

ALUMNI UK VIETNAM CHALLENGE FUND 2023

Grant Application Form

*This application form can be submitted as an individual or group submission from Alumni UK in Vietnam is acceptable. Submission from the private sector is only considered if the objectives and activities are clearly articulated for non-profit purposes[[1]](#footnote-1).*

*Please submit your application form and related documents to GGP.vietnam@britishcouncil.org.vn* ***by 27 February 2023 (23:59 GMT)***

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| section 1: project name & contact details | | | | | | | |
| Project Name |  | | | | | | |
| Form of Application | Individual | |  | | Group | |  |
| Contact Person (name & email address) |  | | | | | | |
| Position and Title |  | | | | | | |
| UK university you graduated at |  | | | | | | |
| Level of study | Undergraduate |  | | Postgraduate | |
| **If applying as a group, fill in the details below** | | | | | | | |
| Organisation |  | | | | | | |
| Nature of institution (public institution or organization/private sector) |  | | | | | | |
| Organisation address |  | | | | | | |

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| section 2: Funding and grant | | | | |
| What is the total funding requested from British Council?  (Maximum GBP 10,000) | Full Activity Based Budget (Annex 2) must be completed. Your proposal will not be considered without this. | | | |
| What is the timing of the project?  *(must be between 1 April 2023- 30 March 2024)* | Project start |  | Project completion |  |

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| section 3: project description | |
| **Project summary**  Please give a short summary, what your sustainable or innovative idea will achieve and the rationale of your idea or solution. (Max 150 words) |  |
| **Beneficiary Groups**  Please list out:  Beneficiaries are any organisations, groups or individuals who will benefit from the project |  |
| **Value for Money**  Please explain:  How will you achieve the best possible outcomes with the funding and resources available (Max 150 words) |  |
| 3.1 Assessment Criteria | |
| **Creative (20%)**  Please explain (Max 150 words):   * How will this idea different than other implemented initiatives before? * How will this idea re-imagine the alumni engagement we like to address? * Have you done something similar before? |  |
| **Realistic/Achievable (30%)**  Please describe (Max 250 words):   * What actions will you implement to achieve your objectives? * What resources do you require? * How will you carry out your idea within the provided timeline? |  |
| **Impactful (30%)**  Please explain (Max 250 words):   * What outputs will the project generate? * How will the outputs benefit the participants and the British Council? * How do you plan to engage them? |  |
| **Sustainable (20%)**  Please describe (Max 150 words):  what impacts your project will achieve in short, medium and long term. |  |

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| section 4: risk management | |
| Please detail out:  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 |
| Please add additional rows as needed |

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| section 5: monitoring and evaluation plan | |
| Please outline:   * What are your key performance indicators (KPIs) and project milestones? * How will the project be monitored and evaluated against those KPIs and milestones? |  |
| Please state:   * How will you ensure Equality, Diversity and Inclusion in your project implementation? * How will you ensure equal and meaningful opportunities for people of different backgrounds, race, faith, ages, gender, sexual orientation, and dis/ability to be involved? |  |

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| section 6: 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 7: proposed iMPLEMENTATION and indicative budget PLAN  Please fill in the below form with information regarding the proposed implementation plan for your UK alumni-related initiatives between April 2023 to March 2024 as well as the indicative budget. | | | | | | | |
| **Item / Activity description** | **Rationale** | **Target beneficiaries / participants** | **Expected Outcomes** | **Budget Allocation** | **Timeline** | **Targets and measures of success** | **Method(s) of evaluation** |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| (Add more items as needed) |  |  |  |  |  |  |  |

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| section 8: Supporting Document(s) | |
| UK Graduation certificate copy | Y/N |

**Data Protection Notice**

British Council will use the information that you provide for the purposes of processing your application. British Council complies with data protection law in the UK that meet internationally accepted standards. We process and handle personal information according to these regulations. The information will be viewed by British Council and shared with those who are part of the decision-making process. Your information will not be used/shared for any other purpose without your specific consent.

Full details can be found here: [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy)

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| **I have read and understood the above** (Please put an X sign) | **Yes** |  | **No** |  |

1. *\*Individuals must be a UK graduate. 80% of individuals in group/organisation submissions must be UK graduate*  [↑](#footnote-ref-1)