people, please articulate clearly how your proposal addresses their safe participation with reference made to Viet Nam-specific challenges. (Max 500 words) |  |

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| SECTION 5: Additional information  |
| Please use the space here 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 6: ACTION PLANPlease fill in the below table with information regarding the planned project activities. (Add more lines if needed)Please complete one Action Plan for each TAG exemplar province (DoET) your project partnership aims to work with. N.B. If your bid is successful, you will have an opportunity to review this as part of the development of your Project Implementation Plan (Phase 1: April – July 2024). |

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| **Activity description** | **Expected outcome** | **Resources** | **Budget** | **Timeline/Key milestones** |
| **Name of the target TAG exemplar province:** |
| Phase 1 |  |  |  |  |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
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| Phase 2 |  |  |  |  |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
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| Phase 3 |  |  |  |  |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
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| section 7: Supporting documents and requirements |
| Budget Form (Annex 2)  | Y/N |
| Grant Agreement Template (Annex 3)  | Y/N |
| CVs highlighting relevant experience of key people from UK Lead Applicant and Vietnam Applicant | Y/N |

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| section 8: ADDITONAL 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 other Partners institution/organisation.  | Y/N |

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| Privacy Notice (*please read and tick the appropriate box*)The British Council will use the information that you provide for the purposes of processing your application, making any awards, monitoring and review of any grants. The legal basis for processing your information is agreement with our terms and conditions of application (contract).We may share all application data with Ministry of Education and Training in order to assist with management of the application process. We may share data with agencies responsible for monitoring and evaluation of the UK-Viet Nam Going Global Partnerships.We would like to use the information you provide to process this application and to send details of activities, services and events (including social events) which we think are of interest by email and newsletters. We will process your personal information based on this consent. You may unsubscribe at any time by contacting VN\_education.society@britishcouncil.org.vn.o Agree o DisagreeBritish Council would like to use the information that you provide for the purposes of market research. We will use your contact details to send you research materials such as questionnaires or surveys. We carry this out for legitimate purposes. However, you can choose not to participate by contacting VN\_education.society@britishcouncil.org.vnBritish 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 or contact your local British Council office. We will keep your information in line with our retention policies from the time of collection. |