



Ambasáid na hÉireann | Vítneam
Embassy of Ireland | Vietnam
Đại sứ quán Ireland | Việt Nam

CONCEPT NOTE

Fund for Ireland Vietnam Alumni and Academics (FIVAA)

Applicants for funding under the FIVAA are requested to prepare a concept note to introduce the objectives, expected results and intended approach of the proposed project. The Embassy will assess the concept note based on its alignment with Ireland's Strategy in Vietnam, the added value of the proposed work, the capacity of the individual/team to achieve results and the proposed budget and timeframe.

The concept note will serve as a basis for assessment and possible further discussion with the Embassy, and should answer the following questions:

1. **Title of Project**
2. **Applicants:**
 - Lead Alumni/student name, year of graduation/study in Ireland AND/OR
 - Lead Academic's name/year of project from partner universities
 - Member(s) Alumni/Academics name and contact details
3. **What does the project aim to accomplish?**
 - What are the main objectives, anticipated outcomes and results?
4. **How will the objectives be achieved?**
 - Description of proposed approach
 - Project duration and tentative timetable for execution
 - How will resources, human resources, networks, knowledge be mobilized?
 - Are there other stakeholders that the project will engage to achieve the objectives?
 - Highlight any innovation the project is introducing?
5. **What is the communication and promotion plan of the project?**
 - Description of how the project is promoted; how Ireland's visibility is engaged in the plan; and how the project's communication activities will interact with other Ireland's promotion platforms in Vietnam, i.e. Fanpages of Irish Embassy in Vietnam, Friends of Ireland in Vietnam, Education in Ireland Vietnam, Vietnam - Ireland Alumni group, etc.

6. **Sustainability**

- Briefly describe the plan to sustain/expand/utilize the project outcome, beyond the period of the Embassy's funding.
- If a similar project has been funded by FIVAA in previous years, please indicate lessons learned from previous projects and how these have been incorporated in the current applications.

7. **What is the preliminary budget (€)?**

Project budget	
<i>Fund requested from Embassy of Ireland</i>	
<i>Funding from other sources</i>	

(Detailed budget plan is attached with the given template)

8. **Have you ever submitted this project idea to any other funders?**

- If yes, who are they? Please advise on the status

This concept note (not exceeding four (04) A4 pages excluding relevant appendices) should be submitted to thuy.nguyen@dfanet.ie by 7th April 2022.