Digital Arts Showcasing 2021

Promoting digital arts collaborations and showcasing between Viet Nam and the UK

Application Form

Instructions

1. Please complete the application form by ensuring all questions/ sections are answered.
2. Kindly ensure to provide clear and accurate information. All information will be taken into account for the evaluation.
3. Submit the completed application form and all mandatory documentation to [vnarts@britishcouncil.org.vn](mailto:vnarts@britishcouncil.org.vn) by **12 September 2021** (at 23:59 Viet Nam time)
4. Please refer to the Digital Arts Showcasing 2021 Call for proposals for further details when completing this form.

Section 1 – Contact Details

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(To be used on the Contract)

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If applicable, to be used on the Contract)

Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact telephone number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

For those applying as group, what's the name of your group/collective, and who are the members:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Full name of Counterpart: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Email address of Counterpart: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Which UK country and city is your Counterpart from: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section 2 – Viet Nam - UK existing collaboration or exchanges**

*(in 200 words or less, describe Viet Nam – UK collaboration or exchanges that produced the work being proposed for Digital Arts Showcasing 2021)*

Section 3 – Showcase details

*(in 400 words or less, summarise the discussion(s) you have had and outline what you would like to propose to showcase and how you would go about it)*

Section 4 – Potential long-term Partnership

*(in 200 words or less, describe how this showcasing would help develop a long-term partnership)*

Section 5 – Covid-19 Risk Management

*(in 200 words or less, provide information about any risks the Covid-19 pandemic might have on your proposal, and how you would manage/mitigate these risks to ensure your project will be delivered in full)*

Section 6 – Diversity

*(in 200 words or less, describe whether your proposed project focuses on gender, race, ethnicity, disability, inclusion, ageing and other areas of diversity, if applicable)*

**Section 7 – Cost Breakdown**

*(complete the table below with your estimated cost breakdown, some cost item examples are provided – please adapt as much as you wish)*

**Table 1: Cost Breakdown**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Cost item** | **Unit** | **Unit value** | **# of unit** | **Total** |
|  | Professional fee 1 | per day |  |  |  |
|  | Professional fee 2 | per day |  |  |  |
|  | Artistic fee 1 | per day |  |  |  |
|  | Artistic fee 2 | per day |  |  |  |
|  | Travel 1 | per trip |  |  |  |
|  | Travel 2 | per trip |  |  |  |
|  | Per diem 1 | per day |  |  |  |
|  | Per diem 2 | per day |  |  |  |
|  | Equipment 1 | per item |  |  |  |
|  | Equipment 2 | per item |  |  |  |
|  | Material 1 | per item |  |  |  |
|  | Material 2 | per item |  |  |  |
|  | Translation fee | per page |  |  |  |
|  | Interpretation fee | per day |  |  |  |
|  | Social media promotion fee | per post |  |  |  |
|  | Online subscription (i.e. Zoom) | per item |  |  |  |
|  | Venue rental | per day |  |  |  |
|  | Printing | per page |  |  |  |
|  | Exhibition set up | per pax |  |  |  |
|  | Event catering | per pax |  |  |  |
|  | Etc. |  |  |  |  |
|  |  |  |  |  |  |
| **Total** | | |  |  | **XXX** |

*\*Notes:*

*- Please make sure that all appliable taxes are included in the total amount.*

*- Please be advised that the British Council will require submission of supporting financial documents (such as quotations, receipts and VAT invoices) for expenses covered by the British Council’s financial contribution accordingly with relevant Vietnamese regulations.*

Data Protection and Consent

The British Council is the data controller of the information that you provide as part of your application to the Digital Arts Showcasing 2021. This means that the British Council is responsible for determining how your information is collected and used. The legal basis for collecting your data is that the processing is necessary for the performance of a contract – our agreement outlined in the Digital Arts Showcasing 2021.

The 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](https://www.britishcouncil.vn/). We will keep your information for ten years from the time of collection.

Data Protection and Consent:

Yes, I agree.

No.

Use of your contact details for other British Council activities.

The British Council would like to use the information you provide to send details of activities, services and events (including social events) which we think are of interest. To choose your contact preferences, please check any of the boxes below.

You do not have to select any of the options and if you do, you may unsubscribe from any option at any time. We will process your personal information based on this consent. You may unsubscribe by sending an email to [vnarts@britishcouncil.org.vn](mailto:vnarts@britishcouncil.org.vn)

Email address you use for the Digital Arts Showcasing 2021

Mobile number you use for the Digital Arts Showcasing 2021

Use of your contact details for other British Council activities

FOR MORE INFORMATION

Hong Pham

Arts Manager, Arts and Creative Industries

[vnarts@britishcouncil.org.vn](mailto:vnarts@britishcouncil.org.vn)