

**Australian Embassy - Direct Aid Program  
Project Application Form**

**INSTRUCTIONS**

The following instructions will assist you in completing the DAP application form:

**BRIEF DESCRIPTION**

This section should describe the problem or issues which the proposal expects to address/solve and how the need for the proposal was determined.

***Project objectives*** – what the proposal is expected to achieve or the changes will cause to improve the wellbeing and livelihood of the target beneficiaries, if project activities are successful.

***Project beneficiaries*** – how many people are expected to benefit from the proposed project, both directly and indirectly.

***Location*** – please specify the exact location of the project implementation.

**PROJECT DESCRIPTION**

Please provide a slightly broader description of project explaining in more detail points described in the brief description field at the top of the application.

Project implementation and management plan, a description of the planned activities, timing and duration and who will be responsible for their implementation.

***References*** – all first time applicants should provide references from previous donors, or at least a list of previous projects implemented along with the names and contacts of respective donors.

***Risk management*** – the proposal should include a brief description of all the potential risks that might jeopardise effective project implementation. You should also describe your strategy to mitigate those risks.

**PROJECT BUDGET**

This section should include a simple breakdown of your expected project expenses to implement the project. These could include equipment purchases, professional/consulting fees, rental costs, travel, materials and supplies and other costs. Additional explanatory text justifying project expenses might be included as well. It is useful if the budget specification and explanatory text are provided in table form eg. Excel or other.