

1. What is the Direct Aid Program?

- a. The Direct Aid Program (DAP) is a small grants program funded by the Australian Government through overseas posts of the Department of Foreign Affairs and Trade.

2. Projects

- a. Projects should:
 - i. Be strongly focussed on local or national development
 - ii. Be sustainable
 - iii. Have the same aims as Australia's aid activities
 - iv. Have real and practical development outcomes for the community
 - v. Have clearly described goals, intended results and overall outcomes.
 - vi. Require a DAP contribution of less than USD 20,000
- b. Projects will be approved or rejected on the basis of whether:
 - i. the development benefits of the proposal worth the cost
 - ii. the goals and outcomes can be achieved sustainably
 - iii. the project can actually be implemented as described
 - iv. the project is in line with DAP objectives

Note: Projects that will assist additional development of the community, or are which are an example for similar developments elsewhere, would be welcomed.

3. Target Groups and Locations

- a. *Groups*: Preference will be given to projects addressing the needs of women, children or disabled persons, people in poverty, especially where they are affected by humanitarian hardship or inequality
- b. *Locations*: The Marshall Islands, Federated States of Micronesia, and Palau including outer-island and remote areas where risk management considerations can be satisfied

4. Public Diplomacy Outcomes and Collaborations

- a. Public diplomacy outcomes sought are:
 - i. Local and Australian communities know that DAP is available in the area
 - ii. The results of DAP activities are known
 - iii. DAP projects attract co-funding from local organisations
 - iv. Communities know DAP projects are supported by Australia

5. Who can apply?

- a. Individuals, government agencies and non-government organisations

6. Development Sectors and Strategic Policy Priorities

- a. Health
 - i. Public health
 - ii. Community water and sanitation
 - iii. Preventing non-communicable diseases (eg. diabetes, heart disease)

- iv. Environment protection (including climate resilience and adaptation)
- b. Education
 - i. Especially projects improving basic skills of reading, writing and maths
- c. Gender
 - ii. Equity
 - iii. Female and child safety
 - iv. Economic progress
- d. Poverty reduction
 - i. Employment and work skills
 - ii. Commencing small businesses where applicants and their communities will make a contribution in labour, materials, transport or cash;

DAP will NOT fund:

1. Other embassies to run grant programs
2. Cash grants or micro-credit schemes or projects that involve the return of money
3. Existing businesses to survive or expand
4. Purchase of vehicles (except for medical or farm purposes vital to projects)
5. Australian or overseas study tours
6. International travel
7. Sponsorship of major sporting tournaments or cultural displays
8. Staff salaries
9. Routine, recurring running costs and administrative expenses including office rental and utility costs, spare parts, routine maintenance
10. Consumer electronics (e.g. laptops, printers)
11. Direct support for government programs

7. Project budget

- a. All applications must be accompanied by a fully explained project budget
 - i. Quotations or pro-forma invoices for the must be included with project proposals
 - ii. Scans can be emailed to the Australian Embassy in Pohnpei using dap.pohnpei@dfat.gov.au
 - iii. Physical copies can be sent by post to the Australian Embassy in Pohnpei (P.O. Box S, Pohnpei, 96941 Federated States of Micronesia)

8. Timelines

- a. *Advertising:* The Embassy will call for projects applications when it has received DAP funds, usually starting in September/October each year
- b. *Activities:* Projects with activities that can occur within one (1) year are preferred. Unless otherwise agreed, DAP projects must be completed within two (2) years of the granting of funds
- c. *Acquittals:* A report is due at the halfway point of the project however the Embassy may require a report at any time during the project. An end-of-project financial acquittal and report, including all invoices and receipts for project costs, is due within two months of the project's completion.

Notes:

1. Any building and construction projects should meet or exceed Australian standards wherever it is reasonably possible to do so

2. Australian Workplace Health and Safety standards should be met wherever it is reasonably possible to do so.
3. Where it is not possible, proposals should be supported by a clear and reasonable written explanation. In such cases, the project should meet the highest standard that is reasonably possible, with risk reduction measures supported by a risk identification and assessment report identifying the possible risks of injury and illness to any workers or third parties, and proposed reduction strategy
4. If the project involves working with children, the organisation must have a current child protection policy or code of conduct to be eligible
5. Those receiving 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). 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

Grant application

Applicant Details

* indicates a required field

Applicant Organisation and Contact Details

Organisation Name *

Type of Organisation

Other:

Postal Address *

Address

Suburb/Town

State/Province

Postcode

Country

Primary Contact *

Title First Name

Last Name

Position *

Work Phone Number *

Must be an international phone number

Mobile Phone Number

Must be an international phone number

Email *

Must be an email address

Previous DAP Projects

Have you received DAP funding previously?

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

Project Name	Name and Contact	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

Position

Referee Two

Name
Title First Name Last Name

Position

Direct Aid Program (DAP)

Office Phone Number

Must be an international phone number

Office Phone Number

Must be an international phone number

Primary Phone Number

Must be an international phone number

Primary Phone Number

Must be an international phone number

Primary Email

Must be an email address

Primary Email

Must be an email address

Office Email

Must be an email address

Office Email

Must be an email address

Description of Organization

When was your organization started?

How many members do you have? (Total, Women, Men, Youth)

What is the main purpose of your organization?

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 *

Location of Project *

Project Objectives

Select one or more of the Objectives below.

Which of the following are objectives of this project? *

- Basic human rights /governance
- Cultural or sporting activities
- Disaster or humanitarian relief
- Education (general)
- Food security or agriculture
- Gender equality
- Poverty alleviation
- Protection of the environment

Working with Children

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

Will this project involve working with children? *

Do you have child protection guidelines for your project? *

If Yes, attach a copy of the guidelines

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.

Total Project Cost *

What is the total budgeted cost (dollars) of your project?

Applicant's contribution * \$ or local currency

How much are you contributing to the project?

Total Amount Requested * \$ or local currency

What is the total amount being requested for this project?

Budget

Please provide a detailed budget

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.

Will the project have recurrent costs? *

Explain how you will recover recurrent costs. *

Additional Funding

Have you made any other application for funding for this project?

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 they will take place (200 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. What will the project contribute to the community? What are the objectives?

How will you know if these outcomes have been achieved?

Describe three changes you will see if the expected outcomes if the project occur. How will you know you've met your objectives? What is your monitoring and evaluation plan?

Risk identification and management

What plans are in place to sustain the project once DAP project funding has ended?

What problems will be encountered in delivering this project? *

- Child related risks
- Environmental risks
- Political risks
- Social Risks

How will you work to overcome them? *

Must be no more than 200 words

Beneficiaries

Describe the community and beneficiaries where the project will be implemented

Direct Aid Program (DAP)

Include information about: population, livelihood, health, environment, education, and distance from town or village. How was the proposal developed? Who was involved?

Who will benefit from the project? *

Describe the estimated number, gender, age and location/region of these participating in the project. Must be no more than 150 words.

Funding Agreement

Conditions of funding

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

Branding

As a condition of this DAP funding, your organisation must ensure that the project is properly branded as an Australian Government/ Australian Aid funded project.

Will the project be promoted on social media?

Yes
 No

Will the project be promoted in the local newspaper/ press?

Yes
 No

How else will you brand this project as an Australian Government funded project?