

Direct Aid Program Application

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Introduction

Overview

What is the Direct Aid Program?

The Direct Aid Program (DAP) is a flexible small grants program funded by the Australian Government and managed through the Department of Foreign Affairs & Trade (DFAT) overseas posts. The program aims to support projects with a strong development focus that complement Australia's broader aid program which contributes to sustainable economic growth and poverty reduction. DAP projects should promote a distinctive and positive image of Australia.

Who can Apply?

DAP is available on a not-for-profit basis to community groups, NGOs and other entities engaged in development activities in countries that are eligible for official development assistance.

What activities are eligible for DAP Support?

DAP activities should primarily be aimed at achieving practical and tangible outcomes of high development impact. DAP is able to fund activities that have a direct, practical and immediate impact, including capacity building programs in the areas of governance and human rights engagement. We will favourably consider projects:

- in the areas of community and/or rural development, education, gender equality, disabilities, youth, human rights, the environment, small-scale infrastructure, economic empowerment and ad hoc humanitarian relief;
- where applicants and their communities make a contribution in labour, materials, transport or cash;
- that involve sporting activities targeting a disadvantaged group;
- that enhance educational and cultural exchanges and people-to-people links;
- that are achievable and have sustainable outcomes;
- that provide educational or occupational/skills training and have a clear plan for measuring the success of the training.

We will generally NOT fund the following:

- cash grants or micro-credit schemes or projects that involve the return of money;
- commercial ventures;
- purchase of major assets, eg vehicles, boats;
- Australian or overseas study tours;
- International travel;
- Sponsorship of major sporting tournaments or cultural displays that do not have a clear developmental benefit;
- staff salaries;
- routine, recurring running costs and administrative expenses including office rental and utility costs, spare parts, routine maintenance;
- freight of goods, except where the applicant demonstrates that it is not possible to source the same items locally.

Projects should be self-contained, with finite time lines. Activities in which the recipient community themselves makes a significant contribution in terms of labour, materials or cash are particularly well-received. Projects that might act as a catalyst for additional development of the community or a model for similar developments elsewhere will also be welcomed. There is no minimum amount that a single DAP

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project can receive but the maximum is AUD30,000/FJD50,000 over the life of the project. Activities may run over two Australian financial years.

Proposals must be clearly defined with specific outputs. Proposals will be approved or rejected on the basis of:

- the costs and the development benefits of the proposal;
- achievable and sustainable outcomes;
- soundness of the project's objectives and design;
- the practicability of the proposed implementation arrangements, and;
- whether the project conforms with the objectives of the Direct Aid Program.

Instructions

This form is to be completed by the applicant online.

All applications must be accompanied by a fully costed project budget and at least two quotations for each good and/or service requested.

This application form should be read in conjunction with the Direct Aid Program Guidelines, which are available at http://www.dfat.gov.au/direct_aid_program/

Notes:

1. If the project involves working with children, the organisation must have a current child protection policy or code of conduct to be eligible. See Attachment A for an example Child Protection Code of Conduct.
2. Recipients of DAP funding must ensure that no support or resources are provided to any entity subject to sanctions (by the United Nations Security Council or the Australian Government).
3. Recipients of DAP funding must ensure that the work conducted in relation to this project is undertaken in a safe manner and complies with all applicable local laws, standards and policies that relate to health and safety.
4. Do not assume that your application is approved until you receive notification from our office.

Sectoral requirements:

1. Infrastructure projects should meet Australian standards wherever reasonably practicable to do so. Qualifications of the workers and detailed plans of the work must be included in the application. Departure from Australian Work Health and Safety standards on the basis that meeting such standards is not "reasonably practicable" will only be accepted where it is defensible to do so, supported by a clear, persuasive and documented explanation. In such cases, the project should meet the highest standard that is reasonably practicable, with hazard mitigation measures supported by a hazard identification and risk assessment report identifying the residual risks of injury and illness to any workers or third parties, and proposed mitigation strategy.
2. Applications for Water, Sanitation and Hygiene (WASH) Projects must include a Water Supply Management Plan approval from the Department of Water and Sewerage. Rural communities that currently have piped and metred water will not require this.
3. Applications for projects in schools must include a letter of support from the Ministry of Education.

Applicant Details

* indicates a required field

Applicant Organisation and Contact Details

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Organisation Name *

Type of Organisation *

- Individual
- Community Group
- Local NGO
- Overseas NGO
- Other:

Postal Address *

Address

Suburb/Town

State/Province

Postcode

Country

Primary Contact *

Title

First Name

Last Name

Position *

Work Phone Number *

Mobile Phone Number

Email *

Previous DAP Projects

Have you received DAP funding previously? *

- Yes
- No

If yes, list any projects previously done by this organisation through the Direct Aid Program

Project Name	Name and Contact	Currency Type	Amount Funded	Dates
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If No, provide details of two referees for your project

Referee One

Name *

Title

First Name

Last Name

Referee Two

Name *

Title

First Name

Last Name

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Position *

Position *

Primary Phone Number

Office Phone Number

Primary Email *

Office Email *

Project Proposal

* indicates a required field

Project Summary

Name of Project *

Must be no more than 20 words

Project description *

Must be no more than 150 words

Start Date *

Must be a date

End Date *

Must be a date

Project Location

Project Country *

- Fiji
 Tuvalu

Location of Project *

Project Objectives

Select one or more of the Objectives below.

Which of the following are objectives of this project? *

- Community Health or Sanitation
 Conferences, Training, or Capacity Building
 Food security or agriculture
 Gender equality

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- Cultural or sporting activities
- Disaster or humanitarian relief
- Education (general)
- Education (Infrastructure)
- Poverty alleviation
- Protection of the environment
- Rural Development or Agriculture
- Sports for Development

Working with Children

The Direct Aid Program considers a child to be a person under the age of 18 years.

Will this project involve working with children? * Yes No

Do you have child protection guidelines for your project? * Yes No

If Yes, attach a copy of the guidelines Attach a file:

Funding

* indicates a required field

Please outline the total amount of funds you are requesting and breakdown of what the money will be spent on here. This includes materials, transportation of goods, building services

Please note it is not sufficient to simply refer to quotes, a detailed budget must be outlined here. Please attach two quotes for the purchase of any products.

Currency Type * AUD - AUSTRALIAN DOLLAR FJD - FIJI DOLLAR

Total Project Cost *

What is the total budgeted cost (dollars) of your project? Do not use dollar sign and comma.

Total Amount Requested *

What is the total amount being requested for this project? Do not use dollar sign and comma.

Applicant's contribution *

What is the total budgeted cost (dollars) of your project? Do not use dollar sign and comma

Budget

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Please provide a detailed budget.

NOTE: Ensure all costs quoted in the budget are in the same currency type as the **Total Project Cost**

Item	Cost per item	Number of Items	Total cost	NGO contribution	Contribution from other donors	DAP Contribution

Recurrent Costs

DAP funding cannot be used for recurrent costs such as administration expenses, routine maintenance, office rent or staff salaries.

Will the project have recurrent costs? *

- Yes
- No

Explain how you will recover recurrent costs. *

Quotes

Please upload at least two quotes for each good and/or service outlined in the budget.

Attach a file:

These can also be sent to the Australian High Commission Suva, P.O. Box 214, Suva, Fiji

Project Details

* indicates a required field

Why does this work need to be done? *

Describe the specific issue or need you want to address (200 words recommended)

What are the planned activities? *

Briefly list (bullet points) the specific activities that will take place and where and when they will take place (200 words recommended)

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How will the project promote the rights of women and girls? *

How have women and girls been involved in the planning of this project? What role will women and girls play in implementing the project? How will they benefit from the project? (150 words recommended)

What are the expected outcomes of the project? *

Describe three things you want the project to achieve in terms of benefits for participants and/or others (200 words recommended)

How will you know if these outcomes have been achieved? *

Describe three changes you will see if the expected outcomes of the project occur (150 words recommended)

How will you promote Australia's support for your project? *

You can include promotion activities in the proposed project budget (150 words recommended)

Risk identification and management

What problems will be encountered in delivering this project? *

- Child related risks
- Environmental risks
- Physical risks
- Economic risks
- Political risks
- Social risks
- Other

How will you work to overcome them? *

Word count:

Must be no more than 200 words

Beneficiaries

How many people in the following categories will benefit from this project?

Men

Must be a number

Women

Must be a number

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Girls

Must be a number

Boys

Must be a number

Men with disabilities

Must be a number

Women with disabilities

Must be a number

Boys with disabilities

Must be a number

Girls with disabilities

Must be a number

Sectoral requirements

For some projects, we require additional information to support your application. More details can be found in the instructions in the introduction section of this form.

**For infrastructure projects:
please provide the
qualifications of the who
will undertake the work and
detailed plans of the project**

Attach a file:

**For Water, Sanitation and
Hygiene projects: please
attach a Water and Sewerage
Maintenance Plan, approved
by the Department of Water
and Sewerage**

Attach a file:

Rural communities that currently have piped and metred water will not require this.

**For projects in schools:
please attach a letter of
support for your project from
the Ministry of Education**

Attach a file:

Funding Agreement

* indicates a required field

Conditions of funding

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As a condition of this DAP funding, your organisation must ensure that no support or resources, including training, is provided to any criminal, illegal or terrorist entity.

Accordingly, your organisation must take all necessary steps to ensure that funding provided by us does not, directly or indirectly, contribute to any criminal, illegal or terrorist individuals or entities.

**Does your Organisation
directly or indirectly,
contribute to any criminal,
illegal or terrorist individuals
or entities? ***

- Yes
- No